

## ***Fayette County Department of Job and Family Services Prevention, Retention and Contingency Plan***

The Prevention, Retention and Contingency (PRC) program is designed to serve low income assistance groups. Through the Prevention/Retention portion of this program, the Fayette County Department of Job and Family Services (FCDJFS) will encourage families to attain, retain and/or enhance employment, prevent dependency and promote family stability by meeting their need through ongoing services and/or one-time only cash payments so that they do not need OWF cash assistance. However, applicants shall be informed of other program availability especially with regard to food stamps, Medicaid and child care.

Through the Contingency portion of this program, services may be provided to assistance groups with a presenting need which; if not satisfied, will threaten the safety, health, or well-being of one or more of the AG members.

**A PRC assistance group** is a household of individuals, containing at least one minor child or a pregnant individual, treated as a unit for the purpose of determining eligibility for the PRC program. Individuals within the assistance group do not have to be related. Non-Custodial parents may apply for PRC benefits to attain, retain and/or enhance employment that will enable them to provide court ordered support payments for their child. The non-custodial parent must be complying with CSEA and meet all other PRC Eligibility factors to be determined eligible for PRC. If the non-custodial parent is not complying with CSEA, s/he must demonstrate a willingness to cooperate with CSEA prior to the authorization of services. The PRC eligibility determiner will report all employment of non- custodial parents to CSEA.

### **APPLICATION PROCESS**

- PRC AG must complete the Prevention, Retention and Contingency Program (PRC) Application to request PRC Services. (Copy Attached)

### **ELIGIBILITY**

- In order to receive PRC benefits and services a member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5506(d) of Public Law 105-33
- Eligibility for PRC will be determined on a case by case basis and is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services. The evaluation of the presenting need(s), whether or not the PRC program can address the need(s) and prevent recurrence will be determined by the FCDJFS.
- If, in the opinion of the eligibility determiner, the presenting need was created by the inability of the applicant to manage funds the AG will be mandated to attend budgeting classes through the Fayette County Extension Agency. This service will be at the expense of the FCDJFS. Failure by the applicant to attend budgeting classes shall result in ineligibility for contingent needs for at least one year.
- Budget Period: FCDJFS will consider all income which was received during the 30 day budget period when determining financial need. The 30 day budget period is the 30 days prior to the date of application unless this period of time does not accurately reflect expected income. In this instance, income reasonably expected to be received during the 30 days following the date of application shall be utilized.

- **Income:** The FCDJFS requires verification of both earned and unearned income received within the 30 day budget period. All income which has been received by any member of the PRC AG during the 30 day budget period is considered when determining financial need. This includes all income which is normally exempt or disregarded when determining eligibility for OWF or DA. **Exclusions:** receipt of foster care payments will not count toward the family's income eligibility for PRC assistance; receipt of part-time or full-time employment income of a high school student living in the home will not count toward the family's income eligibility for PRC assistance; Self Employment deductions that are allowed for OWF eligibility; Child support arrearage payments that were paid to the state of Ohio from 1997 through 2000, which are then distributed to a PRC applicant; Child support paid to a minor child(ren) outside the Ag's home and child care costs for children residing in the AG home. ***No other exclusions apply.***

Proper verification of income includes:

- pay stubs
- signed statement from employer detailing gross wages
- FCDJFS employer statement
- statement from CSEA regarding child support paid and/or received
- current award letter specifying gross monthly benefit (social security, unemployment, VA, workers compensation...)

In some circumstances, Self Declaration of income may be used if written verification is not available, the information will be obtained by phone and documented in the CRISE running record comments (CLRC). Documentation should include the name and position of the individual supplying the information, the date it was obtained, the amount of income, and who obtained the information.

Verification of additional information, other than income, may be required. Such verification includes, but not limited to, statement of amount due, shut off notices, eviction notices...

