

Fairfield County Job & Family Services
239 W. Main Street
Lancaster, OH 43130
740-652-7889
Aundrea N. Cordle, Director

PRC

Prevention, Retention & Contingency Program

Previous Submissions

Modified and Effective July 1, 2000
Modified and Effective August 1, 2000
Modified and Effective July 1, 2001
Modified and Effective February 1, 2002
Modified and Effective May 1, 2002
Modified and Effective July 1, 2002
Modified and Effective October 1, 2003
Modified and Effective January 1, 2005
Modified and Effective October 1, 2005
Modified and Effective October 1, 2006
Modified and Effective January 1, 2008
Modified and Effective March 1, 2009
Modified and Effective June 1, 2010
Modified and Effective July 1, 2010
Modified and Effective October 1, 2011
Modified and Effective October 1, 2013
Modified and Effective January 1, 2015
Modified and Effective April 1, 2015
Modified and Effective September 1, 2015

FAIRFIELD COUNTY JOB AND FAMILY SERVICES (FCJFS) PREVENTION, RETENTION AND CONTINGENCY (PRC) PLAN

September 1, 2015

A. Preamble

Fairfield County Job and Family Services acting, under Ohio Revised Code (ORC) Chapter 5108, established a Prevention, Retention, and Contingency program effective September 23, 1997. Effective September 1, 2015, the PRC Plan is hereby amended. Although funded under the same TANF Block Grant, and subject to the federal restrictions, PRC is a county-designed program separate and apart from the state Ohio Works First program. The PRC Program is intended to assist individuals by providing specific services to address urgent needs in an effort to prevent unemployment/job loss, assist in obtaining employment and/or to address urgent emergency needs with a long term goal of enhancing or maintaining a family's self-sufficiency. PRC services and assistance are contingent upon funding constraints of Fairfield County Job and Family Services (FCJFS). Certain types of assistance and services may be eliminated based upon the financial situation of FCJFS.

Consistent with Am. Sub. H.B. 95, the PRC Plan is first approved by the Fairfield County Family Services Planning Committee and then approved by the Board of Commissioners. The Board of Commissioners certifies that Fairfield County Job and Family Services complied with ORC Chapter 5108 in adopting the statement of policies. The plan must be updated at least every two years and can be amended at any time.

B. General Provisions

PRC services are: 1) services that have no direct monetary value to an individual family and that does not involve implicit or explicit income support; or 2) short-term assistance which is limited to the amount required to meet the presenting need, up to the financial limit specified below per 12 consecutive month period of eligibility. Any number of payments can be made during this period as long as they are distinct non-ongoing occurrences and do not exceed the financial limits specified below for the PRC AG over the 12-month period. A PRC Assistance Group (PRC AG) is a group of individuals containing at least one minor child and treated as a unit for the purpose of determining eligibility for the PRC Program. (See ORC 5108.01). In Fairfield County the general guideline to follow in creating a PRC AG is the OWF standard filing unit guidelines found in OAC rule 5101:1-23-10 with exception to the rule of pregnant women. PRC eligibility includes any woman verified to be pregnant by a doctor. For income eligibility purposes, single pregnant women are considered an AG of one. In a Kinship AG, eligibility would be determined based on child only income and not caretaker or household income.

PRC assistance is only available to members who have not received PRC assistance above the monetary cap (with respect to the type of service) during the previous 12 consecutive months. PRC AG's containing members receiving assistance from other programs but meeting all current eligibility criteria for PRC shall be eligible for PRC services.

The total maximum amount of PRC funds which can be allocated cannot exceed \$2,000.00 in a twelve month period of eligibility.

Contingency Funding

Fairfield County Job and Family Services will continue to evaluate funding to determine if it is feasible to provide the contingency category, which includes rental assistance, utility assistance, appliances, school clothing/supplies, or services that will, at the discretion of Fairfield County Job and Family Services serve the goal of self-sufficiency. The PRC Plan will focus on assisting families for job-related expenses and/or job retention services.

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF or DA assistance group is active is not a determining factor in the consideration of eligibility for the PRC Program. In addition, FCJFS must inform individuals about other programs (i.e., Medicaid and Food Assistance Program) that are available and hearing rights that are applicable.

Services are provided to an assistance group to prevent (P) them from reliance on, and divert them from, ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC AG to help members retain (R) employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to meet a presenting or contingent (C) need that, if not satisfied, threatens the safety, health, or well-being of one or more PRC AG members. Contingency services or payments will be authorized with the expectation that the PRC AG will then be able to function without additional agency help. Consistent with the goal of self-reliance for Fairfield County families, assistance through the PRC program may require a 50% customer co-pay towards the total amount needed. For example, a car repair of \$500.00 would require the customer to pay \$250.00 toward the repair bill. The customer co-pay may apply to prevention, retention, and contingency categories.

