



Shared
Services

DEPARTMENT OF JOB & FAMILY SERVICES

SHARED CAMPUS PROGRAMS & SERVICES RESOURCE GUIDE

We assist Lucas County families and individuals with essential services while they pursue their highest level of stability and independence in cooperation with our community partners.

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OVERVIEW OF JFS & CSEA

Lucas County Department of Job & Family Services (LCDJFS) is the public assistance agency in Lucas County that administers programs such as Temporary Assistance for Needy Families/ Cash Assistance (TANF), Supplemental Nutrition Assistance Program/ Food Assistance (SNAP), and Medicaid. Additionally, LCDJFS oversees programs and services such as: Subsidized Childcare; Adult Protective Services (APS); Non-Emergency Medical Transportation (NEMT); Medicaid Home and Community-Based Services (HCBS) Waiver; Long Term Care (LTC) for nursing or institutionalized care; and Prevention, Retention, and Contingency services (PRC).

To learn more about public assistance benefits, apply for or manage services, visit:

www.benefits.ohio.gov or call: 1-844-640-6446.

The Agency's Division of Child Support (Child Support Enforcement Agency or CSEA) establishes parentage, enforces support orders, and collects and disburses child support to ensure that families receive the financial support to which they are entitled. CSEA programs and services are detailed in pages 15-24.

To learn more about child support services, apply for or manage services, visit: www.lucasjfs.org or call

LOCATIONS

LOBBY HOURS

MONDAY – FRIDAY

8:30 AM – 4:30 PM

WWW.LUCASJFS.ORG

LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

3737 W. SYLVANIA AVE.

TOLEDO, OH 43623

MAILING ADDRESS:

P.O. BOX 10007

TOLEDO, OH 43699-0007

1-844-640-6446

1-888-245-8999

FAX: (419) 213-8820

DIVISION OF CHILD SUPPORT SERVICES

3737 W. SYLVANIA AVE.

TOLEDO, OH 43623

MAILING ADDRESS:

P.O. BOX 10018

TOLEDO, OH 43699-0018

(419) 213-3001

1-800-466-6396

FAX: (419) 213-8591

JOB & FAMILY SERVICE/PUBLIC ASSISTANCE

The Job & Family Services Agency helps Lucas County families and individuals to achieve their highest level of stability and independence. Respecting the dignity of our clients, we provide effective career development and individualized services in cooperation with our community partners, that will lead towards self-sufficiency.

How to Submit Applications/Documents

Please include a case or social security number on all documents with the additional details of:

- 1) Applicant/Recipient's Full Name
- 2) Applicant/Recipient's Date of Birth
- 3) Applicant/Recipient's Current Phone Number

Verifications may be submitted in the following ways:

- **ONLINE:** Upload to a case in Ohio Benefits (OB) portal at www.benefits.ohio.gov
- **EMAIL:** Lucas_Documents@jfs.ohio.gov
- **IN-PERSON:** Physically deliver to a drop-box; one is located outside the JFS building and one inside the JFS lobby at 3737 W Sylvania Ave, Toledo, OH 43623
- **MAIL:** Address to – Lucas County JFS at P.O. Box 10007, Toledo, OH 43699-0007 (original documents will be returned to the client's mailing address on file)
- **FAX:** Fax to Lucas County JFS at 419-213-8820

Following submission of documents, allow two (2) business days for documents to be uploaded to the case.

If (10) business days has passed and you're unsure of your case status with the verified changes, then please call customer service at 844-640-6446 to request a case review and return phone call.

Documents received with application/reapplications, or 5-days prior to, may have eligibility processed quicker if everything in question is received. If verifications are requested, then the 30th-day of your SNAP application will be the case review and processing date of the application/reapplication.

Note: Accommodations are made at all LCDJFS locations in accordance with the Americans with Disabilities Act. Language interpreting services are also available to Limited-English-Proficient individuals seeking services. Requests for accommodations should be made during the call prompt or at check-in.

How to Report Changes to a Public Assistance Case

Reporting changes within 10 days to the agency is very important. Verifications of changes will be requested and due to the agency within 10 days of reported change.

You will need to report a change if:

- Your household composition changes. (e.g: report people moving in or out)
- You move residences (e.g.: Report new address)
- Your income or employment status change (e.g.: Report an increase/reduction to income or employment changes)
- Your monthly expenses change (e.g.: Report increases/reductions with allowable SNAP Expenses)

Report your changes:

- Online at: <https://www.benefits.ohio.gov>
- Over the phone at: 1-844-640-6446 (Customer Service Option.)
- Email: Lucas_Documents@jfs.ohio.gov

Allowable SNAP Expenses:



- Rent
- Property Taxes
- Utilities
- Dependent Care
- Mortgage
- Child Support (paid out of the home)
- Homeowners Insurance
- Medical Expense (For disabled/60+ year old's)



JFS Programs & Services

Adult Protective Services (APS)

LCDJFS is required to investigate and evaluate all reports of suspected abuse, neglect, self-neglect, and exploitation of adults aged 60 and older. These adults may be handicapped due to aging, or they may have physical or mental impairments which prevent them from providing for their own care and protection. When funding and services are available, adults who experience abuse, neglect and/or exploitation are offered support for protection and self-sufficiency. As the elderly population increases, consequently reports have increased as well.

Abuse means the infliction upon an adult (by oneself or others) of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish.

Types of **“Abuse”** include:

- Physical;
- Sexual;
- Emotional; and/or
- Exploitative



“Neglect” means any of the following:

- Failure of an adult to provide for self the goods or services necessary to avoid physical harm, mental anguish, or mental illness.
- Failure of a caretaker to provide such goods or services.
- Abandonment.

Physical abuse includes pushing, hitting, slapping, pinching and other ways of physically harming a person. It can also mean incorrect positioning, force feeding, restraining, or giving medication without their knowledge. Sexual abuse includes rape or other unwanted sexual contact, but it can also mean forced or coerced nudity, exhibitionism, and other non-touching sexual situations. Exploitation is the unlawful or improper act of a caretaker using an adult or his resources for monetary or personal benefit, profit, or gain. Emotional abuse occurs when an elderly person is threatened, humiliated, intimidated, or otherwise psychologically hurt.

To report abuse call: 419-213-8663

Child Care Program

The Publicly Funded Child Care (PFCC):

Families whose income is at or below 145 percent of the federal poverty guideline may qualify to receive payment for all, or part, of their monthly childcare expenses incurred while participating in eligible work and training activities. For those with a disabled child, then the income must be at or below 150 percent of the federal poverty guideline. These percentages are for Initial Intake applications and the income limit increases at renewal for continued Child Care Benefits. Each renewal year, the household income must be at or below 300 percent of the federal poverty level (FPL). Family's experiencing homelessness may qualify for free childcare through this program.