## **EMPLOYMENT**

- The Ag meets the definition of employment if at least one adult member of the household is working an average of thirty (30) hours per week. If a member of the AG has received an offer of employment, the AG must provide verification of the hours to be worked and must demonstrate that the employment opportunity is expected to last a minimum of 30 days.

## **INELIGIBLE/EXCLUSION FOR PREVENTION, RETENTION AND CONTINGENCY**

The following AG's are NOT eligible for PRC:

- Fugitive felons and probation/parole violators
- Individuals with any outstanding OWF Fraud overpayment balances and/or individuals with any overpayment balance which they are not in process of repaying
- Individuals ineligible due to a Intentional Program Violation (IPV)
- Individuals who are under sanction or have failed to cooperate with the work activities unit.
- An unmarried non-graduate parent under 18 years of age not attending high school or equivalent.
- A person found to have fraudulently misrepresented their residence in order to obtain assistance in two or more states is ineligible for ten years
- The AG who cannot reasonably show the financial ability to prevent the need from

- reoccurring in the future
- The Ag has quit a job within the past 60 days without good cause as determined by the eligibility worker.
- The amount of the CDJFS payment is insufficient to satisfy the presenting need

### **EXPLORING COMMUNITY RESOURCES**

- A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be contacted for or otherwise utilized to help meet the need.

### **PREVENTION AND RETENTION SERVICES**

**Goals:** To attain, retain and/or enhance employment; prevent removal of children at risk of placement; to achieve family reunification; to prevent reliance on and to divert families from ongoing cash assistance and promote self-sufficiency.

#### **Eligibility for Prevention and Retention Services:**

- Income at or below 200% of the federal poverty guidelines and at least one adult in the AG meets the definition of employment.

#### **Maximum Benefit for Prevention and Retention Services:**

- Not to exceed \$0.00 during a 24 month period. PRC payments are limited to the amount actually required to meet the presenting need. If the presenting need exceeds the maximum PRC payment, the AG must demonstrate their ability to pay the unmet portion of the presenting need prior to PRC being issued.

### **CONTINGENCY SERVICES**

**Goal:** To provide services to assistance groups with a presenting need, which, if not satisfied will threaten the safety, health, or well being of one or more of the AG members, to prevent removal of children at risk of placement; and to achieve family reunification.

#### **Eligibility for Contingency Services:**

- Income at or below 100% of the federal poverty guidelines

#### **Maximum Benefit for Contingency Services:**

PRC payments for a contingent need are limited to \$0.00 need in a 24 month period. If the presenting need exceeds the maximum PRC payment, the AG must demonstrate their ability to pay the unmet portion of the presenting need prior to PRC being issued.

### **SUPPORTIVE SERVICES**

#### **Eligibility for Supportive Services:**

- Income at or below the 200% federal poverty guidelines unless otherwise stated.
- Self Declaration of income may be used.

**Maximum Benefit for Supportive Services:**

- PRC supportive services have no direct monetary value to an individual family and do not involve implicit or explicit income support. Eligibility for supportive services shall be redetermined every six months. Effective October 1, 2009, all supportive services will end on December 31, 2009.

Fayette County's Supportive Services include:

**Expanded Employment Transportation**

**FAMILY PRESERVATION AND REUNIFICATION SERVICES/TANF CHILD WELFARE & JUVENILE DIVERSION FUNDS**

The Fayette County Department of Job & Family Services may provide services to a child(ren) and his parent, guardian, or custodian as the agency determines necessary. The purpose of this PRC Service is to prevent the need to permanently remove a child(ren) from his or her home. Child Welfare Services are extended to PRC AGs who income is at or below 300% of the FPG and who are currently receiving services from the FCDJFS, Children Services division. The Fayette County Department of Job and Family Services may provide the following preservation and reunification services to a child and his parent, guardian or custodian as the Agency determines necessary and subject to the availability of unencumbered funds. Application for Child Welfare services may be made by an adult member, his designee or a Public Children Service Agency representative.

