

**RESOLUTION AWARDING PROPOSAL AND APPROVING A TANF SUMMER YOUTH EMPLOYMENT PROGRAM CONTRACT WITH THE ASHTABULA COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AGENCY AND THE ASHTABULA COUNTY TECHNICAL & CAREER CENTER**

WHEREAS, on April 10, 2026 at 2:00p.m. one proposal was received for the TANF Summer Employment Training Program from the Ashtabula County Technical & Career Center (ATech); and

WHEREAS, Patrick Arcaro, Director of the Ashtabula County Department of Job & Family Services has recommended the proposal be awarded and has presented a Temporary Assistance for Needy Families (TANF) Contract for the approval of the Board, to-wit:

**Parties:**                    ***Ashtabula County Technical & Career Center***  
1565 State Route 167, Jefferson, OH 44047

***Ashtabula County Department of Job & Family Services***  
2924 Donahoe Drive, Ashtabula, OH 44004

**Service:**                    The coordination of services between the Ashtabula County Department of Job & Family Services and Ashtabula County Technical & Career Center to provide work experience for low income TANF eligible youth to gain work experience while earning a paycheck to help meet basic needs.

**Effective Date:**            May 1, 2026 thru September 30, 2026

**Cost:**                        **Not to Exceed, \$400,000.00**

WHEREAS, the proposal is hereby awarded to ATech and the contract approved; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the proposal is awarded and the contract approved, as outlined above, in accordance with the copy on file in this office.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2026-206

April 28, 2026

**RESOLUTION AWARDING PROPOSAL AND APPROVING A TANF SUMMER  
YOUTH EMPLOYMENT PROGRAM CONTRACT WITH THE ASHTABULA COUNTY  
DEPARTMENT OF JOB & FAMILY SERVICES AGENCY AND THE ASHTABULA  
COUNTY TECHNICAL & CAREER CENTER**

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

**VOTE:**

Casey R. Kozlowski  
Kathryn L. Whittington  
J.P. Ducro IV

Aye  
Aye  
Absent

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



---

Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

## ASHTABULA COUNTY COMMISSIONERS / AGENDA ITEM REQUEST FORM

This form outlining all item(s) to be placed on the Agenda for official action by the Board of Commissioners, must be submitted to Lisa Hawkins, Clerk of the Board a minimum of 8 days prior to the Agenda date, no later than Monday. At a public work session held on Tuesday at 10:00a.m., the Board will meet with you to discuss the item(s). Following the work session, the item(s) will be placed on the next week's agenda session for action by the Board. Please contact Lisa Hawkins at 576-3754 with questions.

**Name of Department, with Title and phone number of person recommending item:**

Ashtabula County Job & Family Services  
Patrick J. Arcaro, Executive Director  
Phone: (440) 994-1200

Initial  


Patrick J. Arcaro, Executive Director

4/24/2026

Date

**Proposed Agenda Date:**

April 28, 2026

**Brief Description of Item and Recommendation:**

Attached is an FY 2026 TANF Summer Youth Employment Program Sub-Grant Agreement #25-1002; recommendation for Ashtabula County Technical & Career Center funded by Temporary Assistance for Needy Families (TANF), which provides work experience for low income TANF eligible youth to gain work experience while earning a paycheck to help meet basic needs.

**Name and Address of Provider(s):**

Ashtabula County Technical & Career Center  
1565 State Route 167  
Jefferson, OH 44047

**Cost (include where funds are coming from):**

\$400,000.00 = FY 2026 TANF Base Funds for Sub-Grant #26-1002

**Term (beginning and ending date, if applicable):**

FY 2026 ~ May 1, 2026 to September 30, 2026

**TANF Summer Youth Program  
Subgrant Agreement**

This Subgrant Agreement is entered into on the 1<sup>st</sup> day of May, 2026 between the Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and the Ashtabula County Technical & Career Center, located at 1565 State Route 167, Jefferson, Ohio 44047 (hereinafter referred to as the "Subgrantee") to provide the TANF Summer Youth Employment Program to individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

**RECITALS:**

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

**DEFINITIONS:**

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Ashtabula County Technical & Career Center.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

**ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:**

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

**ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:**

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state, and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

**ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:**

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state, or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.
- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with

Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

**ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:**

- A. This Sub-Grant Agreement will be in effect from May 1, 2026, through September 30, 2026, unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

**ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:**

- A. This Sub-Grant Agreement is in the total amount of: \$400,000.00.
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice.”

**Invoice Format:** Subgrantee’s invoice will consist of:

- (1) A one-page summary invoice signed by an authorized representative and will include:
  - Sub-Grant Agreement number
  - Service month and year
  - Subgrantee’s name, address, telephone number and billing contact person’s name
  - Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/day attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:
  - a. Fiscal and accounting procedures;
  - b. Accounting records;
  - c. Internal control over cash, real and personal property, and other assets;
  - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
  - e. Source documentation; and
  - f. Cash management.
2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
  4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
  5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
  6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
  7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

**ARTICLE VI ~ RECORDS:**

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state, and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state, and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
  1. Services provided to program participants;
  2. Administrative cost of services provided to program participants;
  3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
  4. Cost of operating the organizations, agencies, programs, activities, and functions.
- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

**ARTICLE VII ~ AUDITS OF SUBGRANTEE:**

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

**ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH, AND DEFAULT:**

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
  2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
  3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
  2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
  3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
  4. Withhold further awards for the Sub-Grant activity; or
  5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
  2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
  3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
  4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

**ARTICLE IX ~ NOTICES:**

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to Executive Director of Subgrantee at: 1565 State Route 167, Jefferson, Ohio 44047.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

**ARTICLE X ~ AMENDMENT:**

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

**ARTICLE XI ~ ADDENDUM:**

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies

following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

#### ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state, and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
  2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
  3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
  4. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state, and local laws, Subgrantee must take action to recover such funding.
  5. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state, and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

#### ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.
- Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.
- G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

**SIGNATURES:**

**DocuSigned by:**



Patrick J. Arcaro, Executive Director  
Ashtabula County Job & Family Services

4/24/2026

Date

**Signed by:**



Ashtabula County Technical & Career Center

4/24/2026

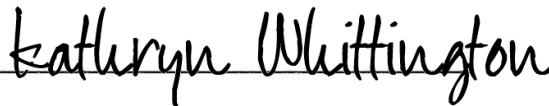
Date

**DocuSigned by:**



3E6154CBF4DA44C...

**Signed by:**

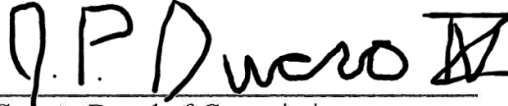


72C9CAC40E3D4A8...

4/28/2026

Date

**Signed by:**



Ashtabula County Board of Commissioners

8CC3D2025A6D44F...

# Exhibit I

**Request for Proposals (RFP)**

**For**

**TANF Summer Youth Employment Program**

**Issued by:**

**The Ashtabula County Job & Family Services  
(ACJFS)  
2924 Donahoe Drive  
Ashtabula, Ohio 44004**

**Issue Date:**

**March 23, 2026**

ACJFS RFP #1-26

**TABLE OF CONTENTS**

RFP  
Section:

I. INTRODUCTION .....3  
     Terms .....3  
     Program and Funding Details .....3  
     Participant Eligibility and Referrals .....5  
 II. RFP SCHEDULE AND SUBMISSION INFORMATION .....6  
     Important Dates .....6  
     Pre-Proposal Conference .....6  
     Contact Person .....6  
     Proposal Delivery .....6  
 III. PROVIDER REQUIREMENTS .....7  
 IV. PROPOSAL SPECIFICATIONS AND FORMAT .....7  
     Proposal Information .....7  
     Proposal Cost .....7  
     Proposal Communication .....7  
     Proposal Format .....7  
     Cover Page .....7  
     Proposal Checklist .....8  
     Section 1 ~ Applicant Information .....8  
     Section 2 ~ Required Documents .....8  
     Section 3 ~ Program Planning and Development .....8  
     Section 4 ~ Program Budget .....9  
 V. EVALUATION AND SELECTION PROCESS .....9  
     Proposal Evaluation .....9  
     Stage 1 Review .....10  
     Stage 2 Review .....10  
     Acceptance and Rejection of Proposals .....10  
     Post Selection Meeting .....11  
     Caveat .....11  
 VI. AWARD OF CONTRACT/SUBGRANT AGREEMENT .....11  
     Overview .....11  
     Availability of Funds .....11  
     Term .....11  
     Invoicing .....11  
     Performance and Monitoring .....11  
     Confidentiality and Security .....11  
     Publicity .....12  
     Applicable Laws and Rules .....12  
     Patent or Copyright Liabilities .....12  
         ATTACHMENT A ~ Applicant Information .....13  
         ATTACHMENT B ~ Provider Budget .....15  
         ATTACHMENT C ~ Cover Pages .....17  
     Forms .....33  
     Affidavit of Delinquent Personal Property Tax .....33  
     Affidavit of Non-Collusion .....34  
     Non-Discrimination Agreement .....35  
     Representations, Assurances and Certifications .....36  
     ATTACHMENT D ~ Sample Agreement .....37  
     ATTACHMENT E ~ Checklist .....49

## 2026 TANF Summer Youth Employment Program

### I. **INTRODUCTION:**

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of Temporary Assistance for Needy Families (TANF) funding to support a TANF Summer Youth Employment Program for 2026. This funding will enable successful applicants to establish programs that allow low income TANF eligible youth to gain valuable work experience while earning a paycheck to help meet basic needs.

### **Terms**

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award. "ODJFS" refers to the Ohio Department of Job & Family Services.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or subgrant agreement as a result of this RFP process.

ACJFS reserves the right to award agreements to multiple applicants to develop a comprehensive Summer Youth Employment Program.

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

### **Program and Funding Details:**

ACJFS will determine eligibility and refer participants to the Provider(s). The Provider(s) is responsible for developing safe and supervised job sites appropriate for the referred youth. The Provider(s) is responsible for all activities related to the youth's employment including but not limited to: enrollment with the employer; transportation to and from worksite; time, attendance and record keeping; payroll and related functions.

### **TANF Purpose**

The TANF Summer Youth Employment Program meets the first two purposes of TANF:

1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.
2. To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

### **Funding**

A total of \$400,000.00 in funding is available for the 2026 TANF Summer Youth Employment Program.

### **Length of operation**

This program will operate from May 1, 2026, to September 30, 2026. The actual commencement date of the program to be determined by ACJFS once the RFP process is concluded and any or all agreements awarded.

ACJFS reserves the right to suspend or terminate the program for Ashtabula County.

### **Limits for Wage Subsidies**

Wages for the TANF Summer Youth Employment Program are capped at \$13.00 per hour for this allocation. Performance bonuses or lump sum payments are not allowed.

Further, a county agency may not pay the youth directly because the funds are wage subsidies, which the HHS has defined as payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training. A county agency paying the youth directly, rather than reimbursing the employers, who would pay wages to the youth, would too closely resemble payments for cash assistance and engagement in work activities.

### **OHIO MEANS JOBS.COM – New Requirement**

All youth participating in the TANF Summer Youth Employment Program must be registered on the OhioMeansJobs website. Upon registration in OhioMeansJobs.com, youth will be issued a virtual backpack in which they can store documents, career plans, assessments, a career profile, and other information from their career exploration and job searches. From the virtual backpack, the youth will have access to many career exploration and planning tools. Some of these tools are listed below:

**Resume** – OhioMeansJobs.com has tools that will allow youth to either upload an existing resume, utilize a resume builder and the ability to have their resume rated with results that will assist them to enhance their resume.

**Training Center** – OhioMeansJobs.com has hundreds of assessments and soft skill tools to help youth obtain a career. All of their activities will be saved and recorded within their virtual backpack for easy access and tracking.

**Career Planning** – This tool can help you assist youth in exploring different careers and learn what skills and training might be needed as well as what type of salary they can expect to earn.

**In-Demand Jobs** – OhioMeansJobs.com has information on Ohio's in-demand jobs, which offer good pay and a promising future. The site includes details on the education/training needed, number of openings each year, wages, and growth for in-demand jobs as well as other jobs.

**Career Profile** – This tool can assist you in helping youth identify which jobs match their interests best.

**Occupation search** – This tool can help you assist youth in finding helpful information about different jobs like the training/education required, salary range, number of openings each year, skills needed, and personality traits needed along with a video.

**School search** – This tool can help you assist youth to search for training and/or university programs available as well as save any programs found to the youth's virtual backpack.

**Employment Program search** – This tool can help you assist youth in finding funding programs they may qualify for to cover the cost of any training and education they need.

**Job search** – OhioMeansJobs.com has filters from location, job type (FT, PT, and Internship), salary, etc.

**Budget Calculator/Target Salary** – This tool can help youth estimate their expenses and decide what salary they need to cover their expenses.

The youth will be able to access the tools necessary for participation by going to [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)

A confirmation of their registration will need to be incorporated into the county agency reporting. Parental or legal guardian consent is required for youth to register in OhioMeansJobs. It is recommended that the general application for this program be modified to obtain consent.

#### **Allowable Costs**

Allowable costs under this program include:

1. Payments to employers for wages (at no higher than \$13.00 per hour) and fringe benefits;
2. Payments to Providers to operate the program;
3. Recruitment and development of employers for the program;
4. Other ancillary services which are offered by the employer to the summer youth employment participants, including:
  - Work related items such as uniforms, tools, licenses or certifications;
  - Case management activities related to the program; and
  - Job coaches and mentors.
5. Worker compensation expenses;
6. FICA;
7. Direct supervision and training costs; and
8. Transportation costs to and from the work site.

Costs, such as, subsidized employment wages, child care, etc. must adhere to time limits contained in 45 CFR 260.31, and can only be offered to a youth for a period of four months or less.

The cost of health insurance for youth may not be charged against this allocation; however, the cost of health insurance for staff employed by a Provider to operate the program can be charged against this allocation.

#### **Unemployment Compensation**

ORC 4141.01(B)(3)(a) and OAC 4141-05-05 state that services must be provided for a nonprofit organization, the state or its instrumentalities to be excluded for unemployment purposes. Therefore, wages paid to youth in a work-relief or work-training program by a for-profit organization are covered wages and must be reported, and contributions paid, for those individuals in the work-relief or work-training programs. In addition, the wages paid to these individuals may be used in determining an unemployment claim.

The key decision point is determining who “is the employer of record”. For unemployment purposes, the employer of record is the entity that has direction and control over the participating individuals in the TANF Summer Youth Employment Program or more simply put; hires and/or would dismiss any individual whose performance was unsatisfactory. The next key point is determining if the employer of record is a non-profit or governmental entity. Here are some examples that should guide your agency in determining whether or not the wages paid to the youth are covered for unemployment compensation purposes:

- If the employer of record is a “For Profit” entity, then the services performed by, and wages paid to the youth would be covered for unemployment and reported to ODJFS.
- If the employer of record is a “Not for Profit” entity, then the services performed by, and wages paid to the youth would be excluded for unemployment and should not be reported to ODJFS.
- If the employer or record is a “Governmental or Public” entity, then the services performed by, and wages paid to the youth would be excluded for unemployment and should not be reported to ODJFS.