Households are expected to use their own resources in meeting the presenting need. In Fairfield County the term resources shall be interpreted to mean liquid assets. Liquid assets are those resources that are in cash or readily convertible to cash on demand. Common examples of liquid assets are cash on hand, savings accounts, checking accounts, stocks, bonds and mutual funds. This list is not all inclusive.

C. General Eligibility and Application

The PRC Program replaces the former Family Emergency Assistance (FEA) programs and policies. FCJFS shall enter the PRC AG into CRIS-E for statewide clearance and PRC authorization. Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services. FCJFS in its sole discretion will determine if the provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect April 1 and updated annually (to be effective on April 1 of each year assuming that the new FPG has been released).

1. The PRC AG must complete the Fairfield County JFS Application for the Prevention, Retention and Contingency Program. (Appendix A)
2. The PRC AG must contain at least one minor child or a pregnant woman and be a resident of Fairfield County.
3. The PRC AG gross income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect April 1 and updated annually (to be effective on April 1 of each year assuming that the FPG has been released, Appendix H)
4. *The PRC AG must provide proof of income.*
 - a. Verification of income must be provided. If verification is verbal there must be clear documentation in the PRC AG record concerning:
 - i. Name and position of the supplier of the information
 - ii. The date the information was obtained
 - iii. The amount of the verified income
 - iv. The name of the individual who obtained the verification
 - b. Countable income is determined by: (1) looking back 30 days from the date of application, (2) Anticipating income for the next 30 days when there has been a significant change in household circumstances (involuntary loss of employment or other source of income).
 - c. The total gross income, both earned and unearned, of all adult and minor head of household PRC AG members, must be counted. The following types of income are excluded as income and resources in determining financial eligibility for PRC benefits and services:
 - i. Child support payment distributions made by ODJFS
 - ii. Drug discounts received under the Medicare Prescription Act
 - iii. Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000
5. The PRC AG must provide a current banking statement (checking, saving or certificates of deposits) for any AG member in the household.
 - a. If the PRC AG is applying for Retention or Prevention Service, their bank balances must be less than \$500.00.
 - b. If the PRC AG is applying for Contingency Service, their bank balance must be less than \$100.00.
6. The PRC AG must provide disconnect notice and/or estimate of needed assistance upon completing PRC application.
7. The PRC AG may be required to pay at least a 50% co-pay of the requested assistance amount unless waived by the director or designee.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 10 business days from the date on the PRC application.

- Issuance of a PRC voucher within 10 business days of the PRC application will serve as the notice of approval of benefits.
- If the PRC application is denied, Eligibility Referral Specialist/Success Coach will issue a denial notice via the Filemaker system (software program) in Fairfield County. The denial notice will include reason for denial, information regarding the state hearing process, and referral to other social services agencies if appropriate.

Voter Registration

Fairfield County Job and Family Services provides all customers with the opportunity to register to vote. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for, receiving assistance from, or participating in the PRC program (reference ORC 3503.10).

8. INELIGIBLE ASSISTANCE GROUPS

Applicants who are ineligible include:

- a) AG's without a minor child, unless the AG includes a pregnant woman.
- b) Fugitive felons, probation and/or parole violators
- c) Pursuant to section 5101.83 of the Ohio Revised Code and rule 5101:1-23-75 of the Ohio Administrative Code, PRC benefits and services may not be provided to a family that fraudulently receives assistance under the OWF and PRC programs until a member of the AG repays the cost of the fraudulent assistance in full.
- d) Unmarried, non-graduate minor parent, with a child more than 12 weeks old, and not attending high school or participating in activities aimed at enabling the teen to receive an equivalency degree
- e) Unmarried minor parent or pregnant minor not living in an approved adult supervised setting
- f) PRC AG which consist of a household member that is currently serving a sanction
- g) When the sanction imposed was due to a Work Activity failure.
 - i. If the original sanction was imposed on OWF, the AG must live the OWF sanction out before they will be considered eligible for PRC.
 - ii. If the original sanction was imposed for reasons other than a Work Activity failure (i.e., CSEA or CPS refusal to cooperate) the AG must live the sanction out before they will be considered eligible for PRC. Depending on the nature of the original sanction, the other agency/division must release sanction.
 - iii. If the original sanction was imposed on Food Assistance only, the sanction must be lived out, and compliance must be met prior to exploring PRC eligibility.
- h) Illegal aliens and/or aliens not authorized to work

- i) AG which consist of an individual(s) who knowingly provided false information, withheld information, or otherwise attempted to, or actually obtained PRC benefits under false pretense of any type as determined by FCJFS staff, will be ineligible to obtain PRC assistance for a minimum of one year from the date the determination that a fraudulent application was made.