Early Childhood Education:

The Ohio Department of Children and Youth oversee's the Early Childhood Education (ECE) Grant, which is now processed by the local county JFS agencies. This program provides part-time early education options to Ohio families who are not eligible for the traditional Publicly Funded Child Care (PFCC). These customers must meet other eligibility requirements of the ECE program, but don't need to meet a qualifying work activity. While the ECE program is intended for children, ages 3-5, and whose family income falls at or below 200 percent of FPL, the following groups of children are eligible for ECE without regard to income:

- Children with an Individualized Education Plan (IEP)
- Children experiencing homelessness
- Children in Kinship or Foster care with a case plan
- Children who exited Early Intervention at age 3 and do not have an IEP

In addition, children who are actively receiving TANF, SNAP or Medicaid are presumptively eligible (PE) for ECE benefits as well.

To be explored for this program, a complete 7200-application is needed, with the childcare program selected from the list of services. (If a client already has an open case for publicly funded childcare, then they just need to contact their worker to see if they qualify for this program as well).

Child Care Choice Voucher Program (CCC)

This program exists to support families with paying for childcare, who are over income for the state's Publicly Funded Child Care (PFCC), and whose gross monthly income is between 146% – 200% of the Federal Poverty Level. This voucher program is part of a larger initiative focused on increasing access to quality childcare and financial support services for families towards childcare costs.

Will parents/guardians have a cost associated with the voucher?

Families may be required to pay a portion of the childcare cost and any other related childcare fees, if applicable, directly to the child care program/facility. The amount of the family's portion is determined by the program/facility, based on their current tuition costs and fees. The total cost of tuition (state paid voucher plus family's cost) may not exceed the provider's private rate. Inquire about co-pay responsibilities and availability to accept new children by reaching out to the childcare facility of your choice.



Ways to apply for Child Care benefits:

- Online at <https://ssp.benefits.ohio.gov> or,
- Complete an application in person by visiting LCDJFS, 3737 W. Sylvania Ave., Toledo, OH 43623.
(Printable applications available online at: www.lucasjfs.org > Resources > Forms and Applications)

Verifications necessary to determine Childcare program eligibility:

- Proof of Income;
- Proof of any child support paid;
- Proof of citizenship or qualified alien status for children in need of care;
- Proof of a qualifying activity for all caretakers in the household (e.g. work or school/training);
- Provide the name and address of an eligible Childcare provider for each child in need of care.

Parents may select any program approved to offer publicly funded childcare in Lucas County. These programs include centers, family childcare homes and in-home aides in the state of Ohio. The Providers receive payments directly from Ohio Department of Job & Family Services (ODJFS) so parents may work or attend approved school/training activities.

To submit verifications, please email: Lucas-Childcare@jfs.ohio.gov

To find a Childcare Provider in Lucas County: <http://childcarenetwork.ohio.gov>



Search for Early Care and Education Programs

This system will help you locate the type of early care and education program that meets your needs. You also can learn more about programs' licensing status, Step Up To Quality rating, and inspection results.

A comma-delimited (CSV) file listing all current programs is also available.

A map-based search of all programs, SUTQ rated and not, is also available.

County: ②

City: ②

Zip Code: ②

Program Type: ②

Step Up To Quality Rating: ②

Program Name: ②

License Number: ②

Days/Hours of Operation:

Days/hours of operation may not include holidays, overnight or before/after school care. Select the days/times that best reflects your child care needs. For overnight care, you may use the "7PM to Midnight" option. For before/after school care, select the earliest time option that you need care.

Please contact the child care provider to confirm availability and hours of operation.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 6 AM to Noon Noon to 7 PM 7 PM to Midnight Midnight to 6 AM

Other Services Provided and Funding Sources:

Meals
 Transportation
 Field Trips
 Liability Insurance

Before School Care
 After School Care
 Evening Care
 Overnight Care

Publicly Funded Child Care
 Early Childhood Education Grant
 Head Start
 Private Kindergarten

Accreditations:

NAEYC ② NEEYC ② NACCP ② NAFCC ② COA ② ACSI ② Cognia ②

Designations:

Ohio PROMISE Program Designation (OPPD) ②

Search



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Steps to Become a Child Care Home Provider:

Effective December 31, 2016, childcare licensing rules require that anyone who is interested in becoming a childcare provider to complete a pre-licensing orientation prior to applying. The goal of this training is to lay a solid foundation of childcare knowledge on which you can plan and build your childcare program. Each module in the training covers related topics that must be considered prior to beginning the process to become a licensed program.

The training contains the following modules:

- The Business of Operating a Childcare Program
- How to Apply to Become a Childcare Center (or Family Childcare provider)
- Childcare Center (or Family Childcare) Licensing Rule Review
- Step Up to Quality
- Publicly Funded Childcare



This training is offered online. To access instructions on where to find the training please go to <http://jfs.ohio.gov/cdc/childcare.stm>. In the lower right-hand corner, there is a box titled “Interested in opening a childcare program?” click on that box. This will give you instructions on how to access the pre-licensing training as well as how to proceed with the application process once the pre-licensing training is completed.

Cash Assistance- TANF/OWF

Ohio Works First (OWF) is the financial assistance portion of the state's time-limited Temporary Assistance to Needy Families (TANF) program, which provides cash benefits to needy families for up to 36 months (3 years).

The four (4) goals of the TANF program are:

1. Assisting needy families so that children can be cared for in their own homes.
2. Reducing the dependency of needy parents by promoting job preparation, work, and marriage.
3. Preventing out-of-wedlock pregnancies; and,
4. Encouraging the formation and maintenance of two-parent families.

Who is Eligible?

- Single or married adults with minor dependent children in the home.
- Unmarried minor parents and pregnant minors.
- Pregnant individuals; and,
- Minor children who live with someone other than a parent.

Note that “gross monthly income guidelines” must be met to be determined eligible.

Gross monthly income includes unearned income (e.g., pensions, child support, social security) and earned income (e.g., wages, salaries, commissions, and tips).

Work Requirements

Cash assistance recipients (with few exceptions):

All Clients are required to participate in work activities while receiving cash

- Single parents are required to participate for 20 to 30 hours per week.
- Two-parent families must participate 35 or 55 hours a week depending upon circumstances.

Failure to participate with work requirements can result in a reduction or termination of benefits to the family.

Participants are encouraged to utilize training and education programming made available by Lucas County Department of Workforce Development.

Food Assistance- SNAP

The Supplemental Nutrition Assistance Program (SNAP) helps qualifying families pay for their nutritional needs. Eligible families are issued an electronic debit card, which can be used for food, as well as seeds and plants to grow food, at participating stores displaying the Ohio Direction Card emblem. Purchases on the card are automatically deducted from recipients' monthly benefits.