### **Reporting Tools**

The reporting tool is online and may be accessed at <https://syep.jfs.ohio.gov/>. Reports will be due into the reporting tool by the 10th of each month. Instructions on using and accessing the tool will be emailed to the participating counties at a later date.

All information shall be in the reporting tool within thirty (30) days from the youth leaving the program.

### **Employer Evaluation**

Employers will be responsible for completing an evaluation of the youth.

### **Certificates of Completion**

Providers are required to issue a certificate of completion to the participating youth who completed the summer youth program. The design of the certificate will be left up to the Provider. The certificate shall contain, at a minimum, the following items:

1. The name of the program (TANF Summer Youth Employment Program);
2. The name of the youth;
3. The dates of participation;
4. The name of the employer; and
5. Funding for this program was provided by the Ohio Department of Job and Family Services.

Those leaving the program before completion will not be eligible for a certificate.

### **Additional Requirements**

Be aware that all child labor laws and regulations do apply. An overview of child labor requirements can be referenced at <http://www.dol.gov/dol/topic/youthlabor/>.

### **Participant Eligibility and Referrals:**

ACJFS will determine eligibility and refer participants to the Provider(s). ACJFS will contract with service providers to provide the programs. A copy of the current PRC Plan will be provided to the service provider:

**Eligibility** – A TANF Summer Youth Employment Program funded through PRC shall only serve persons from a TANF-eligible family. The types of persons that may be served are:

This Summer Youth Employment Program shall only serve persons from a TANF-eligible family. The types of persons that may be served are:

- Youth ages 14-18, enrolled in secondary school, as long as the youth is in a needy family and in school.

The youth served may be non-custodial parents as long as they are considered "needy" and have a minor child. "Needy" is not specifically defined by state or federal regulation but may be no greater than income at 200% of the federal poverty level.

*Family* is defined in federal and state law and regulations as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lives in the state, but does not reside with his/her minor child(ren).

*Foster Care*: Youth in a foster care setting age 14 to 18 years of age if they are a full-time student in a secondary school may be served under the TANF Summer Youth Employment Program. The United States Department of Health and Human Services (HHS), Administration for Children and Families (ACF) has provided guidance respective to the Youth Employment Program.

**This guidance is only applicable to the TANF Summer Youth Employment Program and no other TANF or PRC program.**

Eligibility for the program will be determined exclusively by ACJFS. The date of the application will be the date ACJFS receives the application. ACJFS will issue a notice of approval or denial as detailed in the PRC Plan to all applicants.

- o The United States Department of Health and Human Services, Administration for Children and Families (ACF) has provided guidance respective to the Summer Youth Employment Program.

**II. RFP SCHEDULE AND SUBMISSION INFORMATION:**

**RFP Schedule**

<b>RFP Release</b>	<b>Date: 03/23/26</b>
<b>Question Period Begins</b>	<b>Date: 03/23/26</b>
<b>Pre-Proposal Conference</b>	<b>Date: 04/03/26 10:00 a.m.</b>
<b>Question Period Ends</b>	<b>Date: 04/03/26 4:00 p.m.</b>
<b>Proposals Due to Ashtabula County Board of Commissioners</b>	<b>Date: 04/10/26 2:00 p.m.</b>
<b>Agreement Effective Date</b>	<b>Date: 05/01/26</b>

**Pre-Proposal**

A pre-proposal conference will be held on **04/03/26 10:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

**Contact Person**

All proposal process questions must be sent via email. Contact information:

**ATTN: Renee Dragon, Program Evaluator**  
**Email: Renee.Dragon@jfs.ohio.gov**

**Proposal Delivery**

Mail or deliver one (1) master copy and two (2) duplicates (three total) of the entire written proposal in a sealed envelope and in the required format to:

**The Ashtabula County Board of Commissioners**  
**Attention Lisa Hawkins**  
**25 West Jefferson Street**  
**Jefferson, Ohio 44047-1092**

The envelope containing the proposal must be received no later than **2:00 p.m.** on **04/10/26**, and clearly marked with the RFP number: **ACJFS RFP #1-26**

### **III. PROVIDER REQUIREMENTS:**

#### **Applicant Requirements and Compliances**

Applicants shall understand, agree, and comply with the following sections:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate in compliance with all applicable federal, state, and local laws, and shall comply with:
  - a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
  - b. non-discrimination laws in the provision of services.
  - c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
  - d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
6. Applicants must comply with the Drug Free Workplace Act

### **IV. PROPOSAL SPECIFICATIONS & FORMAT:**

#### **Proposal Information**

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only to ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 209.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

#### **Proposal Cost**

The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

#### **Proposal Communication**

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

#### **Proposal Format**

To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

**The proposal must be organized in the following format:**

**Proposal Cover Page** (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

**Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

**Section 1 ~ Application Information (Attachment A):**

Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

**Section 2 ~ Required Documents**

Applicants shall submit the following with their proposal: (Individual cover pages are provided for each item and must be included in the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with Master copy only)

1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation

C. Proof of Liability Insurance/Other Required Insurance

D. Equal Employment Opportunity - Affirmative Action Plan

E. Professional and Operating Licenses

F. Documents used for monitoring Goals and Outcomes

G. Employee Training Program Description

H. Affidavit of Delinquent Personal Property Tax ORC 5719.042 (Form is provided)

I. Affidavit of Non-Collusion (Form is provided)

J. Non-Discrimination Agreement O.R.C. 153.59 (Form is provided)

K. Representations, Assurances, and Certifications Document (Form is provided)

**Section 3 ~ Program Planning and Development:**

The Program Planning and Development section must include:

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes.
6. Days and hours program is available.

7. Provide source and amounts of any Federal, State, or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

**B. Organizational Structure:**

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

**C. Provider/Staff Qualifications:**

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization’s employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

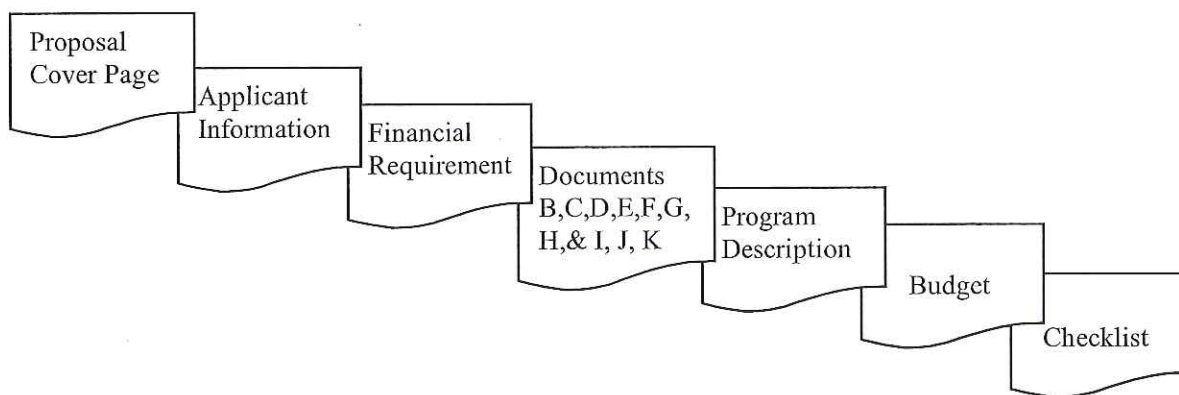
**Section 4 – Program Budget for each proposed service (Attachment B):**

*An electronic copy of the budget in EXCEL & Word format is available upon request.*

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

**Proposal Checklist** - (Provided) must be submitted with “Master” copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

**Proposal organization example:**



**V. EVALUATION AND SELECTION PROCESS:**

**Proposal Evaluation:**

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed “Qualified”. Those which do not, will be deemed “Non-Qualified”. “Qualified” proposals will then be reviewed in Stage 2.

**Stage 1 Review:**

“Qualified” proposals in response to the RFP must meet the following requirements:

1. **Timely Submission** – The proposal is received at the address designated in the RFP by 4-10-2026. and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed “Non-Qualified” and will not be considered.
2. **Completeness of Submission** – proposal submission must include:
  - a. Required number of copies: Three (3); 1 master and 2 copies
  - b. RFP Cover Page
  - c. RFP Checklist (Attachment E)
  - d. Section 1: Applicant Information Page (Attachment A)
  - e. Section 2: Required Documents A, B, C, D, E, F, G, H, I, J, K (using cover pages Attachment C)
  - f. Section 3: Program Planning & Development
  - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

**Stage 2 Review:**

All “Qualified” proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
  - A. Applicant’s program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
  - B. Proposal thoroughly identified the service area and its needs.
  - C. Applicants demonstrate experience with this service or similar service. If experience is not available, applicants show they qualify to provide the services without prior experience.
  - D. Statistics provided support the need for the proposed service.
  - E. Days and hours services are available.
  - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

**Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.**

**Acceptance and Rejection of Proposals:**

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

**Post Selection Meeting:**

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

**Caveat:**

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

**IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**

**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

**Availability of Funds:**

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

**Term:**

The term of the agreement shall be five months with a tentative effective date of May 1, 2026.

**Invoicing:**

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

**Performance and Monitoring:**

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

**See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.**

**Confidentiality and Security:**

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible

individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

**Publicity:**

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

**Applicable Laws and Rules:**

Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

*If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:*

5. Clean Air Act, as amended, 42 USC §§ AA 7401 *et seq.*
6. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
7. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

**Patent or Copyright Liabilities:**

The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

**ATTACHMENT A  
TANF PROGRAMS  
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Ashtabula County Technical & Career Center (A-Tech)

ADDRESS: 1565 State Route 167 Jefferson, Ohio 44047

PHONE: 440-576-6015

SERVICE SITE (if different than above): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FEDERAL TAX I.D. NUMBER: 34-0970014

EXECUTIVE DIRECTOR/DIRECTOR: R. Scott Wludyga, Superintendent

PROGRAM COORDINATOR: Shaelynn Ballard EMAIL: shaelynn.ballard@atech.edu

FISCAL CONTACT: Lindsey Elly EMAIL: lindsey.elly@atech.edu


**TERMS AND CONDITIONS**

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Department of Job and Family Services (ACDJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACDJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACDJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACDJFS will fund a proposal. Proposals are subject to review by representatives of ACDJFS. At its sole discretion, ACDJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

**NAME, TITLE, AND SIGNATURE OF AUTHORIZED INDIVIDUAL:**

NAME: R. Scott Wludyga

SIGNATURE: \_\_\_\_\_



(Note: original signature must be in blue ink)

TITLE: Ashtabula County Technical & Career Center Superintendent

DATE: 4/08/2026

### Section 3

#### **Program Planning & Development, Organizational Structure, Provider Qualifications**

##### 1- Program Description

---

A- Outline and timeline of proposed activities

B- Employment Program Policies and Procedures Handbook

C- 2025 Worksite Agreement

D- GRIT Academy offerings

E- Procedure for filing liability claim due to injury

F- Atech organizational chart

---

G- 2025 Atech Board of Education Members

H- Job description and resume

1. R. Scott Wludyga

2. Lindsey Elly

3. Shaelynn Ballard

4. Jenna Wayman

## A. PROGRAM DESCRIPTION

### A-Tech Summer Employment Training (S.E.T.) Program

#### A. 1. Narrative

For many low-income Ohioans, especially those in their teens, there are many barriers to success. A diploma, a meaningful and self-sustaining job as well as self-sufficiency, let alone financial security, seem to be out of reach given the barriers that are present in their lives. This is especially true for families who are currently struggling with financial and emotional effects in Ashtabula County, Ohio. Job insecurity, food insecurity and educational insecurity have placed another layer of stress on already stress-filled families who were already struggling to survive.

The sad truth is that many young people do not have natural positive role-models to learn employment skills, life skills, or financial independence. Saying that they just need a job is like saying that an airplane only needs an airport. There are far, far more issues to be dealt with before a "job" can be a successful outcome. In addition to the lack of role models, these young people may also still be in school and/or lack a high school diploma as well as the "soft" or "common sense" skills needed for a successful employment experience. They may personally or at home face drug and/or alcohol issues, child care issues, transportation issues, housing issues...all which can seem to present an insurmountable barrier to being successful and self-sufficient.

In that spirit, A-Tech is proposing to offer 150 young adults between the ages of 14 and 18 the opportunity to participate in a Summer Employment Training program (S.E.T.). This program will offer them the opportunity to learn and practice the "soft" skills such as reliability and dependability that employers look for as well as those "hard" skills that relate specifically to job tasks.

The Summer Employment Training Summer Program will enable low-income TANF eligible youth to gain valuable work experience and training while earning a paycheck to help their families meet basic needs. We believe that this program will meet the first two purposes of TANF: *Goal # 1 to provide assistance to needy families so that children may be cared for in their homes or the homes of relatives as well as Goal # 2: To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.* We propose to do this by preparing the eligible youth participants to enter into and be successful in the world of work, to identify businesses in the county who are willing to serve as work "training/mentoring" sites, and provide the actual opportunity to successfully learn to work. While doing so we will provide both with the comprehensive, holistic, wrap-around support and guidance necessary for youth success.

Our proposal provides for an opportunity to stem the need/dependence of public assistance for young people by providing them with:

1. job preparation in the form of career research as well as soft and hard skills training,
2. paid work experience that will help them develop real skills that will lead to self-sufficient job opportunities,
3. the opportunity to learn specific "tools" such as OhioMeansJobs.com, Future Plans Assessment, financial literacy, coping, and time management skills,
4. and for those selected for the GRIT Summer Academy to gain industry recognized credentials in the following areas: Aviation, Health Care Academy (CNA), or Welding.

As outlined below and included as **Attachment A**, this program would serve up to 150 youth between the ages of 14 and 18 who are residents of Ashtabula County, are TANF-eligible as determined and referred by Ashtabula County Job and Family Services (ACJFS), and who may, in the future, wish to take advantage of the full range of services offered through the Comprehensive Case Management and Employment Program known locally as youthOPPORTUNITIES! (yO!). The Summer Employment Training program would offer them the opportunity to learn important life and job skills while being given a new start on a life-long path to self-sufficiency.

**Timeline of Proposed Activities:**

- May 1            TANF Program begins. Applications delivered to school districts when available.
- May 5            Staff in place and prepared to receive referrals to be processed and prioritized by age, school status and prior work experience and invitations to **Work Prep** training sessions ready to be sent out.
- May 12           Work site supervisor training offered throughout the week.  
After school **Work Prep** is offered for TANF eligible youth.  
Monitor training is conducted
- June 2            First day of **Work Experience** for the first group of trained participants.
- June 2            **Work Prep** training sessions held daily for all remaining participants with a capacity of 40 per day (Group A @ HUB, Group B @ OMJ)
- June 8,15,22    **Work Prep** Training Sessions held weekly until all participants are trained
- June 8- Aug. 10 **GRIT Summer Academies** held
- Sept 14-18      **Moving Forward** summer wrap-up sessions for all youth.
- September 30   Final day of work for all youth.