D. Exploring Community Resources

Fairfield CDJFS recognizes that the CDJFS is a primary source of flexible funding for social service needs. As such, the Fairfield CDJFS shall be the primary point of contact for families in need. If the family is not eligible for benefits, or the type of service needed is not covered by TANF funds, or is known to be available from other agencies or sources, referrals to other local area agencies shall be made.

Fairfield County JFS staff will refer customers to the following programs when appropriate.

1. The Percentage of Income Plan (PIP) shall be considered an available community resource. In any appropriate situation, eligibility for the PIP shall be explored.
2. Annual HEAP program administered through Lancaster Fairfield Community Action. This program assists families with utility bills.
3. The Neighbor to Neighbor program administered through the Dollar Energy Fund and American Electric Power (AEP) offers utility assistance for AEP customers. Customers can apply at the CDJFS or Lancaster Fairfield Community Action.
4. Fairfield County Veteran Affairs office. The AG must contain a veteran before referring to Fairfield County VA office.
5. Fairfield County 2-1-1 Information & Referral
6. Any other program that may be available in the community.

E. Specific Categorical Requirements

AG groups are limited to \$2,000.00 total PRC assistance in any given 12-month period. The Prevention and Retention categories are the primary focus of Fairfield County's PRC program. Emphasis shall be placed on those employment-related goods and services needed to aid the applicants in their quest for self-sufficiency. Any item or service that is an eligible expense under the federal TANF Block Grant shall be allowed as potentially eligible item under either the Prevention, Retention or Contingency categories.

1. Prevention and Retention Categories

Job-Related Support Services and/or Expenses

Short-term job-related counseling, clothing required for employment, short-term education expenses, transportation expenses, tools, safety equipment, work incidentals, training needs, car repair or car insurance.

These programs meet TANF purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

Incentive-Based Training and Certification Programs

- a) **S.T.A.R.S.** is an acronym for Skills, Training, Attitude, and Readiness for Success program for OWF eligible individuals or eligible non-custodial parents. Participants will complete an application for Ohio Works First. The Certification program is 15 days and includes the curriculum from the evidence-based *Getting Ahead In A Just Getting By World* by Phil Devol which examines poverty, self-assessment of resources and setting SMART goals to move out of poverty. Other modules include Interviewing, Job Search, and Lifeskills. The program is taught by staff who have been certified as facilitators.
 - b)
 - c) **Fairfield Works; Skills, Training and Education Program** is a program developed to provide incentive payments and training to TANF eligible individuals who are in receipt of Ohio Works First assistance. Individuals who complete the STARS program are eligible to attend short-term certification programs such as STNA and receive incentive payments paid through PRC funding.
 - ii. Individual must successfully complete the STARS Certification program prior to attending a specified short-term certification program.
 - iii. Individuals who complete the S.T.A.R.S. program may be eligible for a \$200.00 incentive payment.
 - iv. Individuals who successfully complete an approved certification program may be eligible for a \$500.00 incentive payment.
 - v. Individuals who obtain part-time employment that makes the AG over income for OWF or obtain full-time (35 hours or more) employment for a minimum of 30 days following their completed certification or STARS graduation may be eligible for a \$1,000.00 incentive payment.
 - vi. Approved certification programs offered will be Workforce Investment Act (WIA) approved sites.
 - vii. Fairfield Works is based on availability of state funding and may be reduced or eliminated at any point in time.
- b) Car Repair Assistance**
- i. Individual must be working at least 25 hours per week making at least federal minimum wage.
 - ii. Individual must have a valid driver's license.
 - iii. Title to the car must be in the name of the individual or spouse of the individual completing the PRC application.
 - iv. Individual must provide proof of insurance.
 - v. Individual must provide two estimates of repair.