Customers cannot use more benefits than they are eligible to receive.

Who is Eligible?

Families and individuals can receive this benefit. Eligibility is based on factors such as:

- Family size.
- Assets (checking and savings accounts, stocks, and bonds, etc.).
- Income; and,
- Expenses.

Households with gross monthly income at or below 130% of the federal poverty level (FPL) guidelines are eligible to receive benefits from this program. Broad Based Categorical Eligibility is explored for those who have gross below 200% of the FPL.



Electronic Benefits Transfer (EBT) for Food Assistance (SNAP)

For Ohio EBT cardholders:

Customer Service Hotline: 1-866-386-3071

Cardholder Portal: www.Connectebt.com



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Verifications necessary to complete the application process may include, but not be limited to:

- Birth Certificates
- Social Security cards
- Proof of age and citizenship
- Proof of income
- Proof of assets (i.e., bank account statements)
- Proof of housing costs and address
- Proof of any child support benefits
- Proof of disability (if you claim it)

SNAP cannot be used to purchase things like pet food, paper products, cleaning supplies, alcohol, vitamins, and medicines.

SNAP Employment & Training (E&T):

SNAP E&T is assistance available to Able Bodied Adults (ABAs) who are either unemployed or underemployed (working less than 30 hours a week). ABAs must meet a 20 hour/week work requirement to maintain their active SNAP benefit, which can be met by:

- Working 20 hours/week of paid, unpaid, or in-kind work.
- Enrolling in the SNAP E&T Program.

Who is eligible to participate in SNAP E&T?

- ABAs who receive SNAP
 - Who is considered an ABA? Someone between the ages of 18–64.
- Unemployed or underemployed ABAs (working less than 30 hours/week or making less than \$218/week gross), AND
- ABAs Not meeting a work exemption.

What can SNAP E&T offer?

- Partnership with OMJ-Lucas County to complete:
 - WorkKeys skills assessment
 - Financial literacy class
 - Job readiness training
 - Supervised job search
 - Individualized case management services
- Supportive services (transportation allowances, etc.)
- Resources to access education and training program
- Workfare at a non-profit entity to gain on-the-job experience
- Job retention services



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How can an eligible ABA request to participate?

Screening for the ABA work requirement will take place at initial and recertification interviews for SNAP recipients. Interested participants will be referred to the Work Activities SNAP E&T unit who will then reach out to the client to schedule a phone assessment. If an eligible ABA chooses to volunteer after their interview, they should contact the Work Activities unit at 419-213-6314 to schedule their comprehensive assessment.

Medical Assistance

Medicaid is a state and federally funded health program for certain low-income and medically vulnerable people. As an entitlement program, those who meet all income and eligibility requirements are guaranteed coverage through the Medicaid program.

Who is Eligible?

To qualify for Medicaid in Lucas County, a person must:

- Be a U.S. citizen or meet Medicaid citizenship requirements.
- Be an Ohio resident.
- Have or get a social security number; and
- Meet certain financial requirements.

Ohio Medicaid provides coverage to the following:

- Children (up to age 19)
- Pregnant Women
- Families with children under age 18
- Single Adults
- Adults aged 65 and over
- Individuals who are legally blind
- Individuals with disabilities
- Certain women screened for breast and/or cervical cancer under the Center for Disease Control and Prevention's Breast & Cervical Cancer Early Detection Program.



For more information about OWF, SNAP and Medical and/or to apply for benefits, visit:

www.Benefits.Ohio.gov or call 1-844-640-6446.

Applications may also be completed in-person at LCDJFS, 3737 W. Sylvania Ave., Toledo, OH 43623.

HealthChek

HealthChek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It provides a group of services to children and teens (birth through age 20) which include: prevention, diagnosis, and treatment. The purpose of HealthChek is to discover and treat health problems early. These services are a set of preventive health screenings with follow-up diagnosis and treatment.

To discover health problems, HealthChek covers eight check-ups in the first two years of life and annual check-ups thereafter. HealthChek offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam
- Developmental assessment
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment
- Lead screening
- Other services or screenings as needed.



If a potential health problem is found, further diagnosis and treatment is covered. A HealthChek Coordinator is available at LCDJFS to assist Medicaid consumers in getting these services and may be reached at 419-213-8710.

Pregnancy Related Services (PRS)

Ohio Medicaid provides pregnancy-related services to support healthy moms and healthy babies, in addition to regular prenatal care. Pregnancy related services can:

- Increase a woman's well-being during pregnancy.
- Help prevent complications and minimize discomfort; and
- Help identify danger signals for early labor or miscarriage.

Services available to pregnant women include:

- Assistance with scheduling medical appointments.
- Transportation to Medicaid-covered services.
- Referral to the Women, Infants, and Children (WIC)
- Referral to the Help Me Grow program.
- Education about how to take care of your baby; and,
- Referrals to community services for food, clothing, and other needs.

Non-Emergency Medical Transportation (NEMT)

LCDJFS contracts with local cab companies to provide eligible Medicaid recipients free transportation to and from medical appointments to Ohio Medicaid providers located in Lucas County.

To apply for NEMT, the following forms must be completed and submitted to LCDJFS:

1. Medical Needs Assessment (852) – This form must be completed by ONE of your physicians or ONE of your medical providers.
2. Provider Listing Form (857) – List all of your physicians and medical providers. You may list one pharmacy. All addresses must be complete and include name, address, state, zip code and phone number.
3. Vendor Selection Form (853) – Please select ONE transportation contractor.

Forms may be submitted by mail or in-person to 3737 W. Sylvania Ave., Toledo, OH 43623. They may also be faxed to 419-213-8820. For additional questions you may call 419-213-8910.

Do you want to be a NEMT vendor?

Lucas County performs a Request For Qualifications (RFQ) process every two years to select transportation vendors to provide NEMT services to Medicaid recipients. Interested vendors should register on the County's website at <http://co.lucas.oh.us/3248/Bid-Opportunities> to receive notifications of bid opportunities. For inquiries, please email Lucas_Fiscal@jfs.ohio.gov to request info or to ask when they send out their RFQ.

Long Term Care Services (LTC)

Detailed information about Long Term Care Services and supports within the community are available at: www.benefits.ohio.gov/LTSS

- Nursing Home and Institutional Care – The best solution for someone with a severe disability or a fragile medical state may be a nursing facility. They provide care for individuals who cannot care for themselves at home and assist with daily living activities.
- Home and Community-Based Waiver Services – Home and community-based waivers are programs of in-home and community care that help Ohio Medicaid consumers remain at home instead of being in a nursing home, hospital, or facility for people with developmental disabilities.