(\* It should be noted that the beginning of summer break will differ for each county school district.)

It is our goal to see that **each** participant in the S.E.T. summer work experience program will:

- a. register on OhioMeansJobs.com and learn about the contents of their virtual backpack,
- b. complete a the Future Plans Assessment and Career Coaching,
- c. complete a “Work Experience Participation Agreement” detailing the skills to be learned during the work experience,
- d. successfully be placed on and complete a summer work experience or participating in the GRIT Summer Academy,
- e. develop a resume and post to their OhioMeansJobs.com accounts, learn about cover letters, job applications (on-line and paper) and interviewing,
- f. learn skills and enhance abilities that will enable them to have the confidence necessary to meet the world with a sense of self-worth and the ability to be self-sufficient,
- g. earn Work Based Learning hours that can be utilized as a pathway to high school graduation,
- h. learn the value of work and the feeling of satisfaction that comes from doing a job well and gaining the respect of adults and their peers,

- i. learn a variety of specific skills related to the work that they perform: from filing or completing forms to mowing lawns; from woodworking to dealing successfully with the public, and
- j. learn to successfully prioritize and deal with life events in relation to meeting the expectations of the businesses and their customers. and
- k. learn and develop financial literacy (Certificate of Completion from Catholic Charities), complete the "No Kidding Ohio" Curriculum, and gain soft skills that will help the youth gain long term success in the workplace as well as in life

## **2026 PROGRAM PLAN**

To meet these goals, we propose to offer participants referred by Ashtabula County Job & Family Services the opportunity to participate in a three-part program: 1) SUMMER PREP, 2) WORK EXPERIENCE or GRIT Summer Academy AND 3) MOVING FORWARD. Last year the GRIT summer academies were offered to many of our TANF summer youth and it was a huge success for our youth. 80% of participants were able to earn a lifelong workforce credential. This year the GRIT academies will be offered again for our youth. The GRIT Summer Academy will be offered to selected youth after they complete the Future Plans Assessment and individualized career coaching.

### **SUMMER PREP**

In **Summer Prep**, participants will complete a **30-hour** training session consisting of:

- a. the required OhioMeansJobs.com on-line registration and understanding the options available to participants, including career/job interest research;
- b. registration with A-Tech's third-party payroll provider;
- c. gathering information relative to prior work experience, skills and interests including completion of the Future Plans Assessment and individualized career coaching to determine appropriate job matches;
- d. a workshop on the S.E.T. Program's Participant's Handbook (see **Attachment B**) as well as on workplace survival and etiquette;
- e. completion of their "Work Experience Participation Agreement";
- h. completion of a financial literacy training and;
- i. training in communication, assertiveness, and other "soft" skills

The **Summer Prep** training sessions covering the items in the OhioMeansJobs.com were developed for and utilized in TANF Summer Work Experience Programs since 2014. This curriculum will be reviewed and modified as needed based on changes to OhioMeansJobs.com. A-Tech's staff has much experience in teaching this curriculum as well as assisting program participants and students to register on and use OhioMeansJobs.com.

These sessions will be held at either the OhioMeansJobs - Ashtabula County office in Ashtabula or at A-Tech's youth OPPORTUNITIES! THE HUB. Locations in South County will also be considered depending on referrals and enrollment. All locations offer access to computer labs for completing OhioMeansJobs.com requirements and on-line registrations for payroll purposes as well as separate space for individual meetings.

### **WORK EXPERIENCE**

Once Summer Prep is completed, participants will be placed at an A-Tech developed, trained and monitored **Work Experience** at an A-Tech Board of Education-approved work site to work **up to 40 hours per week** depending on age, ability, interest and prior work experience. Participants will earn

**\$11.00 per hour, up to but not exceeding \$13.00 per hour** depending on age, ability, prior work experience and job skills required. We anticipate that, as in past years, the majority of participants will be in-school youth who will work over a maximum twelve week period at 40 hours/week (480 hours) beginning as early as May 11th, 2026 with a scheduled ending of September 4, 2026. Should funds be available, in-school youth and out-of-school youth will be given the option of working after-school to September 30, 2026 as well, depending on age, school attendance, and grades.

A-Tech S.E.T. Program staff will draw upon our twenty-three years of experience in working with Ashtabula County youth as well as agencies and businesses to develop a wide variety of work experience options for participants. Over the past eight summers (2018-2025) we trained, placed, and monitored more than 1,700 TANF-eligible and referred participants at more than one hundred work sites around the county. All work has been and will continue to be 'meaningful' and will fall within all federal and state laws and regulations for workplace safety.

All of the work sites will have completed a Work Site Agreement (see **Attachment C**) which outlines responsibilities for the work site as well as A-Tech and its staff and a Job Description. All work site agreements are presented to A-Tech's Board of Education for approval.

The work site supervisor-to-worker ratio will vary by work site. It should never exceed 10:1 and in most cases will be 2:1. Overall, there will be up to three S.E.T. Program staff directly involved with monitoring for a ratio of approximately 30 to 1 and one S.E.T. program staff responsible for all data entry and job placements.

S.E.T. staff will monitor each participant's progress through personal work site observation, supervisor comments regarding productivity, reliability and cooperativeness as well as tracking attendance and punctuality. This information will be used to measure a participant's progress toward successfully completing the work experience. If necessary, staff will provide mentoring/soft-skill instruction related to specific areas in need of improvement. Youth Monitors will be trained in how to manage and defuse stressful situations and how to counsel participants in areas of conduct at the work site.

Support services such as safety equipment, appropriate work clothing, tools and transportation will also be provided to work participants. These will be provided through the issuance of "pay cards" through Infinity Resources along with encouragement to shop, when possible, at local thrift stores such as Goodwill Industries and Salvation Army. Transportation support can take the form of either a) an ACT bus pass, b) a "gas card" to subsidize gas expenses if traveling over three miles one way to work, c) scheduled, contracted transportation to move participants over three miles one way from their community.

Prior to having a participant placed at their agency or business, Work Site Supervisors will receive individualized training to ensure that they, and others at the site, understand the goals and philosophy of the Summer Employment Training program, the paperwork such as time sheets and incident and accident reports involved as well as coverage of the Work Site Supervisor's Handbook.

### **GRIT Summer Academy**

This year, the yO! program is partnering with the GRIT (Growing Rural Independence Together) Summer Youth Programs. Each youth in the TANF summer program will complete the Future Plans Assessment and individualized career coaching through the GRIT program. Once the assessment and individualized career coaching is completed a TANF summer youth may be eligible to attend a GRIT Summer Academy. The student's interest and aptitude must align with the selected academy. Each of the GRIT summer

academies will offer the students up to 12 industry recognized credentials that can be applied to graduation requirements. The three summer Academies that GRIT is offering are: Health Care (CNA), Aviation, and Welding. Each program is between 3-6 weeks long and will have an internship/work experience component with the program.

### **MOVING FORWARD**

As their Work Experience/S.E.T. Summer Camp is winding down, all participants will be scheduled to attend a **one-day workshop** entitled "**MOVING FORWARD.**" This workshop will consist of:

- a. job-seeking skills such as resume creation and uploading to their OhioMeansJobs.com account,
- b. cover letter writing,
- c. completing job applications and
- d. interview skills.

At this time S.E.T. participants will be issued their Certificate of Completion as well as, based on their success, letters of reference from their work sites or S.E.T. Program staff.

As the summer draws to a close, A-Tech S.E.T. Program staff will work closely with all participants who wish to secure permanent employment to seek either part-time or full-time employment. It is hoped that the September 1st to September 30th time frame can be used to convert subsidized work experiences to "permanent" unsubsidized employment.

Over the summer, we will work individually with each participant in the hopes of identifying "at-risk" youth who may be eligible for, interested in and in need of the year-round services of the CCMEP youth OPPORTUNITIES! (YO!) Program.

Over the summer, we will work individually with each participant in the hopes of identifying "at-risk"/at-promise youth who may be eligible for, interested in and in need of the year-round services of the CCMEP youth OPPORTUNITIES! (YO!) Program.

In executing this project, we will draw upon our twenty-six years of extensive experience with and knowledge of the state reporting system as well as the ACJFS staff, programs and procedures to:

- a. communicate effectively with ACJFS TANF staff regarding referrals and reports on enrollment and participation/hours worked, as well as
- b. utilize Ohio Department of Job and Family Services reporting procedures/processes/systems to complete all required documentation and complete data-input in a timely and accurate manner.

Overall, the project will be under the direction of R. Scott Wludyga, the Superintendent of the Ashtabula County Technical & Career Center and Shaelynn Ballard, A-Tech Supervisor of Special Grants,. A-Tech Treasurer Lindsey Elly will oversee the fiscal elements of the project.

We are proposing to employ a Summer Employment Training Coordinator/Data Entry, Special Instructor, and, depending on referrals and funding, up to three Youth Monitors who will work exclusively on this project and who will be based out of the youth OPPORTUNITIES! The HUB, 4317 Park Ave in Ashtabula.

The Summer Employment Training Program Coordinator will oversee all activities and operations of the program: scheduling Work Prep, assigning youth to appropriate worksites and ensuring that all activities in Moving Forward are completed. The S.E.T. Specialist will also oversee the work of up to three Youth Job

Monitors. These monitors will assist with the processing and training of participants and will work directly with the participants and employers to monitor daily activities and needs on worksites.

This staff will work closely with ACJFS staff concerning the collecting and processing of referrals, scheduling and conducting/supporting training sessions, ensuring that proper documents are obtained and on file, ensuring that all participants are registered with the third-party payroll administrator, arranging transportation, making placements, collecting and processing timesheets, and consistently monitoring workers on the job and dealing with worksite issues.

In addition to the above-mentioned staff, the services of four other A-Tech staff members will be utilized in the course of the S.E.T. Program.

Jenna Wayman, Special Grants Manager, will oversee the day-to-day operations of the program. She will assist the S.E.T. Specialist by coordinating referrals from ACJFS, coordinating worksite assignments with the yO! Program CCMEP summer work program, and assist with scheduling activities at the yO! Youth Training Center.

Shaelynn Ballard, A-Tech's Special Grants Supervisor, will provide oversight to the fiscal aspects of the program, from budget and expense tracking to invoicing and assisting with staff supervision.

All activities will be under the direction and oversight of A-Tech Superintendent R. Scott Wludyga.

Lindsey Elly, A-Tech Treasurer, will oversee the fiscal operations/requirements for auditing purposes.

Bailey Dickson, S.E.T. Data and Program specialist will oversee all mandatory state paperwork, ensure work placements, and monitor all reporting tools used by S.E.T. staff.

All A-Tech S.E.T. Program summer work experience staff who will work directly with the youth will be required by law and A-Tech Board policy to successfully pass a BCI/FBI Criminal Background Check. The yO! Coordinator, SET Data and Program Specialist, and Youth Monitors will also be required to obtain a State of Ohio Educational Aide Permit. All staff except for the Youth Monitors will have a minimum of an Associate Degree and a minimum of three (3) years of experience in working with youth and youth programs.

As A-Tech employees, S.E.T. and yO! staff members are fully covered by liability and worker's compensation insurance. **Attachment E** outlines the procedures to be followed by participants and staff for filing Injury or Loss due to Theft claims.

## **A. 2. Evidence of Need**

In July, 2025, the unemployment rate in Ashtabula County was 5.6% with a long term average of 6.48%; in Ohio it was 4.3%; in the US it was 4.3%. The need for youth to be working will increase this summer with the ending of many of the pandemic subsidies such as decreased SNAP benefits and the increase in cost of living.

From a "local" point of view, A-Tech's youth OPPORTUNITIES! (yO!) Program has seen a consistent demand for work experiences. To date, yO! has had nearly twice as many TANF youth seeking (and

needing) work experiences which has led to a doubling of work experience expenses since October 1 of 2020. Many if not almost ALL of these young people are expressing a NEED to work to help support their families. Anecdotally, yO! program staff are finding that there is also an increase in permanent hiring after the initial work experience.

In addition, county businesses are expressing an eagerness to work with the program as they are experiencing a shortage of workers and are very interested in training potential and, therefore, successful future employees in the county.

### **A. 3. Experience**

As stated previously, A-Tech has operated a WIA/WIOA/TANF-funded youth program, youth OPPORTUNITIES! (yO!) since January of 2002. Over these twenty four years we have consistently served both in and out-of school youth, consistently served more than our proposed number to be served and consistently met or exceeded both Federal and State Performance Measures for Degree and/or Certificate Earned, Post-Secondary Enrollment or Employment and Literacy/Numeracy Gains. In addition to the yO! program, we have operated numerous PRC, Federal Stimulus and TANF-funded summer work experience programs over the years. Specifically, since 2017 we have secured and monitored work experience sites for more than 3,600 youth at a variety of worksites around Ashtabula County. Last year A-Tech was also awarded the GRIT (Growing Rural Independence Together) grant and the Summer GRIT Academy grant.

### **A. 4. Past Performance**

A-Tech has a twenty three year history of successfully operating TANF-funded as well as WIA/WIOA-funded programs such as the youth OPPORTUNITIES! (yO!) Program, the EMRP grant, GRIT program, Steps Towards Success Program and the GET Opportunities summer work program. Our staff has a great deal of experience and success in delivering quality programs to the young people of Ashtabula County.

We propose to offer training and work opportunities to approximately 150 young people aged 14 to 18 during the Summer Employment Training Program. Fourteen and Fifteen year-olds will complete WORK PREP and MOVING FORWARD but their WORK EXPERIENCES will be of a shorter duration than older youth primarily because of insurance restrictions at agencies and businesses that serve as worksites.

In past years, we have often exceeded our enrollment targets and offered as many opportunities to learn and work as there are applicants to and referrals from ACJFS. We have also consistently had well over 85% of youth participants successfully complete work experiences. Through data it has been determined that youth that participate in the yO! program makes 25% more annually than average.

### **A. 5. Program Monitoring and Measurement**

It is both our past experience and intention to use the following methods, procedures and documents to measure the S.E.T. Programs effectiveness and success:

1. A **Master List** will be created to record all referrals from ACJFS. This Master List will also track each participant's progress through the three parts of the program.

2. **Time Sheets** will be completed by participants and their instructor (during WORK PREP AND MOVING FORWARD) or their worksite Supervisor during WORK EXPERIENCE which will be used, in addition to a paycheck, to monitor their daily attendance, dependability (being on time) and reliability (completion of scheduled work time).
3. A **Work Experience Participation Agreement** as well as a **Work Experience Evaluation Form** will be used to track participant progress toward their goals as well as their final ‘evaluation’ of skills gained on the work assignment.
4. Completion of registration in OhioMeansJobs.com and completing assigned tasks during WORK PREP and MOVING FORWARD.
5. Youth will create a log of hours that can be used for Work Based Learning to be used as a pathway to high school graduation.

