

## Ohio Works First (OWF) Hardship Extension

- Did your Job and Family Services office say you used up your months of cash assistance?
- Do you have little or no cash in your household?
- Are you caring for a child under the age of 18?
- Did you ask your Job and Family Services office for help?

Ohio Works First (OWF) is Ohio's cash assistance program. You normally have a limit of 36 months of cash assistance (OWF) during your lifetime. You may be able to get more months of cash assistance based on a hardship.



### What is a hardship?

A hardship is anything that makes it hard for you to meet the needs of your family. A hardship includes problems with:

- |                                  |                              |
|----------------------------------|------------------------------|
| Your health                      | Domestic violence            |
| Your children's health           | Limited education            |
| Housing                          | A criminal record            |
| Pregnancy                        | Not being able to find a job |
| Not being able to pay your bills |                              |



### Where do I apply for an Ohio Works First extension?

You can go to your Job and Family Services office and ask to apply for a hardship extension. Tell them about your family's hardship. If you give them any documents or fill out an application, get a receipt.



### What happens if my application is denied?

The denial is not always correct. If you get a notice denying your application, fill out the hearing request form that is part of the notice. Then,

- Mail it to the Bureau of State Hearings, or
- Give it to the County JFS office, or
- Fax it to the Bureau of State Hearings at (614) 728-9574, or
- Email your request to the Bureau of State Hearings at [BSH@jfs.ohio.gov](mailto:BSH@jfs.ohio.gov).

Get and keep a receipt. Ask for the state hearing right away. You will not get a state hearing if you ask for it more than 90 days after the mailing date on the notice.



## How can I get legal help?

If you are refused an application or if your application is denied, call Southeastern Ohio Legal Services right away. Our contact information is below. Our offices are open Monday through Friday, 8:30 a.m. to 5:00 p.m.

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**The information on this flyer is not legal advice.  
If you are seeking representation or legal advice, please contact SEOLS.  
An attorney-client relationship does not exist between you and SEOLS.**

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### How to contact SEOLS:

**Athens Office**                      **740.594.3558**  
   **800.686.3669**

Serving Athens, Gallia, Meigs, Morgan,  
Noble, Vinton, and Washington Counties

**Chillicothe Office**                **740.773.0012**  
   **800.686.3668**

Serving Fairfield, Fayette, Hocking, Jackson,  
Pickaway, Pike, and Ross Counties

**Marion Office**                      **740.383.2161**  
   **888.301.2411**

Serving Delaware, Marion, Morrow, and  
Union counties.

**Newark Office**                      **740.345.0850**  
   **888.831.9412**

Serving Knox, Licking, Muskingum, and  
Perry Counties

**New Philadelphia Office**        **330.339.3998**  
   **800.686.3670**

Serving Coshocton, Guernsey, Holmes, and  
Tuscarawas Counties

**Portsmouth Office**                **740.354.7563**  
   **800.837.2508**

Serving Adams, Lawrence, and Scioto Counties

**Steubenville Office**                **740.283.4781**  
   **800.837.4781**

Serving Belmont, Carroll, Harrison, Jefferson,  
and Monroe Counties