Prevention Retention & Contingency (PRC) Program

The PRC Program is designed to provide benefits and services to low-income families to address a discrete crisis or episode of need, lessening the risk that the issue will create the need for additional supports/long-term benefits if it goes unaddressed (e.g., a broken-down car seriously impacts one's ability to maintain employment; fixing the car prohibits the issue from causing the loss of the job which would then require additional supports given the loss of income). PRC support is short-term and is not intended to meet ongoing needs. If eligible for PRC benefits, a voucher is issued for the service.

Who is Eligible?

The following criteria must be met to be deemed eligible for PRC. Note that some services also require employment at a minimum number of hours per week.

1. Minor child in the home or verified pregnancy.
2. Lucas County residency.
3. Household income must be at or below 200% Federal Poverty Level (FPL).
4. Some PRC services are also available to non-custodial parents of a minor child who live in Lucas County but in a separate household from the child.

Voucher Services effective as of this revision.

Note: These are subject to change based on availability of funds:

- **Employment Materials** – Up to \$500.00 for each 12-month cycle
 - Uniforms and footwear
 - Tools/equipment
 - Professional licensure and/or testing fees.
- **G.E.D Incentive** – One-time payment of \$500 upon completion of G.E.D/HS Equivalency.
 - Must apply within 90 days of receiving valid certificate, which must be provided.
 - Must complete W-9 to redeem G.E.D. incentive (form can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)



- **Vehicle Repairs** – Up to \$1,500.00 for each 12-month cycle (repair costs are limited to the value of the vehicle established by NADAguides.com–low retail value)
 - Two (2) estimates are required.
 - Applicant must have a valid Ohio driver's license, proof of insurance, and proof of ownership or lease (must be in name for minimum of 90 days).
 - Proof that repair is not covered under warranty.
 - Repairs made to the body of the vehicle are limited to those needed to make the vehicle operable.
 - Vouchers will not be issued for ongoing maintenance requirements of vehicle (oil, air, wipers, filters, tune ups, tire rotation). Tire replacement limited to only flat tires that cannot be repaired.
 - If the repair cost exceeds \$1,500, applicant must provide written documentation from the vendor that arrangements have been made for the payment of the balance of the amount due.
 - Repairs are not subject to sales tax. No payment of tax will be made by the applicant or LCDJFS when LCDJFS is paying all or a portion of the bill.



- **Utility Assistance** – Up to \$1,200.00 for each 12-month cycle for payment of primary heat source, electric or water service thirty (30) days delinquent, or to prevent shut off or regain PIPP (Percentage of Income Plan Plus) eligibility.
 - Must be employed minimum of 20 hours per week earning at least State Minimum wage for a period of at least 2 weeks.
 - Paystub(s) required. [A letter from employer may be acceptable in the event employment was just obtained and no paystubs are yet available.]
 - Documentation from HEAP stating that this resource has been denied.
 - Utility Bill clearly stating the amount due.
 - Proof of Shut-Off Notice or amount needed to restore services (if applicable).
 - If Utilities are paid by the landlord, applicant must provide the signed lease agreement stating that utilities are paid by the landlord but the responsibility of the tenant.
 - Verification of deposit for Utility service connection (if applicable).



- **Shelter Assistance** – Up to \$1,600.00 for each 12-month cycle for payment of past-due rent or mortgage
 - Current Lease Agreement or Mortgage Statement
 - Copy of Subsidized Housing Assistance (HUD/Sections 8, etc.)
 - Landlord Statement – must be signed, dated, and include a contact number for the landlord clearly stating the amount due and the period for which payment is being requested; must be at least 5-day delinquent but no more than two (2) months delinquent.
 - Proof of eviction notice (if applicable)
- **Disaster Assistance** – Benefits to assist with damage or loss sustained as a direct result of natural disaster as declared by the Governor of the Federal Government, State Government, or County Commissioners.
- **Public Health Emergency Assistance** – Services to assist with emergent needs as a direct result of a state of emergency as declared by the Governor of the State of Ohio or the President of the United States and contingent upon funding availability.

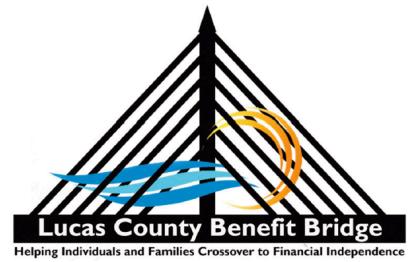
Each service has its own specific set of rules and guidelines as noted above. Voucher eligibility cannot be determined without a complete application and verifications. Non-custodial parents current on Child support order(s) may be eligible on a limited program basis. If you feel you may qualify, please apply.

Note: You may be contacted for additional information or verification to ensure benefit eligibility is correctly determined.

You may call the PRC staff at 1-844-640-6446 if you have any questions.

The fax number is 419-213-8820.

Benefit Bridge Program



What is a Benefit Bridge Program?

The Lucas County Benefit Bridge program is designed to help individuals and families, who experience a reduction or loss of Supplemental Nutrition Assistance Program (SNAP) benefits due to wage increases, continue their path to self-sufficiency.

What Services are available?

This 18-month program is intended to support stability needed to maintain employment, gain skills needed to move into higher paying positions and become self-sufficient. Our Benefit Bridge program offers incentives, job retention and advancement, job and education coaching, peer mentoring, financial literacy, training certifications and community referrals for social services, legal and mental health services.

What are the Requirements?

There are many factors that are used to determine whether or not someone will be enrolled in the Benefit Bridge program. Below are some requirements for the applicant to consider:

- Employed individual receiving SNAP and/or Publicly Funded Child Care who is experiencing a decrease in benefits or proposed closure due to earned income in the prior 60 days.
- Unemployed individual receiving SNAP and/or Publicly Funded Child Care who enrolls in a WIOA or SNAP Employment & Training short term training program (4 months max) and is expected to have employment within 60 days following training.
- Individual NOT serving Intentional Program Violation (IPV).
- Individual NOT currently on an overpayment (with Fraud by IPV or court decision).
- Sanctioned individual is not eligible until sanction compliance is completed.

How to Apply?

If you would like to be considered for our program, go to our website at www.lucasjfs.org and click on the **“Apply Here”** link. If you have questions about the program, please leave a message at 419-213-6314.

STATE HEARING

If you believe your benefits were wrongly denied or terminated for any Ohio Public Assistance or Medicaid program, or you disagree with a decision about your eligibility, you can ask for a state hearing from the Ohio Department of Job and Family Services (ODJFS) Bureau of State Hearings (BSH).