Examples of all of the above can be found in **Section 2 (F) Documents Used for Monitoring.**

**A. 6. Days and Hours program is available**

The Summer Employment Program will, for the most part, operate from 8:00am to 6:30pm Monday through Friday. Depending on business needs and youth availability, evening and weekend work opportunities are an option. Staff will be available as-needed to provide support and respond to any emergency. Staff will normally be available Monday through Friday during normal business hours at either the OhioMeansJobs-Ashtabula County Center or at the yO! The HUB at 5917 West Ave. Ashtabula, OH

**A. 7. Source and amounts of Federal, State and/or local funding including unit rates**

A-Tech has previously been the recipient of WIA, WIOA and TANF contracts with the Northeast Ohio Consortium Council of Governments (NOCCOG), as well as ACJFS and the Ohio Department of Higher Education. Below you will find charts of the yearly finding totals for the last six (6) years:

Fiscal Year	TANF and WIOA/CCMEP yO!	TANF Summer/GET Opportunities	TANF / EMRP	Federal and State/Aspire/GRIT
2020	\$1,510,000	\$450,000	N/A	\$134,725
2021	\$1,500,000	\$450,000	N/A	\$150,847
2022	\$1,500,000	\$450,000	N/A	\$168,847
2023	\$1,460,000	\$450,000	\$96,825.31	\$168,847
2024	\$1,900,000	\$450,000	\$160,000	\$645,000
2025	\$1,450,000	\$400,000	\$98,000	\$885,000
Totals	\$9,320,0000	\$2,650,000	\$354825.31	\$2,153,266

Because of its status as a Public School, A-Tech programs do not operate on a unit-rate reimbursement basis but rather on a cost-reimbursement basis. We can extrapolate unit rates, however, by going backwards and dividing total participants served by total funds expended.

The unit rate where applicable:

Source/Program	2019	2020	2021	2022	2023	2024	2025
WIOA/TANF yO!	\$2,823	\$2,664	\$2,500	\$2,500	\$1300	\$1550	\$1328
TANF/Summer	\$2,800	\$3,182	\$3,848	\$4036	\$4025	\$3925	\$3867
TANF/Key Opportunities	NA	NA	NA	\$968	N/A	N/A	N/A
Fed/State/Aspire	\$ 757	\$ 899	\$ 639	\$639	\$977	\$1120	\$979

**B. Organizational Structure**

The Congress of the United States passed the Vocational Education Act of 1963 authorizing funds in support of expanded vocational education opportunities for high school students. In 1965, Dr. Woodrow Gephart wrote the plan for a joint vocational school district consisting of the nine secondary schools in the County that was submitted to the Ohio Department of Education. The plan provided for construction of a secondary school instructing in the vocational areas of Agriculture, Business Education, Distributive Education, Home Economics, and Trade and Industrial Education. Students in all participating schools would have access to vocational training of the highest quality that no single school could provide. The plan and application to form a district was approved by the Ohio State Board of Education on May 10, 1965.

The voters of Ashtabula County passed a building and operation levy in May of 1966, thus qualifying the JVS district to receive matching federal funds through the State. Construction of the physical facilities began in the spring of 1968. The Ashtabula County Joint Vocational School opened for operation in September of 1969 and in 2011 our name officially changed to the Ashtabula County Technical & Career Center.

If awarded, the Ashtabula County Technical & Career Center Board of Education will serve as the Fiscal Agent for this contract. We comply with all the rules and regulations of the Ohio Department of Education/Office of Fiscal Management in Columbus, Ohio. We will also comply with any rules and regulations set forth in this contract and the Department of Labor.

A-Tech’s funding includes local levies, state and federal tax dollars, grants and private tuition. Start-up costs for the program will be made available as an advance from A-Tech’s General Fund, allowing us to put Purchase Orders in place, obtain materials and make initial payments to vendors as well as staff payroll until cost-reimbursement payments are received from ACJFS.

Organization charts showing the members and make-up of the Ashtabula County Technical & Career Center’s Board of Education and the leadership structure are included as **Attachment F and G** respectively.

Also attached please find the following in reference to **Section 2: Required Documents**:

1. **Required Document A** is a copy of our most recent financial statement and audit.
2. **Required Document B** shows us to be a formally organized business or agency as a public school in the state of Ohio.
3. **Required Document C** contains a copy of proof of liability insurance as well as a written procedure which identifies the steps a participant must take to file a liability claim.
4. **Required Document D** contains copies of A-Tech’s policies and by-laws, adopted by our Board of Education, showing policies in place regarding Nondiscrimination based on Gender, Disability, and Race (5131), nondiscrimination and equal employment opportunity (4122) and nondiscrimination

based on genetic information of the employee (4122.02). Also included is our policy on nondiscrimination and access to equal educational opportunity (2260).

5. **Required Document E** contains information on A-Tech's operating License.
6. **Required Document F** contains sample documents that will be used to monitor goals and outcomes.
7. **Required Document G** contains information on A-Tech's Employee Training Program.
8. **Required Document H** contains the Affidavit of Delinquent Personal Property Tax ORC 5719.042.
9. **Required Document I** contains the Affidavit of Non-Collusion.
10. **Required Document J** contains the Non-Discrimination Agreement ORC 153.59.
11. **Required document K** contains the Representations, Assurances and Certifications document.

### **C. Provider Qualifications**

The overall project will be under the direction of Mr. R. Scott Wludyga, Superintendent of the Ashtabula County Technical & Career Center, while day to day operations will be overseen by Shaelynn Ballard, Supervisor of Special Grants, and Jenna Wayman, Special Grants Manager. A-Tech Treasurer Lindsey Elly will oversee the fiscal elements of the project. Job Descriptions of all positions as well as resumes can be found in **Attachment H**.

Once approved, we will begin the search for Job Monitors. These monitors are typically college students who are either in social-work fields of study or have a demonstrated interest in working with and seeing young people flourish. They will have the ability to think on their feet, problem-solve and communicate/negotiate effectively.

The S.E.T. staff will work closely with ACJFS staff with the collecting and processing of applications and referrals, scheduling and conducting/support training sessions, ensuring that proper documents are obtained and on file, ensuring that all participants are registered with the 3<sup>rd</sup> party payroll administrator, arranging transportation, making placements, and consistently monitoring participants for goal-threatening issues.

All A-Tech staff are required by law as well as A-Tech school board policy to successfully pass a Criminal and FBI Background Check and to acquire and maintain the appropriate certification for their position.

As a public school, A-Tech is a drug-free workplace.

All employees are also required to participate in yearly training related to issues involving safety and youth. These on-line trainings are offered through **publicschoolsworks.com**. Training includes fire safety, hazardous materials, blood-borne pathogens, bullying and harassment, sexual harassment, emergency procedures, Heimlich maneuver, board policies and procedures and Ohio's ethical use of tests.

We consider training and community involvement to be of paramount importance, and are constantly seeking opportunities for staff to not just participate in but to be a part of community training offerings.

## Attachment 1- Outline and timeline of Proposed Activities 2026 TANF Summer Youth Employment Program Description ATech Summer Employment Training (S.E.T.) Program

We propose to offer approximately 150 TANF-eligible, as determined and referred by Ashtabula County Job and Family Services, residents of Ashtabula County between the ages of 14 and 18 the opportunity to participate in a summer work experience program. It is our intention to offer the S.E.T. (Summer Employment Training) program on the following timeline:

### Timeline of Proposed Activities:

May 1	Program begins. Applications delivered to school districts when available.
May 5	Staff in place and prepared to receive referrals to be processed and prioritized by age, school status and prior work experience and invitations to <b>Work Prep</b> training sessions ready to be sent out.
May 11	Work site supervisor training offered throughout the week. After school <b>Work Prep</b> is offered for TANF eligible youth Monitor training is conducted
June 1	First day of <b>Work Experience</b> for the first group of trained participants.
June 1	<b>Work Prep</b> training sessions held daily for all remaining participants with a capacity of 40 per day (Group A @ YTC, Group B online)
June 1	First day of <b>Work Experience</b> for all remaining trained participants.
June 8,15, 22	<b>Work Prep</b> Training Sessions held weekly until all participants are trained
June 8- Aug 10	GRIT summer academies held
Sept 14-18	<b>Moving Forward</b> summer wrap-up sessions for all youth.
September 30	Final day of work for all youth.

(\* It should be noted that the beginning of summer break will differ for each county school district.)

It is our goal to see that **each** participant in the S.E.T. summer work experience program will:

- a. register on [OhioMeansJobs.com](http://OhioMeansJobs.com),
- b. complete the Future Plans Assessment that will focus on aptitude and ability in the workforce and complete a coaching session regarding results of the assessment with a trained career coach,
- c. complete a "Personal Work Plan" detailing the skills to be learned during the work experience,
- d. successfully be placed on and complete a summer work experience or participating in a GRIT summer academy,
- e. develop a resume and post to their OhioMeansJobs.com accounts, learn about cover letters, job applications (on-line and paper) and interviewing,
- f. learn skills and enhance abilities that will enable them to have the confidence necessary to meet the world with a sense of self-worth and the ability to be self-sufficient,
- g. learn the value of work and the feeling of satisfaction that comes from doing a job well and gaining the respect of adults and their peers,
- h. learn a variety of specific skills related to the work that they perform: from filing or completing forms to mowing lawns; from woodworking to dealing successfully with the public,
- i. learn to successfully prioritize and deal with life events in relation to meeting the expectations of the businesses and their customers, and
- j. learn and develop financial literacy, participate in Big 6 training, and learn soft skills that will help the youth gain long term success in the workplace as well as in life

## 2026 PROGRAM PLAN

To meet these goals, we propose to offer participants referred by Ashtabula County Job & Family Services the opportunity to participate in a three-part program: 1) SUMMER PREP, 2) WORK EXPERIENCE or GRIT Summer Academy AND 3) MOVING FORWARD. Last year the GRIT summer academies were offered to many of our TANF summer youth and it was a huge success for our youth. 80% of participants were able to earn a lifelong workforce credential. This year the GRIT academies will be offered again for our youth. The GRIT Summer Academies will be offered to selected youth after they complete the Future Plans Assessment and individualized career coaching. The three summer Academies that GRIT is offering are: Health Care (CNA), Aviation, and Welding. Each program is 3 to 6 weeks long and will have an internship/work experience component with the program.

### SUMMER PREP

In **Summer Prep**, participants will complete a **30-hour** training session consisting of:

- a. the required OhioMeansJobs.com on-line registration and understanding the options available to participants, including career/job interest research;
- b. registration with A-Tech's third-party payroll provider;
- c. gathering information relative to prior work experience, skills and interests including completion of the Future Plans Assessment and Career Counseling with a trained career coach;
- d. a workshop on the S.E.T. Program's Participant's Handbook (see **Attachment 2**) as well as on workplace survival and etiquette;
- e. completion of their "Personal Work Plan";
- f. completion of a financial literacy training
- g. completion of training in communication, assertiveness, and other "soft" skills

The **Summer Prep** training sessions covering the items in the OhioMeansJobs.com were developed for and utilized in TANF Summer Work Experience Programs since 2014. This curriculum will be reviewed and modified as needed based on changes to OhioMeansJobs.com. A-Tech's staff has much experience in teaching this curriculum as well as assisting program participants and students to register on and use OhioMeansJobs.com.

These sessions will be held at either the OhioMeansJobs - Ashtabula County office in Ashtabula (if open and available) or at A-Tech's H.U.B located at 4317 Park Ave. Ashtabula. Locations in South County will also be considered depending on referrals and enrollment. All locations offer access to computer labs for completing OhioMeansJobs.com requirements and on-line registrations for payroll purposes as well as separate space for individual meetings.

### WORK EXPERIENCE

Once Summer Prep is completed, participants will be placed at an A-Tech developed, trained and monitored **Work Experience** at an A-Tech Board of Education-approved work site to work **up to 40 hours per week** depending on age, ability, interest and prior work experience. Participants will earn **\$11.00 per hour, up to but not exceeding \$13.00 per hour** depending on age, ability, prior work experience and job skills required. We anticipate that, as in past years, the majority of participants will be in-school youth who will work over a maximum twelve (12) week period at 40 hours/week (800 hours) beginning as early as May 1, 2026 with a scheduled ending of August 22, 2026. Should funds be available, in-school youth and out-of-school youth will be given the option of working after-school to September 30, 2026 as well, depending on age, school attendance, and grades.

## **GRIT Summer Academy**

This year the yO! program is partnering with the GRIT (Growing Rural Independence Together) Project Summer Youth Programs. Each youth in the TANF summer program will complete the Future Plans Assessment and individualized career coaching through the GRIT Project. Once the assessment and individualized career coaching is completed, a TANF summer youth may be eligible to attend a GRIT Summer Academy. The student's interest and aptitude must align with the selected academy. Each of the GRIT summer academies will offer the students up to 12 industry recognized credentials that can be applied to graduation requirements.. The three summer academies that GRIT is offering are: Health Care (CNA), Aviation, and Welding. Each program is between 4-6 weeks long and will have an internship/work experience component with the program.

## **MOVING FORWARD**

As their Work Experience is winding down, all participants will be scheduled to attend a **one-day workshop** entitled "**MOVING FORWARD**". This workshop will consist of:

- a. job-seeking skills such as resume creation and uploading to their OhioMeansJobs.com account,
- b. cover letter writing,
- c. completing job applications, and
- d. interview skills.

At this time S.E.T. participants will be issued their Certificate of Completion (**Attachment 6**) as well as, based on their success, letters of reference from their work sites or S.E.T. Program staff.

As the summer draws to a close, A-Tech S.E.T. Program staff will work closely with all participants who wish to secure permanent employment to seek either part-time or full-time employment. It is hoped that the September 1st to September 30th time frame can be used to convert subsidized work experiences to "permanent" unsubsidized employment.

Over the summer, we will work individually with each participant in the hopes of identifying "at-promise" youth who may be eligible for, interested in and in need of the year-round services of the CCMEP youth OPPORTUNITIES! (yO!) Program.



**youth OPPORTUNITIES!**  
**Employment Program**  
**Policies and Procedures**  
**Handbook**

**Contact Info:**

OMJ Office: 440-994-1234 | The HUB: 440-536-4070

2924 Donahoe Drive | 4317 Park Ave.

Ashtabula, OH 44004

## **THINGS I NEED TO KNOW ABOUT youthOPPORTUNITIES!**

I am participating in the youthOPPORTUNITIES! Employment Program. The program is sponsored by Ashtabula County Job and Family Services. I will be paid \$11.00 for each hour that I participate.

I understand the youthOPPORTUNITIES! Employment Program is led by the youthOPPORTUNITIES! Staff, who have high expectations of the youth in this program. During this program, I am part of youthOPPORTUNITIES! and I will follow all policies.

I have high expectations for myself and I plan to have a great experience while I gain valuable skills for the future!

### **Program Overview**

Welcome to the Ashtabula County Technical and Career Center (ATECH) youthOPPORTUNITIES! (yO!) Employment Program. Funded by a Workforce Investment Act and/or Temporary Aid for Needy Families (TANF), these programs provide local young people with an opportunity to gain employment skills and experience as well as to earn money.

