



FOR OFFICE USE ONLY	
Rec' Date: _____	Rec' By: _____
Employee's ID #: _____	
EM/PHONE Conf to Sub: _____	

GO ___ AM ___ PSW ___ STRL ___ AF ___ ST ___

Letter of Reasonable Assurance / Intent to Return

2022 – 2023 School Year

The Southwest Ohio Council of Governments (SWOCOG) intends to maintain your employment in a similar position for the 2022-2023 school year.

Fees

Intent to return fees are waived for the 2022-23 school year; however, you are responsible for the cost of maintaining an active substitute license through the Ohio Department of Education.

Certification

If your substitute license through the Ohio Department of Education expires before the beginning of the next school year, you must send SWOCOG a copy of the renewed license with your Intent to Return.

Unemployment

All substitutes processed through the SWOCOG are reasonably assured of continued employment until otherwise notified. Unemployment benefits based on service in an educational institution typically will not be paid to any individual for any week of unemployment between academic years/terms, or during established holidays/breaks. Generally, substitutes will not be eligible for unemployment benefits.

Contact Information (Please complete even if there are no changes.)

Current Address: _____

Current Phone Number: _____

Current Email Address: _____

Please sign and return the form including recently renewed ODE credentials by **June 30, 2022** to:

Warren County ESC
 Attn: COG SUBS Admin
 1879 Deerfield Road
 Lebanon, OH 45036
 or email to: cogsubs@warrencountyesc.com

Signing below indicates your intention to return as a Substitute with the Southwest Ohio Council of Governments.

 Legal Last Name (Printed)

 Legal First Name (Printed)

*Signature: _____

*Date: _____