Thanks to a new web portal called State Hearings Access to Records Electronically (SHARE), it is now easier than ever to request a state hearing or access your state hearing information. You can use SHARE to:

- Request a state hearing
- Withdraw a state hearing
- Find out the status of a hearing
- Access scheduling information
- Request a different day or time
- Access hearing documents
- Upload documents that you want to present at the hearing

To access SHARE, just follow these steps:

1. Go to: <https://hearings.jfs.ohio.gov/SHARE/>
2. Log in using your Ohio Benefits ID and password (If you do not have an Ohio Benefits account, sign up at: ssp.benefits.ohio.gov)
3. Verify your identity through Experian Precise ID, a fraud detection and prevention service.
4. Sign on to <https://hearings.jfs.ohio.gov/SHARE/>

Why Use SHARE?

The SHARE Portal gives you more control of your appeal information through an easy-to-use online platform. It is completely free and available 24-hours a day, seven days a week, granting you immediate access and information to state hearings. While there are other ways to contact the Bureau of State Hearings to request a state hearing, the SHARE Portal is by far the easiest and fastest method.

How to Report Suspected Public Assistance Fraud

Suspected fraud in the following programs can be reported online at www.JFS.Ohio.gov/Fraud or by calling the State Fraud Hotline at 800-627-8133. The Local Office hotline is 419-213-8701.

- Child Care (Providers and Recipients)
- Food Assistance (Retailers and Recipients)
- Medicaid (Providers and Recipients)
- Ohio Works First /Cash Assistance (Recipients)
- Electronically Stolen Benefits



How can I learn the outcome of the fraud referral I made?

The identities of all public assistance clients are considered confidential information. Therefore, neither the Ohio Department nor Lucas County Department of Job & Family Services can disclose the outcome of any fraud referrals it receives about alleged clients. We do appreciate your reporting, to ensure the integrity of our programs.

NOTE: It is a crime to use the Ohio Direction Card to buy non-food items, trade or sell the Ohio Direction Card, or use someone's card without authorization. THIS INCLUDES USING A DECEASED INDIVIDUAL'S SNAP CARD FOR THE PERSON'S WAKE OR MEMORIAL SERVICES. These crimes are punishable through civil and/or criminal prosecution AND may result in disqualification from participation in the program from a period of 12 months up to permanent disqualification.

****LUCAS COUNTY ROUTINELY PROSECUTES SNAP FRAUD****

Community Outreach

Community Outreach serves as an integral part of our presence in the community by ensuring that partners and county residents are aware of, and understand, the various programs and services available at LCDJFS. This is accomplished through immersion in the community, conducting forums, and coordinating meeting presentations for additional non-profits operating in Lucas County. Also, the Community Outreach Liaison organizes and schedules community partners to host the 'Outreach Table' in our main lobby at 3737 W Sylvania Ave, Toledo, OH 43623.

If interested in coordinating a presentation or to inquire about the Lobby Outreach Table, please contact the Community Liaison at 419-213-8716.



Contracted Services

LCDJFS enters into contracts with organizations each year to provide social service programming to the populations it serves to further the goals of the Temporary Assistance for Needy Families (TANF) program and Title XX of the Social Security Act (TXX). Contracted services may vary from year to year depending upon need and the availability of alternatives in the community, but they must meet at least one goal of the federal program's dollars utilized to fund them.

For TANF, contracted services must be for families with minor children and must target at least one of the following:

1. Assist needy families so that children can be cared for in their own homes.
2. Reduce the dependency of needy parents by promoting job preparation, work, and marriage.
3. Prevent out-of-wedlock pregnancies.
4. Encourage the formation and maintenance of two-parent families.

TXX Services do not require the presence of a minor child in the family and should be targeted at achieving at least one of the following federal TXX program goals:

1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.
2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.
3. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitation or reuniting families.
4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.
5. Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.

For a list of current contracted services, please visit:

<https://co.lucas.oh.us/2438/Contracted-Services> (PDF available at end of webpage.)

For those interested in receiving notice of bid opportunities, please register at:

<https://co.lucas.oh.us/3322/Bid-Opportunities>.

Division of Child Support/ Child Support Enforcement Agency (CSEA)

The Lucas County Department of Job & Family Services Division of Child Support's mission is to assist in providing social, economic, and medical benefits to children, as well as promoting a sense of paternal responsibility, heritage, and self-esteem in families.

How Child Support can Help You

Ohio law requires each county to have its own Child Support Enforcement Agency (CSEA).

CSEA can help with the following:

- Establish paternity.
- Locate absent parents.
- Set up a child or medical support order.
- Collect child support.
- Review and adjust support orders.
- Access and Visitation Mediation: Both parents meet with a Mediator from Juvenile Court, at our agency, to develop a private parenting agreement.
- Reduction of Permanently Assigned Arrears (ROPA): The obligor completes an application requesting that assigned arrears be waived or compromised.
- Forgiveness: The obligee submits request to forgive unassigned arrears.
- Account Correction: Either party may apply if they received SSI during the same timeframe as their support order.

CSEA cannot help with the following:

- Visitation and/or custody; both must be pursued through private action in the court.
- Legal advice: this must be provided by a private attorney or through Domestic or Juvenile Courts.
- Representation for the obligor or obligee at court hearings. Although the Division of Child Support will have attorneys present at court hearings, our attorney represents the agency and the State, not the individual obligor, obligee, or child(ren).
- Copies of Court Journal Entries. Domestic or Juvenile Court Orders can be obtained through the Clerk of Courts.
- Credit for direct payments not made through the CSEA. By law, direct payments are considered a gift. The parties can petition the Court to credit direct payments.
- Dictate or verify how support money is utilized (i.e., rent, utilities, food, clothing, etc.).
- Use an obligor's or obligee's current spouse's income when determining the support obligation. That person is not legally obligated to support your child.
- Spousal support issues not related to the collection and disbursement of payments.

CSEA Programs & Services

Paternity

Paternity means fatherhood. The first step in the child support process is to establish paternity by legally determining the child's father. Establishing paternity is in the best interest of the child(ren) and the parents. Parents should accept their share of the financial, legal, and emotional responsibility. When parents are not married, it is recommended that paternity be established legally. Either the child's mother or the potential father can make a request to establish paternity by contacting our agency.

CSEA can get involved in many ways if:

- The custodial parent or caregiver is on Public Assistance.
- You are a resident of Lucas County.
- We receive orders from Juvenile or Domestic Relations Court.
- We receive a petition from another state.