Knowing the information in this handbook can help you make the most out of your employment training and future employment. It contains important and useful information regarding the youthOPPORTUNITIES! Employment Program, including when and how you will be paid for training, and how you are expected to behave as far as participation, attendance, and attitude. Please read it over carefully before you start training and keep it handy to refer to later. If you ever have any questions, please ask your Personal Growth Advisor, or a yO! Staff member. We are here to help YOU be successful

### **DOCUMENT PURPOSE**

This Participant Handbook explains your responsibilities as a worker in the youthOPPORTUNITIES! Employment Program and provides important program information. It serves as a guide for carrying out the terms of your responsibilities as an employee that has been accepted by the youthOPPORTUNITIES! Employment Program and Ashtabula County Job and Family Services.

**Staff Contact Information**

**THE HUB NUMBER: 440-536-4070**

---

**Connie Allen**

440-994-1210  
connie.allen@atech.edu

**Infinity Resources**

440-998-6515

**Shae Ballard**

440-576-5588  
shaelynn.ballard@atech.edu

**Richmond Transportation**

440-998-0080

**Jenna Wayman**

440-576-5599  
jenna.wayman@atech.edu

**Sunset**

440-855-5314

**Christine Cawthon**

440-536-4070  
christine.cawthon@atech.edu

**Jose Cruz-Garcia**

jose.cruz-garcia@atech.edu

**Bailey Dickson**

bailey.dickson@atech.edu

**Jacqueline Fahnestock**

jacqueline.fahnestock@atech.edu

**Kayla Mook**

kayla.mook@atech.edu

**Nancy Moseley**

nancy.moseley@atech.edu

**Shanon Pierce**

440-994-1232  
shanon.pierce@atech.edu

**David Robinson**

david.robinson@atech.edu

**Nicole Torres**

nicole.torres@atech.edu

### **MANDATORY TRAINING REQUIREMENTS**

During training there will be no cellphones allowed, no no-call no shows, no bad language, mandatory participation, positive attitude, no underage smoking or vaping, and maintaining respect towards EVERYONE, including peers and supervisors. You also must arrive on time to all training sessions. Inability to adhere to these stipulations will result in being sent home. This is a 12-point program.

### **TIPS ON HOW TO KEEP YOUR JOB**

1. **Attitude**
2. **Cellphone**
3. **Social Media**
4. **Initiative**
5. **Drugs**
6. **Relationships**

### **MINOR LABOR LAWS**

All applicable Federal and State Labor Laws must be followed. Keep these in mind while applying for jobs.

Workers under age 18 must have a thirty (30) minute break after working five (5) consecutive hours.

Youth aged 16 and younger **are not permitted to:**

- Work before 7:00am/after 9:00pm or more than eight (8) hours in one day.
- Stand on a ladder or scaffolding.
- Operate any power equipment including lawn mowers and weed eaters.
- Operate any type of grill or deep fryer.

Youth age 18 or younger **are not permitted to:**

- Operate cutting or grinding equipment.
- Drive a car, truck, or tractor owned by the worksite.

**These are Federal and State laws and are there to protect you!**

### ACCIDENT OR INJURY

If you have an accident at any point while you are on the clock, report it to your supervisor immediately! Even if you think that you are not injured, it is IMPORTANT to report the accident. You may find out later that you need medical assistance and proper treatment may require accurate reporting at the time of the injury. Immediately call the office at 440-536-4070 and Infinity Resource at 440-998-6515. Carry the cards that you are given to by Infinity Resource regarding Workers Compensation with you at all times.

### EMERGENCY MEDICAL AUTHORIZATION FORM

Before you can begin Employment Training you MUST complete an Emergency Medical Authorization Form. Your Parent or legal guardian's signature is required if you are under 18. This form allows you to be treated quickly if you become injured or sick on the job.

### PERSONAL GROWTH ADVISOR

A Personal Growth Advisor has been assigned to you to assist you. Personal Growth Advisors can help answer questions you may have throughout training, help you with difficulties inside and outside of training, and be sure that you are ready to enter the workforce. Your Personal Growth Advisor will contact you regularly to review goals, discuss how everything is going, and be available to help you find solutions to work related and/or other issues.

### ATTENDANCE

You are required to report to Employment Training on time and remain at the HUB until you are dismissed by the Personal Growth Advisor. If you are going to be late or absent, **you MUST call your Personal Growth Advisor immediately. Remember you are only paid for the hours you actually work.** If you miss 6 days, regardless of the reason, or if you accumulate 2 no call/no shows, you will be removed from training, and re-entry will need to be arranged with your Personal Growth Advisor.

### WEEKLY TIME SHEETS

Time sheets must be completed daily and turned in at the end of each week. **Both you and yo! staff must sign the timesheet.** Timesheets without both signatures will not be processed and will result in your pay being delayed. **Knowingly giving false information on the time sheet is cause for immediate dismissal from the program.** *YOUR timesheet is YOUR responsibility,*

*make sure it is turned in at the end of the week every week!!* At the end of your handbook is a copy of the timesheet.

### **YOUR PAYCHECK**

During the Employment Training Program, a pay card will be issued to you. Through this pay card, you will be able to enroll into direct deposit. All pay stubs will be emailed to you. It is your responsibility to keep track of your own finances.

### **W-2 FORMS**

In January of next year you will receive a statement (W-2) of your local tax earnings from the previous year. You will need to file the appropriate tax forms to recover any taxes owed to you. If you move after your Employment Training ends, **PLEASE** call Infinity Resources at 440-998-6515 to let them know your new address and phone number in order to ensure your W-2's are received.

### **DRESS CODE**

The following items will serve as a minimum guide to acceptable dress for the youth OPPORTUNITIES! Employment Training Program:

- Pants, shorts, and skirts must be worn at the waist and fit properly. Pants worn too low, too long, too large, or too loose are not permitted. Skirts, shorts, and dresses must be mid-thigh or longer in the front and the back. No slits or leg openings may be above mid-thigh.
- No obscene language and/or illegal substance advertisements (to include alcohol and tobacco) may be worn on clothing or accessories.
- No halters, backless dresses, midriff shirts, or cut-off shirts are allowed.
- Students are to wear clothing in the manner it is designed to be worn.
- Students are prohibited from wearing any sign, symbol, logo, or garment which has become synonymous with any gang, any cult, Satanism, or any unauthorized club or organizational activity. This also includes any avenue for the promotion of products or activities prohibited that may generate negative feelings among the Employment Program.
- Clothing with tatters, holes, and tears are prohibited
- Footwear must be work appropriate, meaning, no slides, flip flops, open back sandals, or slippers.

**Harassment, Hostile Work Environment, and Discrimination Policies and Procedures**

It is the policy of the youthOPPORTUNITIES! Program that all employed participants have a right to work in an environment free of discrimination and unlawful harassment. The youthOPPORTUNITIES! Program maintains a strict policy prohibiting discrimination, sexual harassment, and harassment because of race, national origin, sexual orientation, physical or mental disability, age, gender, marital status, military status, religion, political affiliation or any other basis protected by federal, state or local law or regulation. Any and all such harassment or discrimination is unlawful. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation is prohibited.

“**Harassment**” includes but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, sexual advances, invitations, or comments;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work directed at an employee because of the employee’s sex or race or any other protected basis;
- Threats or demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

**Social Media**

It is important to be aware of items that are put on your social media accounts. They will be monitored by youthOPPORTUNITIES! staff.

**Disciplinary and / or Termination Procedure**

This policy is not meant to supersede existing worksite disciplinary and termination policies.

**If the infraction is of a threatening or serious nature, take immediate disciplinary action and contact the appropriate authorities as necessary.** We run on a 12-point system, if at any time you reach 12 points, you will be dismissed from this training and re-entry will need to be discussed with your Personal Growth Advisor. Here are a few guidelines for unacceptable behavior. Please note this list is not exhaustive and the consequences in all cases should be dictated by the severity of the behavior.

<b>Behavioral Problem</b>	<b>Consequences</b>
Possession of alcohol, drugs or weapons	12 points (Immediate Termination)
Assault	12 points (Immediate Termination)
Theft	12 points (Immediate Termination)
Falsifying Timecard	12 points
Confirmed use of alcohol, drugs or weapons	6 points (Require Mental health or Drug and alcohol rehabilitation services)
Verbal Altercations	4 points
Use of Cellphone	3 points (First offense, "clean option")
Insubordination	3 points
Disrespectful	2 points
Hostile behavior/harassment	2 points
Unexcused absence	6 points
Participation	2 points
Late for work	Under 10 min – 1 point Over 10 min – 2 point
Inappropriate Dress	1 point
Inappropriate Language/Conversations	1 point
Attitude	1 point

## Employment Training Program Contract

The GET program is an employment readiness program. You are getting paid! You must follow all requirements to participate in the program. An employee will have 12 points during the training. If an employee reaches 12 points they will be immediately released from the GET training. Employees must contact their Personal Growth Advisor for re-entry date.



<b>Youth Information</b>	
Name	
Address	
Phone number	
Email	

<b>GET REQUIREMENTS</b>		
<input type="checkbox"/>	Will attend GET on all assigned days. Arrive on time and ready to work.	No call/No show – 6 points Missed day (with call off an hour before work -2 points Late under 10 min – 1 point Late over 10 min – 2 points  Must contact your Personal Growth Advisor if you are going to miss a day at least an hour before training
<input type="checkbox"/>	Inappropriate Language	Cussing, including the N. word – 1 point
<input type="checkbox"/>	Cell phones	No cell phone use allowed during training. The first time caught you will have the option to clean after that you will be sent home for the day  Cell phone – 3 points
<input type="checkbox"/>	Must participate in activities	Even if you don't like them. If you refuse too, then you will be sent home  Refusal to participate – 2 points
<input type="checkbox"/>	Positive attitude	Being negative such as "this is stupid," "why do we have to do this," any drug talk, gang conversation, signs, gun talk





# youth OPPORTUNITIES!

An Ashtabula County Career and Technical Center Project

## Weekly Attendance Record

Participant Name ... PLEASE PRINT CLEARLY!

Work Site

	Date	Time In	Time Out	Time In	Time Out	Total hours for the day
Monday						
Tuesday						
Wednesday						
Thursday						
Friday	7/18	12pm	4pm			4hrs
Saturday						
<b>Total hours for the week</b>						4hrs

Total hours for the week are not to exceed 40 hours unless pre-approved by yO! staff

Participant Signature

Date

Work Site Supervisor Signature

Date

yO! Staff Signature

Date

The Attendance Sheet must be completed IN FULL and have ALL THREE SIGNATURES or paychecks cannot be issued.

Please remember that on any day exceeding 5 consecutive hours worked, a 30-minute break must be given per Ohio Minor Labor Law and that break must be shown on this timesheet.

**\*\*ALL TIME SHEETS ARE DUE EVERY FRIDAY\*\***  
**ACKNOWLEDGEMENT RECEIPT**

This handbook has been developed to assist you with navigating the employment training program.

By signing below, you acknowledge the receipt of the Policies and Procedures Handbook. You also acknowledge that you have been advised that it contains important information regarding your employment with youthOPPORTUNITIES!. It is required that this handbook be read in full, and your acknowledgement receipt be signed and returned to the youthOPPORTUNITIES! staff.

**PARENTAL INVOLVEMENT**

It is important to remember that you, the youth, are responsible for your employment. If there is a problem, concern, illness, or any other issue **YOU** are responsible for calling and talking to yO! staff, your supervisor, and Richmond/ Sunset transportation.

\_\_\_\_\_  
**Participant Name**

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**youthOPPORTUNITIES! Staff (Signature)**

\_\_\_\_\_  
**Date**

If you have any questions after your orientation or after you have reviewed this handbook, please contact your Personal Growth Advisor for assistance.

A copy of this document (page) remains with the participant, and a copy goes in their file.

## Work Experience Component of the A-TECH youth OPPORTUNITIES! (yO!) Program

### PY 2025 Worksite Agreement

THIS AGREEMENT MADE this August 18, 2025 is between the Ashtabula County Technical & Career Center (hereinafter referred to as A-Tech) and TCB 13 DBA Purolas Harbor Deli (hereinafter referred to as Worksite).

WHEREAS, A-Tech has both Workforce Innovation and Opportunity Act funds (hereinafter referred to as WIOA) through a contract with the Northeast Ohio Consortium Council of Governments (hereinafter referred to as NOCCOG) and administered in Ashtabula County by Ashtabula County Job & Family Services (hereinafter referred to as ACJFS) and Temporary Aid to Needy Families funds (hereinafter referred to as TANF) available through the Comprehensive Case Management and Employment Program (hereinafter referred to as CCMEP) and/or the Summer Youth Work Program, also overseen by ACJFS, for the purpose of employing eligible youth (hereinafter referred to as Participants);

and

WHEREAS, the Worksite has agreed to serve as a Work Experience Worksite for Participants in A-Tech's youth OPPORTUNITIES! Program and/or TANF Summer Youth Work Program (hereinafter collectively referred to as yO! Program) and has submitted a Job Description shown as **Attachment A**.

NOW, THEREFORE, it is mutually agreed as follows:

1. All Participants will be certified eligible for participation by ACJFS staff and referred by the A-Tech yO! Program to the Worksite.
2. A-Tech and ACJFS will establish and maintain procedures for monitoring and evaluation of the Worksite according to their established rules and procedures.
3. Standards to be maintained and monitored at the Worksite are those contained in the Handbook for Supervisors - shown as **Attachment B** - provided by A-Tech to all Worksites.
4. The Worksite shall provide a supervisor who may supervise no more than a maximum of twelve (12) Participants, with adequate on-site supervision provided at all times.
5. A Work Experience Participation Agreement - shown as **Attachment C** - will be completed prior to placement of each participant.
6. Restrooms, eating and first aid facilities will be provided by the Worksite. The Worksite will also provide a safe and healthy work environment.
7. The Worksite will adhere to all Federal, State, and local Minor Labor Laws with particular emphasis on hazardous occupations for Participants under 18 years of age. A summary of the Minor Labor Law is included in the Handbook for Supervisors - shown as **Attachment B**. Additional material regarding Minor Labor Laws will be provided by A-Tech to the Worksite upon request.
8. The Worksite will maintain accurate time sheets and oversee the maintenance of daily in/out sheets for each Participant and submit these and all other required records in a timely manner, but no later than 4:00 pm on each Friday a Participant is on-site. Participants will not be paid for either excused or unexcused absences, unworked hours, recreational activities, meal breaks, or for holidays.