Services are limited to those normally provided in the Children Services Unit or through the Juvenile Court and include and maximum payable \$500 during a 24 month period:

Diagnostic/Assessment Services (excluding medical expenditures), Case Management; Day Treatment (excluding medical expenditures); Parent/Child Education Services; Respite Care; Emergency Caretakers; Homemaker Services; In-home Services; Special Services for Drug and Alcohol Abusers (excluding medical expenditures); Transportation; Unmarried Parent Services; Domestic Violence; Post-finalization Adoption Services; Counseling and Therapeutic Counseling Services (excluding medical expenditures); Prevention and Reunification Services; Emergency Housing (non-recurrent, short term, not to exceed four months per incidence); Home Health Aide Services; Family Stability Services; Family Case Conferencing Services; Mediation Services; Mentoring Programs; Court Diversion Activities for Adjudicated Unruly and Misdemeanant Youth

**Assistance Group Definition for Family Preservation and Reunification Services/TANF Child Welfare & Juvenile Diversion Funds: Maximum payable \$500 in 24 month period.**

A child removed from the home of his parents and placed in a substitute care setting shall constitute a PRC Assistance Group of one for the purposes of this service. There must be a current Children Services case plan for this child.

Assistance Groups where minor children are residing with their parents can apply for Family Preservation and Reunification/TANF Child Welfare & Juvenile Diversion PRC Services. In such cases, all household members residing in the household shall be treated as one-assistance group. The PRC Assistance Group shall contain at least one minor child. There must be a current Children Services case plan.

Pregnant women are eligible for PRC Assistance. Verification of pregnancy must be obtained from a physician or other licensed medical practitioner.

A child (ren) temporarily absent from their home for up to six months in accordance with the time periods in ORC 5107.10 are eligible for the PRC program. A temporary absence from the home is an absence that is expected to be no longer than six months in duration, the children services' case plan must specify that the intent is for the child to return to the home of his/her parents, specified, legal guardian, or legal custodian. Children falling into this category shall be considered a family of one for the purposes of PRC eligibility.

**Eligibility and Application for Family Preservation and Reunification Services/TANF Child Welfare & Juvenile Diversion Funds: Maximum payable \$500 in 24 month period.**

PRC Assistance Group members must complete Fayette County Job & Family Services' PRC Application through FCPCSA.

Eligibility for these services is dependent upon the PRC Assistance Group's demonstration of need for financial assistance and/or services and the determination that provision of PRC services will satisfy the need. For the purposes of this section, the agency providing services shall document that the services provided relate reducing the risk of the minor child(ren).

**AGENCY PROCEDURE**

Eligibility for PRC must be determined within 5 working days of the date of application. Once eligibility for PRC is established, the eligibility determiner will authorize and generate payment for the assistance, goods and/or services. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the FCDJFS. All PRC payments are made by the FCDJFS to the vendor. The county must ensure that its policies meet all auditing requirements.

Notice of approval/denial: if it is determined that an application of PRC is approved, the FCDJFS shall mail or otherwise deliver the ODHS 4074 Notice of Approval of your Application for Assistance. If it is determined that an application for PRC is denied, the FCDJFS shall mail or otherwise deliver the ODHS 7334, Notice of Denial of your Application for Assistance or JFS 01054 or JFS 01053.

- This PRC program plan may be amended at any time upon written notification to ODJFS.
- The effective date of this PRC Plan shall be **October 1, 2009.**

Approved:

---

Lori Hellenthal, Director

Date

*The Fayette County Board of Commissioners certifies that the Fayette County Department of Job and Family Services complied with ORC 5108 in adopting this statement of policies.*

---

Fayette County Commissioner

---

Fayette County Commissioner

---

Fayette County Commissioner

Fayette County Department of Job and Family Services  
133 S. Main Street

Washington C.H., Ohio 43160  
740 335 0350

On September 14, 2009, the Fayette County Family Services Planning Committee, a sub-committee of Fayette County Family and Children First Council met to review the county Prevention, Retention and Contingency Plan to ensure compliance with ORC Chapter 5108.

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member