There are many reasons to establish paternity:

- **Identity**- All children have the right to know their mother and father.
- **Security**- Fathers who support their children are more likely to be involved in their lives. Studies have shown that children who do not have their fathers involved in their lives, result in greater risks of poverty, teen pregnancies, behavioral problems, abuse and neglect, infant mortality, drug abuse, imprisonment, obesity, committing crimes, and dropping out of high school.
- **Health History**:- Your child has a right to know if he or she has inherited any special health problems.
- **Financial Support**:- Legal paternity must be established for the CSEA to create a child support order.
- **Survivor's Benefits**- Legal paternity must be established for your child to qualify for benefits from their father's Social Security, pensions, veteran's benefits, life insurance, or inheritance rights.



There are four methods to establish paternity:

1. **Affidavit**- Acknowledgement of paternity signed at the hospital, health department or CSEA by both parents. Either party has up to 60 days from the date of the last signature on the form, to request and sign a rescission form at our agency and then request genetic testing. After 60 days they will have to file a motion on their own in court.
2. **Administrative Order Based On Genetic Testing**- A genetic test is performed on the parents and the child at the agency. It consists of swabbing the four quadrants of the mouth to collect buccal cell samples called DNA. The samples are sent to the lab where they are processed and then the results are sent back to the CSEA to interpret. The results are proof positive of either exclusion or establishment of paternity.
3. **Judicial Order**- We receive orders from court establishing paternity. Usually this is a result of parties filing a private motion on their own or mediation through the courts.
4. **Presumption**- When parties are married and a child is born during the marriage, the husband is considered the legal father.

Some Important Facts:

- If you are a minor, you must have a parent or legal guardian with you when you come to our agency.
- Our agency can establish paternity up to the age of 23. The only way we will establish paternity past this age is if we receive an order from the courts.
- If genetic testing is done, results can take up to 12 weeks to be received.
- If paternity is established by genetic testing and you would like the child's last name changed, both parties must agree, before completing a JFS 04070 form at the agency.
- If either party disagrees with the results, they can file a private motion in court.
- If you are receiving cash assistance through LCDJFS, you must cooperate with our agency to establish paternity.
- Potential fathers should register for the Putative Father Registry through the Ohio Department of Job & Family Services at www.jfs.ohio.gov. This protects the father regarding the adoption of the child. After paternity has been established, you have the right to seek financial support for your child and CSEA will do this by establishing a support order.



Establishment of Support Orders

Parents have a responsibility to support their children financially. Obtaining child support is important to your child(ren)'s well-being. A child support order sets the amount and type of support parents are required to provide for their child(ren).

If the child's parent, guardian, legal custodian, or the person with whom the child lives, considered the residential parent, would like assistance in establishing an order for the payment of child support and health care needs of the child(ren), they can contact their local CSEA.

Some Important Facts:

- We can establish support up to the age of 18.
- We cannot help with a divorce.
- The CSEA can also help establish a child support order, even if a parent does not live in Ohio.

For more information on establishing paternity and establishing a support order contact our office at 419-213-3001.

Location Services

If you do not know where a parent is living, your Division of Child Support can help. The CSEA has access to many sources of information and can use these records to find absent parents.

Child Support or Medical Support Order

Once paternity is established, the Division of Child Support can help set up child support and medical support orders. These orders may be issued in court by a judge or referee or at the CSEA by an Administrative Hearing Officer.

The child support order states the amount to be paid regularly by the non-custodial parent or obligor, this is the parent who does not have primary custody of the child. The child support will help offset some of the costs of raising the child. The amount of the order will be based on statewide guidelines.

The CSEA can also set up a medical support order which may require the non-custodial parent to obtain health insurance coverage for the child. Sometimes the order also covers the cost of giving birth.

Support Enforcement

Once there is a support order, the CSEA has multiple ways to enforce it:

- Child support can be taken directly from the income of the non-custodial parent. Child support can also be withheld from financial institutions. This process is called income (or wage) withholding.
- Child support can be taken from a non-custodial parent's worker's compensation, unemployment, pension funds, or other sources of income.
- Past due child support can be collected with an additional arrearage payment, from state or federal income tax refunds and other assets. Also, past due balances are reported to credit reporting agencies.
- The non-custodial parent may have no income or assets. If so, they can be ordered to Seek Work.

Support Collection

All child support payments, for Ohio children, go through the Ohio Child Support Payment Central (OCSPC) in Columbus, Ohio. Any payments made directly from one parent to another will be considered a gift. OCSPC has two business days to process and issue the payment electronically or via US Postal Service, to the custodial parent or obligee.

Reviewing & Adjusting Support Orders

The CSEA can review child support and medical support orders if either parent makes a request. Usually, the most recent order must be at least three years old before a modification can be accepted through the administrative review process. There are exceptions that permit earlier modifications.

Using state guidelines, the CSEA objectively reviews the information provided and then makes an independent recommendation on the amount of support that should be paid.

For more information on reviewing and adjusting support orders contact your child support agency by calling 419-213-3001 and speaking to a case manager.

Legal

The Lucas County Division of Child Support has full-time attorneys who work to establish and enforce support obligations. Two of the more common enforcement procedures include:

Motion to Show Cause

A Motion to Show Cause is filed when an obligor fails to abide by an order of the court to pay his/her monthly obligation for child support. The Motion will order the obligor to appear before a magistrate to show cause why the court order has not been followed. If the obligor cannot show good cause, the magistrate can find him/her in contempt.

Basic Requirements:

- Obligor must be at least 30 days in default.
- The CSEA is unable to locate any valid employment or attachable income source for the obligor.

Process

The obligee requests enforcement, then the case manager begins the enforcement process by attempting to locate employment and sending the obligor a warning. Address verification is obtained from the United States Postal Service which is a requirement for the Motion process to be completed. A Motion packet is completed and forwarded to the CSEA attorney for filing in court. Parties of the case are notified by court via certified mail of hearing date, time, and location.

If the court obtains good service on the obligor and the obligor fails to appear at the hearing, the CSEA Attorney can request the court issue a warrant for his/her arrest.

The process is relatively the same in both Domestic and Juvenile Courts. The time frame varies depending on the availability of the court dockets. In Domestic Relations Court the obligee requesting enforcement MUST attend the Motion hearing or risk the action being dismissed. In Juvenile Court, only the obligor in which the Motion has been filed against MUST attend the hearing.

What happens after the Motion to Show Cause Hearing?

If the obligor was found in contempt during the hearing, the obligor is given a way to remedy the contempt charge by making a purge agreement with the CSEA attorney and the court. The case is then set for a Motion to Execute Sentence hearing before a judge. During the hearing, the judge will review, with the CSEA attorney and obligor, whether the purge requirements have been fulfilled. If the obligor has fulfilled the requirements of the purge, the judge will vacate the contempt charge. If the obligor has not complied with the purge requirement, the judge can issue 30, 60 or 90 days in jail, depending on the original agreement. If the obligor does not show for the Motion to Execute Sentence hearing, a warrant for his/her arrest will be issued.