9. The Worksite shall assure that there is sufficient work available to occupy Participants during all work hours and provide alternative work and shelter during inclement weather when appropriate.
10. The Worksite shall assure that there are sufficient materials/equipment available to complete assigned tasks.
11. The Worksite will not discriminate because of race, color, sex, religion, handicap, national origin, ancestry, sexual orientation, age, disability, Vietnam-Era status or political affiliation or belief.
12. The Worksite has the right to file a complaint under A-Tech's established Complaint Procedure.
13. The Worksite agrees to allow A-Tech staff access to Worksite premises in the performance of their duties.
14. The number of Participants assigned to Worksites will be determined by A-Tech staff in consultation with the Worksite.
15. The number of hours that Participants may work will be determined by A-Tech. Actual hours authorized are shown in the Handbook for Supervisors - shown as **Attachment B**. It is the responsibility of the Worksite to insure that these limitations are observed.
16. A-Tech retains the right to remove Participants from a Worksite for the following reasons:
  - a. Failure to comply with established rules and regulations.
  - b. Falsification of Participant time sheets or failure to maintain time sheets and to have them signed and ready for pick up.
  - c. Failure to keep Participants meaningfully employed according to their job descriptions or failure to provide sufficient work to occupy all Participants during work hours.
  - d. Failure to report to A-Tech terminations, excessive absenteeism and tardiness, Participant injuries or other Participant-related problems.
  - e. Failure to adhere to A-Tech recommendations for corrective action.
  - f. Failure to follow the rules and regulations outlined in this Agreement or in The Handbook for Supervisors – shown as **Attachment B**.
  - g. Failure to allow A-Tech, ACJFS, ODJFS or NOCCOG personnel the opportunity to monitor working conditions and Participant progress at the Worksite.
17. The Worksite assures that it has no employees on layoff or working reduced hours whose job duties are the same as, or similar to, those duties performed by Participant(s) and that the use of Participant(s) will not lead to displacement of any regular employees or result in the displacement of existing contracts for services.

18. Certification: Worksites where a collective bargaining or working agreement exists must have written concurrence of the labor organizations and employer. The undersigned representative of the collective bargaining agency concurs in the use of this Worksite for the purpose of this Agreement.

PLEASE check this box if this concurrence is not applicable to this Worksite.

**Labor Organization** \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

This Agreement may be updated to reflect current conditions or this Agreement may be terminated for convenience before its scheduled completion date. If so, the Worksite agrees to hold A-Tech, ACJFS, NOCCOG, their employees, the Board of Ashtabula County Commissioners, and the Board of the Ashtabula County Technical & Career Center harmless.

Unless otherwise terminated by the operation of any term of this Agreement, this Agreement shall terminate on the 30th day of September, 2024.

IN WITNESS WHEREOF, A-Tech/yO! and the Worksite have indicated acceptance of this Agreement by signing below.

Worksite

A-Tech

\_\_\_\_\_

\_\_\_\_\_  
R. Scott Wludyga, Superintendent  
Ashtabula County Technical & Career Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Attachment A  
A-TECH youth OPPORTUNITIES! Program  
Work Experience Component  
Worksite Job Description



Agency/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Worksite Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please provide the following information for each position at your work site.**

(Please be as specific as possible, especially when describing duties and tools to be used.)

Job Title: \_\_\_\_\_ Number of workers requested: \_\_\_\_\_

Work site location (if different than above): \_\_\_\_\_

Anticipated work schedule: \_\_\_\_\_  
(days, start and end times) \_\_\_\_\_

List of duties to be performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tools/equipment to be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special needs or requests: \_\_\_\_\_

\_\_\_\_\_

Is any safety equipment necessary to perform the job? YES NO

If YES, is safety equipment provided? YES NO

If NO, what equipment is needed? \_\_\_\_\_

Is the worksite accessible to individuals with handicaps? YES NO

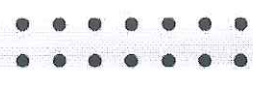
Does the worksite have the following facilities available to participants?

Eating area YES NO Restroom YES NO First Aid Station YES NO

If NO, please describe how these facilities can be made available to the participant(s).

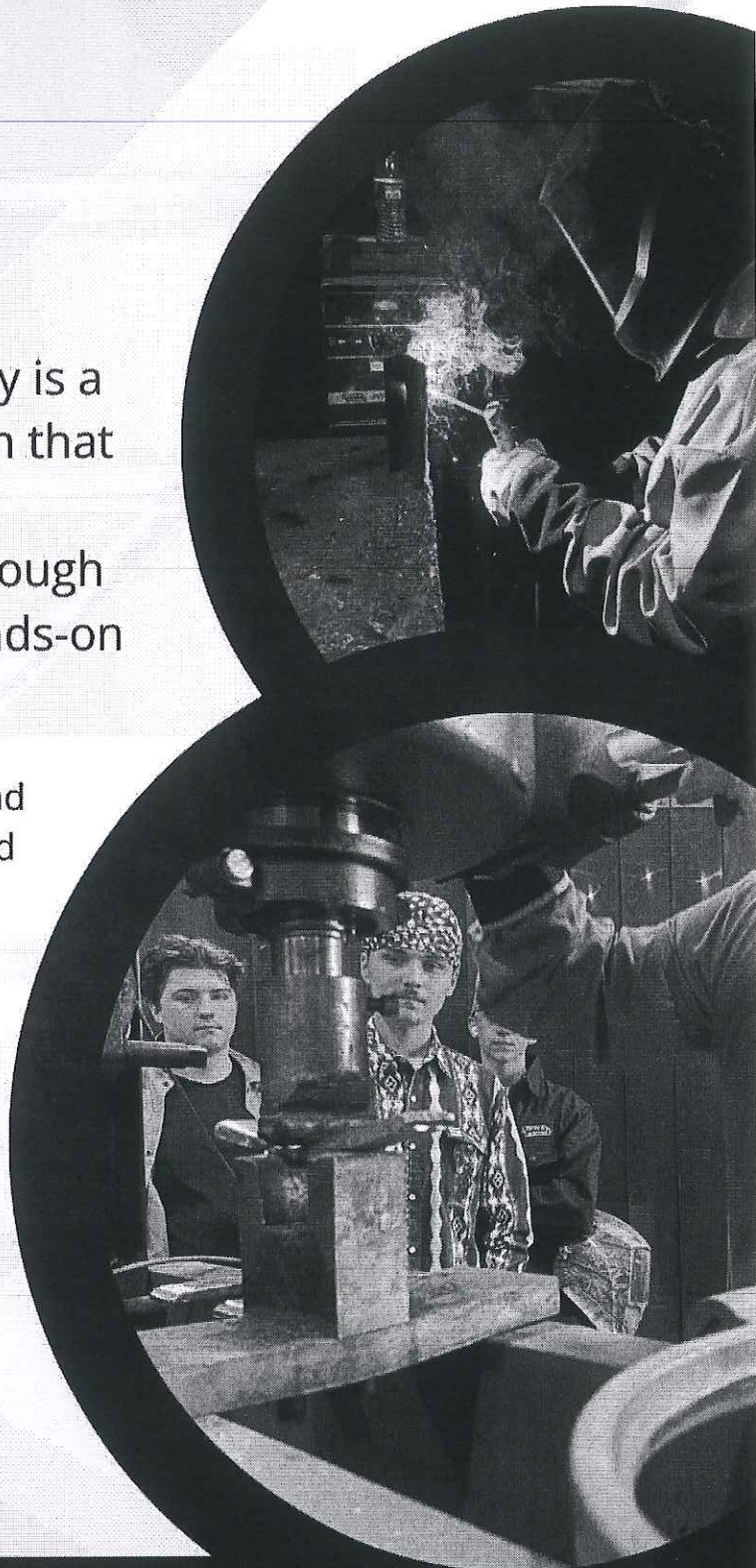
\_\_\_\_\_  
\_\_\_\_\_

# SUMMER GRIT WELDING ACADEMY



The Summer Welding Academy is a three-week program at A-Tech that will provide students with foundational welding skills through classroom instruction and hands-on training.

- ✓ Ability to earn MIG, TIG, Stick, and Pipe welding industry-recognized certifications
- ✓ Session one: June 8 - June 26  
Session two: July 6 - July 24
- ✓ Monday through Thursday  
9:00 AM - 5:00 PM



If interested contact Debi Zander to schedule a time to complete the GRIT assessment. Assessment **MUST** be completed prior to starting the class.

 440-536-4070

 [deborah.zander@atech.edu](mailto:deborah.zander@atech.edu)



**CNA Training**  
American Heart Association BLS  
Top Flight Training Center  
330-770-8473

# CERTIFIED

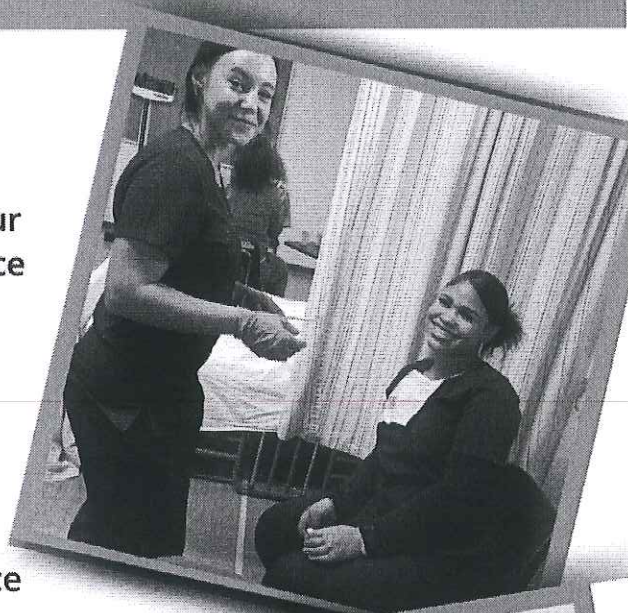
# NURSING ASSISTANT

# BOOTCAMP

Looking to start a career in the healthcare field?  
If you have a heart for helping others, join one of our  
two sessions to become a CNA and make a difference  
every day!

## TRAINING INCLUDES:

- ✓ Patient Care Skills
- ✓ Safety Procedures
- ✓ Hands-on experience through clinical practice



## TWO SESSIONS AVAILABLE

### SESSION 1

**JUNE 1 - JUNE 12**  
**4:00 PM - 9:00 PM**

### SESSION 2

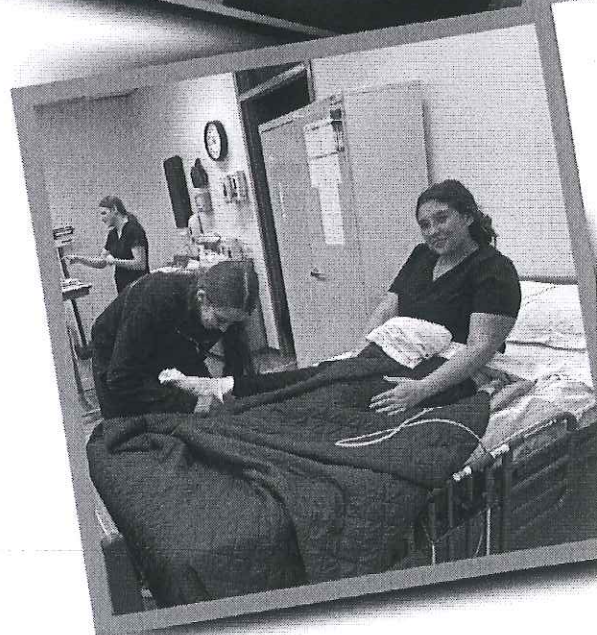
**JUNE 22 - JULY 3**  
**4:00 PM - 9:00 PM**

### LOCATION

**TOP FLIGHT TRAINING CENTER LLC**  
**1453 YOUNGSTOWN KINGSVILLE ROAD NE**  
**VIENNA, OH 44473**

Requirements

- State Issued ID
- Social Security Card
- Completed GRIT Assessment and coaching



If interested, please scan the QR code  
and complete the interest form

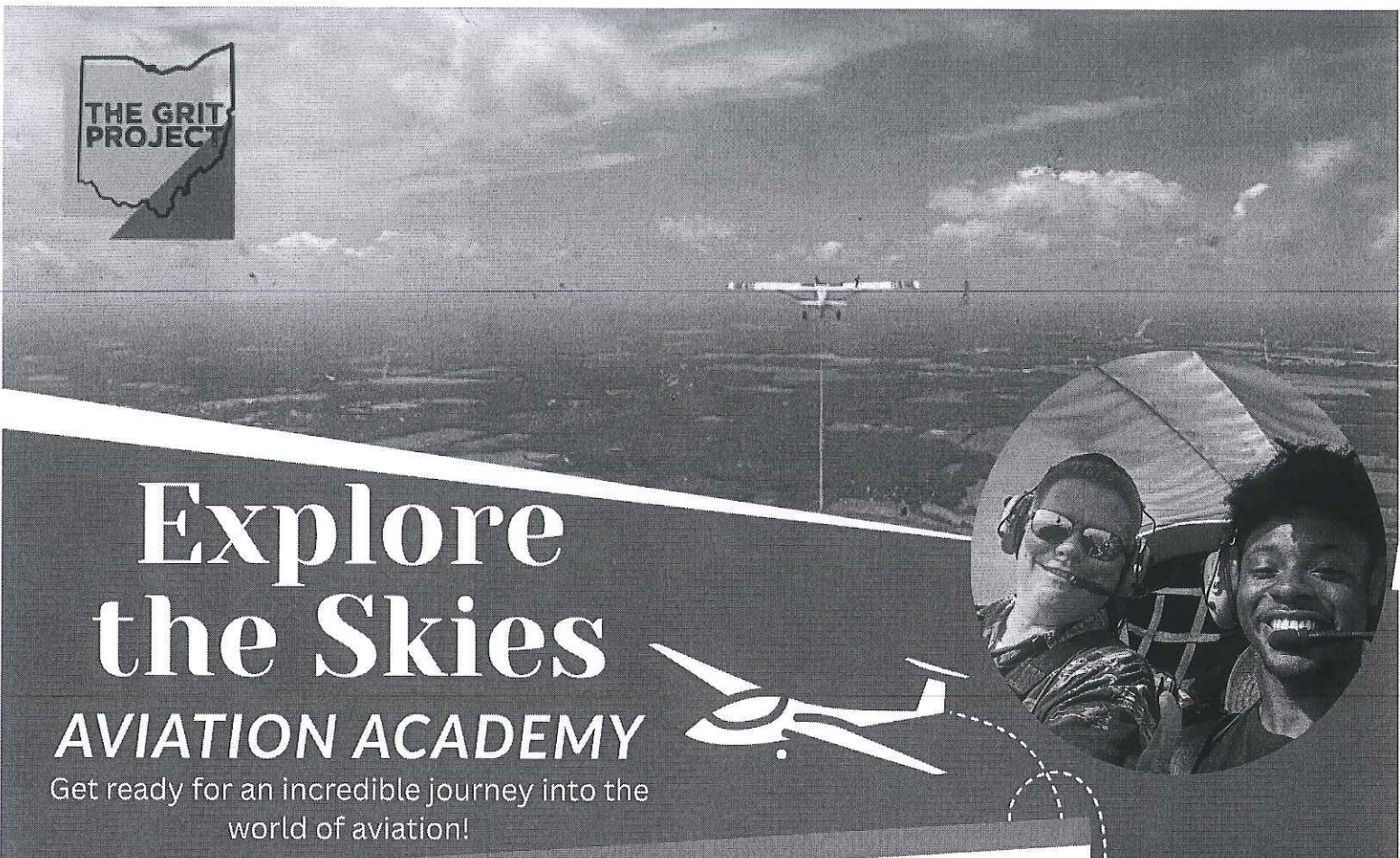
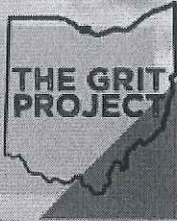
<https://www.gritohio.org/grit-summer-programs-2026/>

Questions?

