

SEP Participant Profile

SEP participants are Stark County residents with incomes at or below 200 percent of the poverty level. They also have one or more minor children in the home. A non-custodial parent who is ordered to pay child support and meets the same income criteria, can also qualify for the program.

SEP participants may have had difficulty finding employment in the past. They may be reentering the job market following an absence. SEP participants may be in need of updating their job skills. The SEP program provides the opportunity for participants to obtain employment and gain valuable work experience while earning a paycheck to help their families meet basic needs.

SEP is funded through the Temporary Assistance for Needy Families program (TANF). TANF assists low income families in need to help them become self-sufficient.

We love SEP! As a not-for-profit, the monthly subsidy we receive for SEP workers definitely helps us meet expenses. We appreciate that our SEP workers' salaries are being subsidized while they are in training. In the six months they are SEP participants they experience our mission first-hand, they learn about our program and they become ingrained in our culture. At the end of six months our SEP workers have become truly valuable members of our workforce because of their SEP experience!

Nora Logsdon, Dietician /Program Manager
Meals on Wheels of Stark & Wayne Counties

Stark County Job & Family Services

Human Services Division

221 3rd Street S.E.

Canton, OH 44702

Cash, Food, Medical Assistance
Applications & Customer Service:

1.844.640.OHIO (6446)

Child Care: 330.452.4661

Children Services Division

402 2nd Street S.E.

Canton, OH 44702

Child Abuse/Neglect Report Line:

330.455.KIDS

Foster/Adopt:

330.451.8789

Child Support Division

221 3rd Street S.E.

Canton, OH 44702

Customer Service: 330.451.8930

Payment information:

jfs.ohio.gov/ocs

SCJFS Executive Offices

221 3rd Street S.E.

Canton, OH 44702

330.452.4661



starkjfs.org



revised

04/20



SEP

Subsidized Employment Program

Human Services Division



Stark County Job & Family Services

Dear Employer:

We would like to share important information with you about our Subsidized Employment Program (SEP). Stark County Job and Family Services (SCJFS) offers employers in Stark County and surrounding areas the risk-free opportunity to hire employees at reduced cost through subsidized wages. Over the past several years, a number of area employers have taken advantage of SEP which has resulted in \$520,600 in subsidized wages paid to 160 employees in 40 area businesses.

SEP is state-subsidized and is designed to help defray the costs of hiring and providing training to new employees. SEP has operated successfully in Stark County for over 15 years. SEP is TANF funded and will continue as long as funding is available.

Employers who participate in SEP receive a monthly subsidy of \$1,000 for each SEP participant hired as a full-time employee (30 or more hours per week). Employers who hire a SEP participant part-time (a minimum of 20 hours per week, but less than 30 hours per week), receive a monthly subsidy of \$600 per SEP participant. Subsidies are limited to six months per employee. There is not a limit to the number of SEP participants an employer hires.

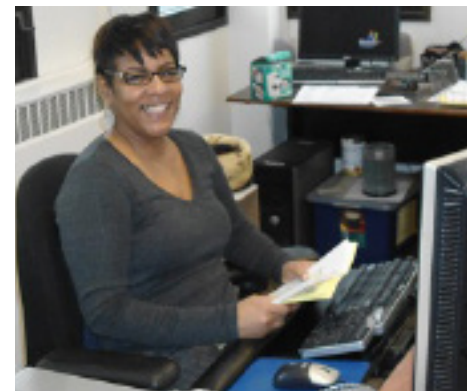
For more information about how your business can take advantage of the Subsidized Employment Program, contact a SCJFS Eligibility Specialist at 330.451.8469 or 330.451.8454.

Employer Guidelines

- Positions filled by SEP participants must be for permanent full- or part-time employment.
- Employers must hire with the intent of keeping the SEP participant as a permanent employee following the subsidy's six-month time limit.
- Employers who consistently fail to retain SEP participants following the six month time limit will be denied continued SEP participation.
- Employers are required to provide proof of an established payroll service so that documentation is available to show taxes have been deducted.
- Employers are required to complete a very simple one page employee evaluation report for each SEP employee twice a month in order to receive that month's subsidy payment.
- Employers who utilize SEP participants sign a written contract with SCJFS
- All SEP participants must be claimed as regular employees.
- SEP participants must be paid at the same rate as other employees doing similar work.
- SEP participants must receive the same employment benefits and opportunities for advancement as other employees.
- SEP participants must work a minimum of two weeks each month in order for an employer to receive a subsidy payment that month.

Employer Benefits through SEP

- SEP helps businesses build a strong workforce.
- SEP helps reduce the cost of hiring and training new employees.
- SEP saves the employer money.
- SEP staff take an active role with employers for the duration of the employee's subsidies.
- Two SCJFS Eligibility Specialists are available to work with employers to find the job candidates best suited for available positions.



Barriers to SEP Placement

- SEP participants will not be placed at sites where:
- there is a labor dispute;
- placement would result in the displacement of a regular employee;
- the SEP participant is not offered the same access to benefits as other employees;
- the employer does not provide paystubs showing hours worked and tax deductions taken.