Please be advised that although the obligor may file bankruptcy, this does not excuse his/her child support obligations including arrears, and enforcement can begin once the bankruptcy action has been discharged through the court.

Paying your Child Support

Paying support is quick and easy at the Ohio Child Support Payment Central (OCSPC) internet payment website, <https://oh.smartchildsupport.com>. Payments can be made by bank account or credit card. Transactions are fast and easy and payment confirmations are provided for your records.

Payments are also accepted at the local CSEA in the form of check, money order, credit card, or debit card. Cash payments can be made at Lucas County Juvenile Court or the Lucas County Treasurer's Office.

Receiving your Child Support

Receiving your child support is fast, simple, and safe using SMART e-Pay. You can sign up for a SmiOne Card or Direct Deposit by visiting <https://oh.smartchildsupport.com/Cp>.

What can the court do if no support is being paid?

The Ohio Revised Code provides for the criminal prosecution of any person who abandons or fails to provide adequate support for their child or children under the age of eighteen. All enforcement actions need to be taken before we can pursue criminal non-support. In certain cases, criminal non-support actions can be an effective way to deal with absent parents who could pay support but are not doing so.

- A criminal non-support action may be filed either as a misdemeanor or a felony offense.
- The level for a criminal non-support action is beyond a reasonable doubt. This means that the prosecutor must be able to see a high level of evidence of the identity of the absent parent/defendant, the absent parent/defendant's ability to pay the amount of support ordered and the lack of payments made.
- The case will be filed in the county where the custodial parent and the child or children reside.

Ohio Child Support Customer Service Portal

Ohio
Child Support
Customer Service
Web Portal



What is the Ohio Child Support Customer Service Web Portal?

The Ohio Child Support Customer Service Portal allows customers with an active child support case a secure environment in which they can view their child support case information on demand. Customers are able to view and **print up to two years of child support payment data**, as well as view address, employment, health insurance and support order information that is on file with the child support agency.



The Ohio Child Support Customer Service Portal is Ohio's web-based application which provides our customers easy on-demand access to their case information, currently on file with the child support agency.

Once a customer is registered to use the Ohio Child Support Customer Service Portal, they can quickly and conveniently view personal, address, employment, and health insurance information, along with, support order and payment information (two years of support payment information can be viewed and printed). Customers can also send messages to their county CSEA, as well as request updates to their address, employment, and/or health insurance information by using the portal's Message Center.

Registered customers have the option to receive e-mail notifications when the required address, employment, and/or health insurance information is missing in our system. In addition, customers can be notified when payments are sent to them. If multiple payments are sent on the same day, the customer will only receive one notification.

To reach the Ohio Child Support Customer Service Web Portal go to: <http://jfs.ohio.gov/OCS>

For Employers

General Information

Millions of children in the United States live in single parent households. Too often, the non-custodial parent is not fulfilling a legal obligation to provide health insurance. As a result, many children go without health care or must rely on the State's Medicaid program. Yet, many defaulting parents are employed and able to provide health insurance coverage. One step toward solving this problem is the recognition that child support is a partnership.

As an employer, your role in facilitating access to available medical coverage, for these children, is invaluable. Your efforts, together with the health plan administrators and the local CSEA will enable children to receive the coverage to which they are entitled.

Ohio's Child Support Program

Ohio's Child Support Program is administered by the Ohio Department of Job and Family Services, Office of Child Support. The county CSEA is responsible for establishing and enforcing health insurance orders for child support cases when coverage is available and reasonable or expected to become available. Children who might not otherwise be covered under a medical insurance plan can get the medical attention once they receive the medical support from your employee.

Employer's Roles & Responsibilities

Since 1987, employers have been a vital part of Ohio's success in increasing child support collections through income withholding. Almost three-quarters of the \$1.9 billion collected by Ohio's child support program each year is received through income withholding.

Employers have four basic responsibilities in the child support operation. They are:

- Reporting new hires and responding to employment verification requests
- Withholding income and premiums for medical insurance
- Sending payments to Ohio Child Support Payment Central (OCSPC)
- Reporting employment terminations with existing orders

These areas are covered in subsequent sections of this site. The continued cooperation of Ohio employers in withholding wages and medical premiums pursuant to child support orders, as well as reporting newly hired employees, will go a long way toward supporting Ohio's and the nation's children.

Other Lucas County Shared Service Campus Partner Services

The Lucas County Shared Services Campus hosts other partners that provide programs and services to better serve the community at a single location. While some organizations' entire operations are housed at the Shared Services Campus, other organizations provide services through satellite offices in the lobby that may be accessed through appointments.

The Lucas County Department of Workforce Development provides services that are targeted towards employers and job seekers. The Agency in partnership with the Lucas County Workforce Development Board; coordinates, facilitates, and monitors program activities of the one-stop system OhioMeansJobs Lucas County, a partnership of government, non-profit, and private sector workforce, and economic development organizations. The county also oversees and contracts out the Lucas County Youth Services Program-Comprehensive Case Management Employment Program (CCMEP) serving youth and young adults ages 14–24-year-old combining workforce and TANF support programs.

Lucas County Workforce Development Board

Programs funded through the Workforce Innovation and Opportunity Act (WIOA) are guided by a strategic plan created by the Lucas County Workforce Development Board (LCWDB). This board, made up of business representatives, education and training providers, government and economic development organizations, union apprenticeship programs, and other community-based workforce agencies, sets the priorities and direction for workforce development in Lucas County.

Included as part of this mission is the selection of an operator for OhioMeansJobs Lucas County as well as choosing providers for youth activities, services for adults and dislocated workers, delivery of training services, services for business and other activities. Within the one-stop system, the LCWDB also strives to unite partners with similar missions to connect job seekers with the services they need to be successful. As a business-driven board, services to companies throughout the region is also a top priority.

Lucas County CCMEP Youth Services

The Comprehensive Case Management and Employment Program (CCMEP) provides job training for young adults and high school students aged 14–24 and earning credentials in things such as HVAC, STNA, medical assisting, welding, and more. They are placed in work experience during and after training. The program may provide:

- Wages while being trained at the work site.
- Job coaching



Shared
Services



- Assistance with uniforms, tools, and work boots
- Vocational specialist to help youth with case management and support.

WorkReady Lucas County

WorkReady Lucas County is designed to help measure and bridge the skills gap between workers and employers, this process links and aligns workforce development programs with the needs of business. Focusing on the foundational reading and math skills essential in the workplace, the initiative helps businesses communicate their needs and helps individuals understand what is required by employers.