 440-536-4070

 [jenna.wayman@atech.edu](mailto:jenna.wayman@atech.edu)

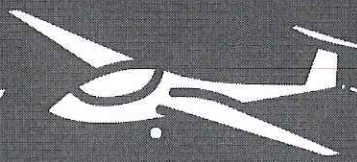




# Explore the Skies

## AVIATION ACADEMY

Get ready for an incredible journey into the world of aviation!



The GRIT Program is offering a dynamic 4-week aviation course with the opportunity to complete

- FAA Student Glider Pilot License
- Assess eligibility in line-in-sight certification
- Unmanned aircraft License
- Exciting glider rides
- Exciting field trips
- Guided by experienced mentors
- Lunch provided daily

### Location Options

Ashtabula County Technical & Career Center  
1565 St Rt 167  
Jefferson, OH 44047

### OR

Kent State University at Geauga  
14111 Claridon Troy Road  
Burton, OH 44021

### Dates

June 10<sup>th</sup> - July 11<sup>th</sup>

### Requirements

- State Issued ID
- Social Security Card
- Completed GRIT Assessment and coaching

If interested, please complete the interest form below



Questions?

440-536-4070

[deborah.zander@atech.edu](mailto:deborah.zander@atech.edu)

<https://www.gritoh.io.org/grit-summer-programs-2026/>

### **Attachment E- Procedure for Filing a Liability Claim due to Injury**

Worker's Compensation for S.E.T. Program participants will be covered by Infinity Resources, Inc., A-Tech's Third-Party Payroll Administrator. If a Participant is injured in the classroom or on the job, either the participant or the instructor/worksites is to report the injury immediately to S.E.T or yO! Staff or the yO! Program Coordinator, who will immediately notify Infinity who will then take the lead.

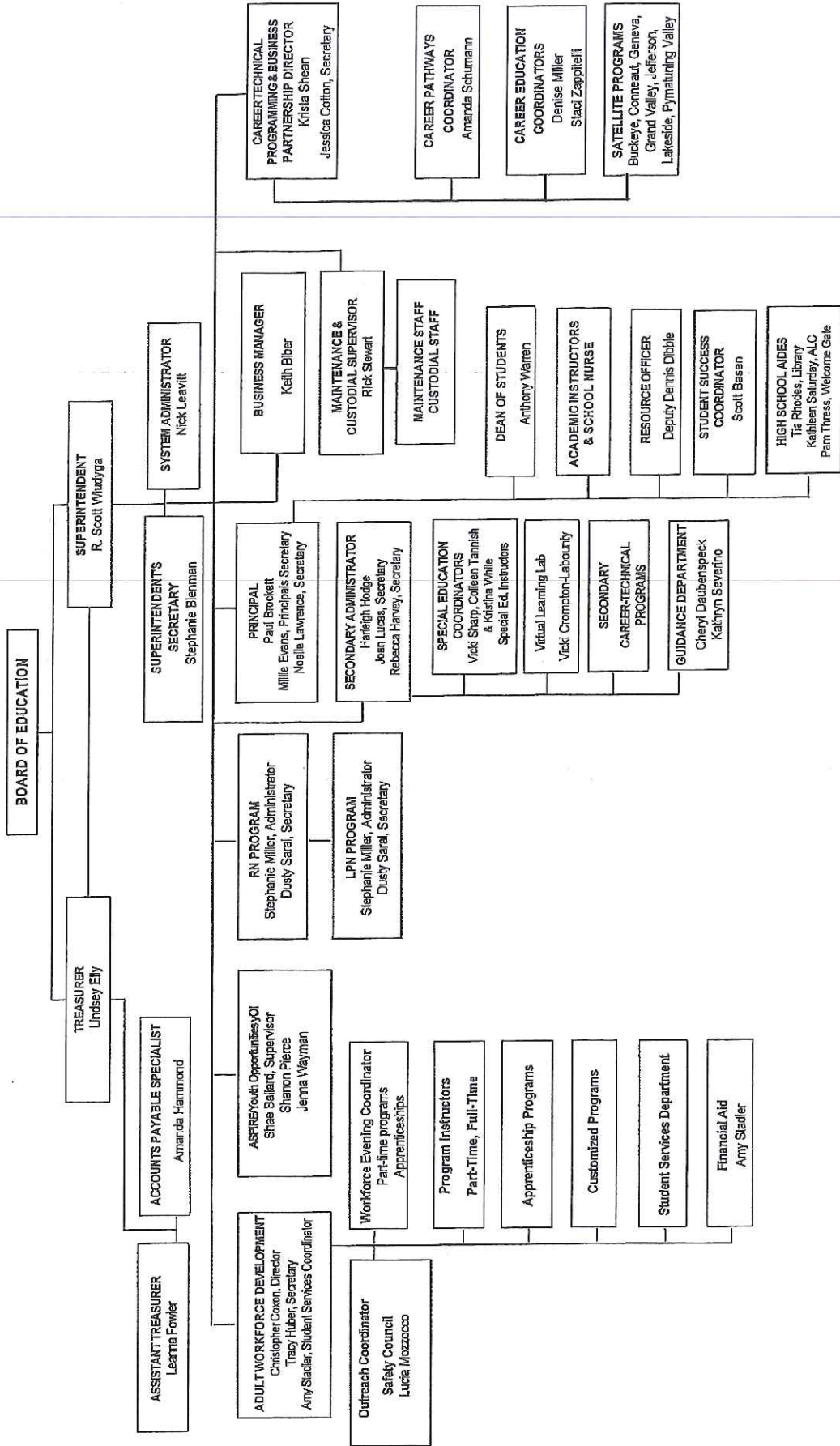
Injuries to staff members while on the job are to be immediately reported to the Aspire & Opportunities Program Supervisor. The administrator will take control of the process, including completion of the State of Ohio Bureau of Worker's Compensation mandatory form.

### **Procedure for Filing a Liability Claim due to Loss or Theft**

If a participant or a staff member wish to file an insurance claim feeling that their personal property was stolen or damaged while on a work site or in a classroom.

1. The participant completes an A-Tech Complaint Form
2. This is then investigated by the ABLE & Opportunities Supervisor.
3. The form is reviewed and, if it is determined that there is merit to the claim, then documentation will be passed along to A-Tech's Business Manager.
4. If their determination is not to the satisfaction of the participant and his/her family (if a minor), then they may appeal to the Superintendent.

# Ashtabula County Technical & Career Center Organizational Chart 2025-2026





**2026 BOARD OF EDUCATION MEMBERS**

**PRESIDENT**

Mrs. Jamie Ortiz  
 57 Loveland Court  
 Geneva, OH 44041  
 Geneva City  
 Cell – 440-812-4393  
[Jamie.ortiz@genevaschools.org](mailto:Jamie.ortiz@genevaschools.org)  
 December 31, 2026

**VICE PRESIDENT**

Mr. Eric Nesbitt  
 351 Main Street  
 Conneaut, OH 44030  
 Conneaut City  
 Cell – 440-228-0012  
[enesbitt@cacsck12.org](mailto:enesbitt@cacsck12.org)  
 December 31, 2028

**LEGISLATIVE LIAISON**

Mr. Gus Saikaly  
 4409 East Union Road  
 Dorset, OH 44032  
 Ashtabula County ESC  
 440-536-2064  
[Gsaikaly46@gmail.com](mailto:Gsaikaly46@gmail.com)  
 December 31, 2026

**STUDENT ACH. LIAISON**

Dr. Debra Barrickman  
 435 Garrison Road  
 Ashtabula, OH 44004  
 Ashtabula City  
 (prefers)Home –440-993-6535  
 Cell - 440-319-2820  
[debra.barrickman@aacs.net](mailto:debra.barrickman@aacs.net)  
 December 31, 2027

Mrs. Barbara Klingensmith  
 129 S. Maple Street  
 P.O. Box 242  
 Orwell, OH 44076  
 Ashtabula County ESC  
 440-437-8303  
 Office – 440-437-6311  
 Cell – 440-319-0903  
[barbk@countryneighbor.org](mailto:barbk@countryneighbor.org)  
 December 31, 2028

Mr. Donald Rapose  
 2510 Pleasantview  
 Ashtabula, OH 44004  
 Ashtabula City  
 Cell – 440-969-8765  
[donald.rapose@aacs.net](mailto:donald.rapose@aacs.net)  
 December 31, 2026

Dr. Harlan Waid  
 392 Kathleen Drive  
 Jefferson, OH 44047  
 Ashtabula County ESC  
 440-576-0800  
 Cell – 440-669-5931  
[hwaidmd@yahoo.com](mailto:hwaidmd@yahoo.com)  
 December 31, 2028

# SCOTT WLUDYGA

Vitae

[scott.wludyga@atech.edu](mailto:scott.wludyga@atech.edu)

## Experience

### **Superintendent, Ashtabula County Technical & Career Center (A-Tech) 2020-present**

- Serve as the district's chief executive officer. Administer the effective use of available resources to provide high-quality educational programs
- Direct, supervise, and evaluate staff as authorized by board policy and contractual agreements
- Direct the planning and implementation of a continuous improvement plan
- Accountable for the effective delivery and continuous improvement of school programs and activities
- Prepare an annual budget and appropriation measures designed to serve the needs of the school system.
- Carry out a public relations program that promotes positive image and understanding of the district's mission, philosophy, and vision. Builds parent/community partnerships that enhance district programs.
- Establish performance goals and a strategy to accomplish approved objectives within specified time lines
- Provide staff leadership. Develop action plans. Resolve problems. Maintain open and effective communications with all stakeholders
- Oversee human resource functions. Recommend appointments. Administer continuing contracts, demotions, transfers, non-renewals and termination processes
- Provide leadership in the planning and delivery of staff development programs
- Formulate salary schedules and benefit package recommendations
- Direct the negotiation process with employee bargaining units
- Oversee the district's business affairs. Recommend the purchase of equipment, supplies, and services that are appropriate for the purposes and needs of the school system
- Oversee an ongoing program to maintain and preserve the district's buildings, grounds and equipment. Formulate plans to address projected needs
- Oversee the provision of effective transportation and food service program
- Direct the periodic revision of curriculum guides and courses of study
- Manage the planning process to select textbooks and other instructional materials
- Provide guidance, communicates expectations, and shows interest in student progress
- Oversee the evaluation, revision, and implementation of emergency preparedness plans

### **Secondary Administrator, A-Tech**

**2019-2020**

- Direct and supervise student orientation and recruitment
- Supervise satellite instructors, Career Education Coordinators, and IT Department
- Supervise all marketing, promotional and advertising activities
- Supervise the articulation, bilateral agreement, and CT2 processes

- Supervise all student internship, mentorship, and early placement activities
- Represent A-Tech on Junior Achievement Board, and Census2020 Committee

**Public Relations & Related Duties, A-Tech** **2018-2019**

**Multimedia Instructor, A-Tech, Jefferson Area High School**

- Coordinated and directed coverage and events of 50th year of A-Tech including media coverage and outreach to alumni
- Created school YouTube channel and developed content
- Produced commercials for radio, TV and internal presentations
- Developed stories on campus for coverage in the local newspapers
- Planned and created content for A-Tech Facebook page
- Expanded duties included: updating the programming and equipment for the A-Tech cable access channel, coordinating completion of Webxams, ensuring completion of senior follow up surveys and collecting & analyzing that data
- Launched the new Multimedia program at Jefferson Area High School (JAHS)
- Collaborated with staff to promote cross-curricular opportunities through video projects
- Managed JAHS Facebook & Twitter accounts, creating and scheduling posts
- Engaged the community through student projects
- Coordinated a partnership with University Hospitals for students to produce TV commercials promoting Jefferson Schools and UH

**Dean of Students, Pymatuning Valley School** **2016-2018**

- Mentored two new teachers who were transitioning from industry to education
- Managed student detention room and updated communication system with staff for discipline
- Supported principal as needed with student discipline and other issues

**Multimedia Instructor, A-Tech, Pymatuning Valley School** **2005-2018**

- Launched a new program
- Developed curriculum map
- Collaborated with staff, students and community to provide meaningful learning experiences
- Students earned numerous awards including four first-place finishes at SkillsUSA State Conference to earn a trip to the National Conference

**Adjunct Instructor, Gannon University** **2011-2012**

- Instructed students in two courses: *Fundamentals of Speech* and *TV/Radio Performance*

**Adjunct Instructor, Kent State University Ashtabula** **2008-2010**

- Instructed students in two courses: *Media, Power & Culture* and *Video Production*

**Sports Director/Anchor, WJET-TV** **1999-2006**

- Led award-winning sports department. Planned all coverage, presented on-air
- Four-time Pennsylvania Association of Broadcasters award winner, including coverage of Super Bowl XL

## **Other Professional Accomplishments**

### **Public Schools Advertising Campaign**

**2016-2017**

- Coordinated the county-wide effort for both years of the campaign, working with principals in all Ashtabula County Schools and the County Superintendent to record the necessary video
- Presented campaign with students at OSBA and at the Ohio ESC Superintendents' Conference

### **Ohio Department of Education Webxam Item Writing**

**2014**

- Collaborated with instructors from across Ohio as a Subject-Matter Expert at the Webxam workshop. Wrote and validated questions for the Multimedia End-of-Course testing system used state-wide to evaluate student knowledge and technical skill attainment

### **Pymatuning Valley Laker Stadium Lights Project**

**2013**

- Conceptualized and coordinated Alumni Flag Football game to raise money for new lights at the football stadium. Lights were installed the next year

### **Pymatuning Valley High School Yearbook Advisor**

**2006-2018**

- Reduced the price of the yearbook from \$52 to \$45 for students, while converting to an all-color book, maintaining page count, and eliminating student fundraiser.
- Students placed 3rd in Taylor Publishing National Contest

### **PV Performing Arts Center Manager**

**2006-2008**

- Managed Veterans Memorial Performing Arts Center at PV Schools; booked & promoted community events
- Brought new events to PV including: Oldies Band, programming for elementary students (Bullying Awareness) Community Talent Show, Nationally Touring Comedians

## **Licenses & Certifications**

State of Ohio Alternative Superintendent License  
State of Ohio Professional Principal License  
State of Ohio Career Technical Teaching License  
State of Ohio Teacher Evaluator  
Ohio Resident Educator Mentor Academy

## **Education**

Concordia University of Chicago  
Superintendent Endorsement, 2020  
Concordia University of Chicago  
MA, Educational Leadership, 2018  
Kent State University  
M. Ed., Career Tech Education, 2010  
Allegheny College  
BA, Communication Arts, 1997

LINDSEY M. ELLY



## OBJECTIVE

To obtain the Treasurer's position within the Ashtabula County Career and Technical Center

## EDUCATION

**Graduate Course Work**, August, 2008, February, 2009  
University of Phoenix, Online

**Bachelor of Science in Business Management**, May, 2008  
Kent State University, Kent, Ohio

**High School Diploma**, June, 2004  
Jefferson Area Sr. High School, Jefferson, Ohio

## WORK EXPERIENCE

May 20, 2011 – present

**Conneaut Area City Schools**

Conneaut, Ohio

Treasurer

- Serve as Treasurer and Chief Fiscal Officer to the Board of Education.
- Develop five year forecast.
- Manage state and federal grant budgets.
- Serve as secretary to the Board of Education.
- Prepare annual budgets and appropriations.
- Work with the Superintendent and Board of Education in the passage of the Permanent Improvement levy.
- Provide monthly report of accounts and funds to the Superintendent and Board of Education
- Manage OSFC construction project and close out of the project.
- Act as an advisor for personnel negotiations.
- Coordinate annual audit and report results to the Board of Education.
- Process month end reconciliation and close out procedures.
- Responsible for the supervision of three employees.
- Work with the Superintendent in preparation of the annual appropriation resolution and spending plan for the school district.

August 16, 2010 – May 19, 2011

**Ashtabula Area City Schools**

Ashtabula, Ohio

Assistant Treasurer

- Assist the Treasurer with development of five year forecast.
- Oversee and manage state and federal grant budgets.
- Process and report Staff EMIS.
- Responsible for the submission of Catastrophic Cost report.
- Assist with bi-weekly payroll procedures.
- Responsible for the supervision of four employees.
- Assist the Treasurer with any other duties as assigned.

August 25, 2008 – August 13, 2010

**Jefferson Area Local Schools**

Jefferson, Ohio

Accounting Clerk

- Assist in processing bi-weekly payroll
- Responsible for setup of new employees in state software system.
- Responsible for verification and processing of monthly reports and payments for hospitalization, dental, vision and life insurance to determine employees' and board's share of these benefits. Assist employees with insurance questions. Maintain online insurance benefit information.
- Responsible for entering monthly receipts.
- Responsible for posting of property tax settlement.
- Prepare Treasurer's correspondence as needed.

July 21, 2008 – August 22, 2008

**Ashtabula Technical & Career Center**

Jefferson, Ohio

Nonpaid Internship in the Payroll Department

- Experience in processing bi-weekly payroll.
- Process and submit retirement contributions and payroll tax reports for bi-weekly payroll.
- Process monthly payroll reports.
- Reviewed staff EMIS data and reports.
- Enter and balance student activity accounts in Microsoft Excel spreadsheets.
- Process receipts and purchase orders using the USAS accounting system.
- Prepare employee professional leave reimbursement forms/receipts for payment.

#### **SUMMARY OF SKILLS**

- Proficient with USAS and USPS state software applications
- Proficient in Microsoft Excel and Power Point
- Proficient in using word processing, database and presentation software
- Proficient in written and oral communications

References available upon request.

**Alaska Youth & Family Network** 2002 – 2010 Anchorage, AK  
*Youth Coordinator*

- Wrote state/federal grants proposals increasing annual budget from \$500,000 dollars to over \$3 million yearly.
- Supervised Site Program Navigators to include; yearly evaluations, monthly supervision documents, and training.
- Developed, monitored, and tracked yearly budget, program progress, and work plan for youth programs. Authored program performance reports.
- Attended yearly state budget meetings to encourage youth/family run programs in the State of Alaska.

**Denali Family Service** 2003 - 2010 Anchorage, AK  
*Therapeutic Foster Parent*

- Developed and implemented individual service plans for at-risk youth.
- Provided a safe and structured home environment for youth in foster care.
- Networked with state and local agencies to provide wrap around services for youth.
- Attended weekly staff meeting and completed yearly trainings.

**Assets Inc** 2003 – 2010 Anchorage, AK  
*Case Manager*

- Planned and created workshops, educational excursions, and community service-learning projects for at-risk youth enrolled in the program.
- Managed and reported weekly progress for 50 youth on active case load.
- Advocated for families and youth by attending court and probation hearings and school conferences as an advocate for families and youth.
- Built and maintained relationships with community and governmental agencies for funding purposes and client referral needs.

**EDUCATION**

---

**Wayland Baptist University**

*Master's in Public Administration Program*- Government Administration Specialization  
2016

*Bachelor's in Human Service* - Psychological Studies Specialization  
2007

Honors Graduate from both programs

**CERTIFICATIONS / TRAININGS**

---

- State of Ohio Case management reporting system (OWCMS)
- County Finance Information System (CFIS) training
- Comprehensive Case Management and Employment Program (CCMEP) training
- Trauma Informed Care Training
- Prevention, Awareness, Recovery, and Treatment (PART) training 2017-2020
- Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention training
- Proficient in Microsoft Word, Excel, Outlook, Facebook, LinkedIn, Google Docs



- Alaska Youth & Family Network**                      2002 – 2010                      Anchorage, AK  
*Youth Coordinator*
- Wrote state/federal grants proposals increasing annual budget from \$500,000 dollars to over \$3 million yearly.
  - Supervised Site Program Navigators to include; yearly evaluations, monthly supervision documents, and training.
  - Developed, monitored, and tracked yearly budget, program progress, and work plan for youth programs. Authored program performance reports.
  - Attended yearly state budget meetings to encourage youth/family run programs in the State of Alaska.

- Denali Family Service**                              2003 - 2010                              Anchorage, AK  
*Therapeutic Foster Parent*
- Developed and implemented individual service plans for at-risk youth.
  - Provided a safe and structured home environment for youth in foster care.
  - Networked with state and local agencies to provide wrap around services for youth.
  - Attended weekly staff meeting and completed yearly trainings.

- Assets Inc**    2003 – 2010                                      Anchorage, AK  
*Case Manager*
- Planned and created workshops, educational excursions, and community service-learning projects for at-risk youth enrolled in the program.
  - Managed and reported weekly progress for 50 youth on active case load.
  - Advocated for families and youth by attending court and probation hearings and school conferences as an advocate for families and youth.
  - Built and maintained relationships with community and governmental agencies for funding purposes and client referral needs.

**EDUCATION**

**Wayland Baptist University**

*Master's in Public Administration Program*- Government Administration Specialization  
2016

*Bachelor's in Human Service* - Psychological Studies Specialization  
2007

Honors Graduate from both programs

**CERTIFICATIONS / TRAININGS**

- State of Ohio Case management reporting system (OWCMS)
- County Finance Information System (CFIS) training
- Comprehensive Case Management and Employment Program (CCMEP) training
- Trauma Informed Care Training
- Prevention, Awareness, Recovery, and Treatment (PART) training 2017-2020
- Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention training
- Proficient in Microsoft Word, Excel, Outlook, Facebook, LinkedIn, Google Docs

# Jenna M. Wayman

210 West Beech Street, Jefferson, OH 44007  
Cell: 440-963-0619 (home) waymanjenna@gmail.com

## OBJECTIVE

---

To gain employment and experience in which I would utilize my education, experience, computer skills, and communication skills.

## EDUCATION

---

- Edinboro University of Pennsylvania – May 2015  
BA Business Administration with a concentration in Marketing  
**Relevant Courses:** Marketing Research, Advertisement & Promotion, Professional Selling, E-Marketing
- Saints John and Paul High School, Ashtabula, OH. – May 2011  
College Preparatory and Advanced Placement Courses

## EXPERIENCE

---

**A-Tech Special Grants Manager** - Ashtabula County Technical & Career Center      Jefferson, OH.  
July 2023 - Present

- Manage and oversee the day-to-day operations of the A-Tech Special Grant Programs, ensuring effective service delivery and program compliance.
- Build and maintain partnerships with schools, community organizations, and employers to expand programming and opportunities for participants
- Supervise program staff and collaborate between programs to ensure clients receive coordinated services and access to appropriate resources.
- Coordinate program implementation including recruitment, training sessions, workshops and community engagement activities.
- Support the development of new initiatives and program opportunities that enhance services for youth and families.

**Aspire / EMRP Program Manager** - Ashtabula County Technical & Career Center      Jefferson, OH.  
April 2022 - July 2023

- Supervise the EMRP Community Coordinator and Peer educators
- Attend weekly, monthly, semi-annual meetings with OCSE and OU Evaluator Teams to ensure the program is moving in the right direction.
- Supervise reporting system for the Aspire Program and complete all data entry for students
- Ensure that all state and federal paperwork is completed for both EMRP program and Aspire program

**Human Resources and Outreach Coordinator** - Ashtabula ESC      Ashtabula, OH.  
January 2022 - April 2022

- Assisted the Human Resources Director with recruitment, selection, hiring, and on-boarding of job applicants.
- Coordinated the recruitment, selection, hiring, and on-boarding process for all county certified and classified substitutes.
- Created and maintained social media platforms for the school district
- Assisted the community outreach team with community outreach efforts and processes

**Youth Program Coordinator** – Ashtabula County Technical & Career Center      Jefferson, OH.  
August 2021 – December 2021

- Responsible for supervising seven Life Skills Coaches and over 350 youth cases
- Data input into OWCMS

- Completing purchase orders and requisitions for bills received by outside providers
- Providing wrap-around services for at-risk youth in Ashtabula County
- Responsible for all social media updates and content for program
- Manages staff payroll and time off

**Aspire Community Programmer** – Ashtabula County Technical & Career Center Jefferson, OH.  
October 2021 – Present

- Responsible for media presence for the Aspire Program
- Create online tracking for students
- Track online student progress for hybrid and online students for the online class option

**Workforce Development Test Proctor** – Ashtabula County Technical & Career Center Jefferson, OH.  
June 2016 – Present

- Proctor certification and workforce exams including GED, Firefighter, Paraprofessional, Administrative Assistant, and NHA exams.
- Ensure testing compliance by following official testing procedures and security protocols.
- Maintain accurate testing records and verify participant identification.
- Complete annual recertification to remain an approved GED testing proctor.

**Lead Life Skills Coach** – Ashtabula County Technical & Career Center Jefferson, OH.  
April 2016 – August 2021

- Responsible for a case load of 70+ youth in the CCMEP program
- Facilitate Bridges to Success program for group of 20+ youth
- Data input into OWCMS for 200+ youth
- Provide crisis intervention and mediation
- Assist with grant administration
- Providing wrap-around services for at-risk youth in Ashtabula County

**Ashtabula County District Manager** – Junior Achievement Ashtabula, OH.  
Part-time grant position: November 2015 – May 2016

- Responsible for recruiting classroom volunteers
- Train volunteers with appropriate materials
- Schedule volunteers to go into the classrooms to teach
- Conduct networking meetings with school guidance counselors, chambers of commerce, Kiwanis clubs, and Rotary clubs

**M.A.Y Project Youth Center Coordinator** – G.O. CDC Ashtabula, OH.  
Part-time grant position: November 2015 – April 2016

- Responsible for collection of weekly attendance sheets
- Mentor youth in Ashtabula County
- Conduct training sessions with students to develop their resumes
- Assist students with scholarship, college and job applications

**Lead Youth Monitor** – Ashtabula County Technical & Career Center Jefferson, OH.  
Federal Grant position: May 2012 - August 2012; May 2013 - August 2013; May 2014- October 2014; and May 2015- October 2015

- Coordinate 200+ youth in job work experiences, including visiting jobsites
- Responsible for collection of weekly payroll sheets for 200+ youth from 80+ businesses
- Data input into ODJFS SYEP
- Responsible for creating, monitoring, and updating Facebook and Twitter accounts
- Maintain all state-mandated paperwork and youth files

- Develop and maintain positive worksite for youth at 80+ businesses
- Develop individual employment plans
- Provide crisis intervention and mediation
- Provide wrap-around services for at-risk youth in Ashtabula County
- Help to increase the TANF Summer Youth Work grant from \$250,000 to \$1,000,000 grant award based on staff and youth performance over the last four years

### **ORGANIZATIONS**

---

- Young Men's Social Club Treasurer (2023-Present)
- CTAG (Closing the Achievement Gap) Mentor at Lakeside High School (2014-2019)
- M.A.Y. (Mentoring Ashtabula Youth) Project Mentor (2015)
- Edinboro University Business Mentoring Program – Edinboro University (2014)
- National Society of Leadership and Success – Edinboro University (2012-2013)
- National Honor Society – Saints John and Paul High School (2009-2011)

### **ACHIEVEMENTS / SKILLS**

---

- State of Ohio Department of Education 1-year educational aide permit (2011-Present)
- Proficient in Microsoft Office including Word, Excel, PowerPoint / Average of 65 wpm
- Current BCI/FBI background check
- Valid driver's license and reliable transportation with the ability to travel
- Trauma Informed Care Training
- Volunteer for Zonta Club of Ashtabula
- Junior Achievement Volunteer Instructor for Edinboro University (2014)
- Dean's List – Edinboro University Spring Semester (2012)
- Saints John and Paul True Herald Award (2011)
- Quickbooks (basic financial tracking and reporting)

# Exhibit II

4/6/2026

<b>PY2026 TANF Summer Youth Employment Program</b>	
<b>Provider Budget</b>	
<b>Ashtabula County Technical and Career Center</b>	
<b>Participant Cost</b>	<b>BUDGET</b>
Youth salary (including payroll costs)	\$224,150
Transportation (including gas cards)	\$40,700
Clothing Allowance	\$1,500
Work clothing /tool voucher	\$1,000
Training	\$3,000
<b>Total, Particiapnt Cost</b>	<b>\$270,350</b>
<b>Staff Costs</b>	
yO! Program Coordinator 20%	\$10,000
Special Instructor	\$21,120
S.E.T. Data Entry/S.E.T. Specialist	\$7,390
Youth Job Monitors (3)	\$18,128
yO! Administative Assistant (20%)	\$5,000
Bus Driver (20%)	\$5,000
yO! Supervisor Salary (12.5%)	\$3,472
STRS/SERS	\$16,000
FICA/Medicare	\$1,100
Health ins.	\$17,000
Life	\$90
Dental	\$250
Vision	\$250
WC (.002204)	\$250
Mileage	\$5,000
Rent (YTC/OMJ) (50%/month)	\$15,000
phone/internet	
electric	
water/sewage	
gas	
Utilities (YTC) (50%/month)	\$2,000
Supplies	\$600
Purchased Services-	
Catholic Charites-Financial Lit	\$2,000
<b>Total, Staff Costs</b>	<b>\$129,650</b>
<b>Total Cost</b>	<b>\$400,000</b>

**Keith Faber**  
Ohio Auditor

## Certified Search for Unresolved Findings for Recovery



**Office of Auditor of State**  
88 East Broad Street  
Post Office Box 1140  
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514  
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,  
Organization: **Ashtabula County Technical & Career Center**  
Date: **4/24/2026 8:24:35 AM**

This search produced the following list of **8** possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
Ashford, Velma	4400 Clarkwood Parkway, Unit 225
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road
Washington, Katrina	12967 Nelson Parkman Rd

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.


If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Signature Page

Re: A sub-grant agreement between Ashtabula County Job & Family Services and Ashtabula County Technical & Career Center for a TANF Services Sub-Grant Agreement.

Approved as to Legal Form Only:

By:   
April Grabman  
Ashtabula County Prosecutor

Date: April 23, 2026

**FISCAL OFFICER'S CERTIFICATE**

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2026 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **\$400,000.00**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Technical & Career Center**.

Signed by:

*Scott Yamamoto*

Scott Yamamoto

E4BD530A1B13411...  
Ashtabula County Auditor

Date: 4/27/2026