Utilizing the WorkKeys assessment tools from ACT Inc., the company widely known for their college readiness assessments, WorkReady Lucas County measures an individual's current skills in three primary areas: Workplace Documents, Graphic Literacy and Applied Mathematics. Individuals who successfully complete the three WorkKeys assessments will obtain the WorkKeys National Career Readiness Certificate® (WorkKeysNCRC®), a valuable credential for students and job seekers seeking to verify foundational workplace skills.

ACT WorkKeys also offers additional assessments to measure interests, values, and behaviors that can lead to greater job satisfaction. Job applicants possessing a National Career Readiness Certificate are pre-tested and possess the skills most employers need. In addition, since the program is entirely voluntary, employers can comfortably assess candidates holding the certificate as hard-working and dedicated to success.

Business Services Summary

The LCDWD provides a variety of services to businesses throughout Northwest Ohio. In conjunction with OhioMeansJobs Lucas County and related partners, companies can receive assistance with talent acquisition, talent development and other business planning activities.

Talent Acquisition

Early in the hiring process, LCDWD can assist employers with posting jobs to attract qualified candidates. Once potential applicants have been identified, staff can conduct pre-screening to ensure the individuals meet the minimum requirements and then refer them to the employer for final review.

Utilizing the assessments that are part of WorkReady Lucas County, job seekers with the necessary reading and math skills can be identified. The individuals who have completed the program will hold a National Career Readiness Certificate which can be verified by LCDWD and OMJLC staff and can eliminate the need for employer pre-employment testing.

Talent Development

Not all new hires will possess the skills necessary to hit the ground running. LCDWD can assist companies with offsetting the costs of training workers on the job. Subject to available funding, employers can be reimbursed up to 50 percent of the wages paid to the employee during training. Companies needing to upgrade the skills of their current workforce may be eligible to receive funding assistance to offset training costs as well.

Business Planning and Lay-Off Aversion

Companies considering expansion need up-to-date data on market trends, labor availability and other related topics. LCDWD can provide industry information, labor and wage statistics, workforce characteristics data, and other essential material to assist in expansion planning. Leveraging strong relationships with other regional economic development partners, LCDWD can also refer businesses to groups who can provide incentive programs and financial assistance related to business development.

The Shared Work Ohio program helps prevent layoffs by allowing employers to uniformly reduce affected employees' hours by 10 to 50 percent while permitting the employees to receive a prorated unemployment benefit. Workers to be included in this program must meet certain requirements set by the State of Ohio.

For those companies facing reductions in workforce or other lay-off activities, LCDWD and OMJLC can assist with intermediate activities designed to assist employees through the process. Working with the employer, lay-off aversion strategies are evaluated but if the reduction cannot be avoided, staff will meet with the impacted workers to make sure they are aware of the vast services available to them.

The Lucas County Department of Workforce Development works with the Great Lakes Community Action Partnership (GLCAP) on home repair and rehabilitation projects. A grant funded program, the GLCAP Home Repair initiative provides home repair assistance for certain types of extensive repairs. More information about the Community Housing Impact and Preservation program (CHIP) is available online at: <https://www.glcap.org>.

OhioMeansJobs Lucas County



OhioMeansJobs Lucas County exists to assist both job seekers and local employers. Services include, but are not limited to, the following:

Job Search Assistance- We provide the tools, resources, and assistance necessary to help individuals create a successful job search plan.

- The Resource Room
 - Fully equipped computers
 - High-speed internet
 - Laser printers
 - Copy machines are available free of charge
 - Faxing capabilities
- Workshops
 - Focus on resume development
 - Creating high impact cover letters
 - Teach necessary job search skills.
 - Enhance existing abilities

Work Ready Lucas County- Uses the WorkKeys Curriculum tutorial system to help individuals refresh or improve their proficiency in Applied Mathematics, Workplace Documents and Graphic Literacy – essential tools for success in most careers. Upon completion of the program, participants receive the National Career Readiness Certificate that is recognized across the United States

Training- We can assist with identifying job skills and training for a new career.

Employer Services- We have a dedicated Business Services Team available to help employers find quality workers. Whether it's posting an open position on OhioMeansJobs.com, the State of Ohio's job posting system, or coordinating an on-site recruiting event, our trained staff can help.

Partners of OhioMeansJobs Lucas County:

- Ohio Department of Job & Family Services
- Harbor
- Lucas County Workforce Development
- Lucas County Job and Family Services
- Metropolitan Housing Agency
- Opportunities for Ohioans with Disabilities
- LISC- NeighborWorks
- Zepf
- Owens Community College
- Goodwill
- PENTA Career Center
- Trainco
- Pathway, Inc.
- University of Toledo
- Toledo Public Library

If you are interested in receiving services from any of the above-mentioned partners, OMJLC can make a referral on your behalf. Please call 419-213-5627 (JOBS) for more information.

Pathways Hub Community Health Worker

Community Health Worker (CHW) serve as partners and coaches to help people take charge of their health. A CHW can assist in a variety of ways to include:

- Connecting people to health insurance, a primary care provider and medical services
- Educating people about their conditions and provide referrals to community resources.
- Ensuring people are able to get food, housing, clothing, and other basic needs.
- Assist adults with diabetes, high blood pressure and other chronic conditions.
- Assist women who are pregnant or who are of child-bearing age.

CHW has an office in the Shared Services campus lobby Monday through Friday 8:30am to 4:30 pm. For more information, or to schedule an appointment, please contact the Northwest Pathways HUB at 419-842-0800 or visit their website at www.hcno.org.



Legal Aid of Western Ohio (LAWO)

LAWO has an office in the Shared Services campus lobby to provide legal aid to campus visitors.

Issues with which LAWO may be able to assist include, but are not limited to, the following:

- Bankruptcy
- Divorce
- Debt Collection Issues
- Eviction



Interested visitors may speak with LAWO staff at the hours below or complete an application by calling the Legal Aid Line at (888) 554-7415 or online at www.legalaidline.org.

Office Hours are currently:

· Monday, Wednesday, and Friday from 9:00 a.m. to 12:00 p.m. or by appointment.

To reach the JFS Outreach Office call (419) 213-8105.

New inquiries from Lucas County can call (419) 724-0460.

Family & Child Abuse Prevention Center (FCAPC) – Project Access

Project Access, a program of FCAPC, assists victims of domestic violence and their children.

Project Access case managers can provide a variety of services:

- Provide information about domestic violence
- Assist with safety planning
- Advocate on your behalf
- Link you with community resources

Confidential help provided at no cost to individuals. Project Access has an office in the Shared Services campus lobby.

A Case Manager is onsite Monday through Friday from 8:30 am to 12:00 pm or may be contacted at (419) 213-8898 (JFS office) or (419) 244-3053 (FCAPC office) to make an appointment.