- vi. PRC will not be used for general maintenance such as oil changes and tune-ups.
- vii. Bodywork is allowable if it is necessary for the safety and drivability of the vehicle.
- viii. The estimate for new tires must state that the old tires were unsafe.
- ix. PRC car repairs will only be issued to an approved car repair dealer who will accept the CDJFS voucher.
- x. Car repair PRC is approved only if it is cost effective; the mechanic will make that determination.
- xi. AG has no other operating vehicles titled to their name.

c) License Reinstatement Fee

- i. Individual must be working at least 25 hours per week making at least federal minimum wage, or actively participating in a Federally Approved Work Activity and the CDJFS has determined the reinstatement a necessity to help the individual continue to work toward self-sufficiency.
- ii. If the individual had any other violation (i.e. OMVI/DUI, 12 point violation, reckless operation and etc. they are not eligible for assistance.) Reinstatement fee will **only** be paid for the following.
 - a) Driving without insurance;
 - b) Medical Suspension (A physician's note approving driving privileges is also necessary.)
- iii. No court fines will be paid by PRC.

d) Transportation Assistance

- i. Transportation assistance under the PRC Program may be authorized for employment-related activities only. These activities include FCJFS Federally Approved Work Activities and actual paid employment. Transportation for Work Activity Required Customers will only be provided to those individuals who have demonstrated willingness to follow-through with their Self-Sufficiency Contract or FAET Employability Plan. Transportation may also be provided to TANF eligible individuals participating in the Fairfield Works Program. Transportation assistance is limited to the following:
 - a) Gasoline Vouchers (only approved if not in current receipt of Work Allowance)
 - b) Transportation secured through contracted vendors
 - c) Direct Transport through FCJFS Transportation Team.
- ii. Services will be prioritized in the above order. Depending on the method of issuance, transportation assistance may be considered soft or hard services. Gas vouchers are hard services and count toward the monetary cap. Contracted

transportation vendors and Direct Transport are soft services and do not count toward the monetary cap.

- ii. Transportation assistance is only available for a total of four months in any rolling calendar year.

2. Contingency Category

The focus of the contingency category is to be somewhat of a replacement of the former Emergency Assistance program. That is not to say that it is a duplicate of the former program. It is a realization that some funding is needed to address short term unplanned emergencies that occasionally occur. As defined earlier, the contingency category addresses those emergencies that threaten the health, safety, or well-being of one or more PRC AG members.

The financial limit for contingency services is \$2,000.00 per 12-month period. Assistance under contingency may include: rent deposits or rent payment, utility expenses, emergency food assistance, household appliances, and any other assistance that will serve the goal of self-sufficiency. Utility assistance will be limited to \$500.00 maximum in a twelve month period.

These services meet TANF purpose 1: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives.

a) Rental Assistance - Contingent upon funding

- i. Individual must have a court ordered eviction or proof that an eviction action has been filed in Fairfield County Municipal Court.
- ii. Rental assistance will only be available to families one time per 12 month period. Families can utilize up to \$2,000.00.
- iii. Individual is currently a resident in a homeless shelter or domestic abuse shelter (this requirement may be waived if it is verified that all shelters in the area are full).
- iv. Uninhabitable living conditions as determined by the Health or Fire Department.
- v. Individual has recently been approved for a Metropolitan Housing voucher.
- vi. Budget sheet is completed and PRC AG is able to establish that the ongoing household expense can be met the following month.
- vii. New landlord will accept PRC voucher from Fairfield County.
- viii. Complete W-9 form.
- ix. Complete Ohio New Hire Reporting Form.
- x. Complete OPERS Independent Contractor/Worker Acknowledgment if applicable.

b) Utility Assistance - Contingent upon funding

- i. AG is eligible for utility PRC assistance up to a maximum of \$500.00 in a twelve month period.
- ii. Individual must have a disconnection notice.
- iii. FCJFS will not pay partial bills, the entire disconnect either has to be paid by the customer or community agency before the PRC portion can be pledged.
- iv. Prior to exploring PRC eligibility, the individual must utilize the HEAP program during HEAP season. If the AG provides a denial from Community Action for HEAP the AG may be eligible for PRC.
- v. The Percentage of Income Plan (PIP) shall be considered an available community resource. In any appropriate situation, eligibility for the PIP shall be explored.
- vi. Utility assistance will focus on utility companies who do not participate in the Percentage of Income Plan (PIP) and include but are not limited to:
 - Lancaster Utilities
 - Fairfield Utilities
 - South Central Power
 - Bulk Fuel

c) Necessary Household Items

- i. Stoves, refrigerators, fans, and air conditioners are the appliances deemed necessary for the purpose of the FCJFS PRC program.
- ii. Beds, mattresses, box springs and cribs are the furniture deemed necessary for the purpose of the FCJFS PRC program.

d) School Clothes/School Supplies

- i. When funding is available, school clothes and school supplies may be provided to eligible families. Fairfield County Job and Family Services will partner with community agencies to obtain additional funding and school supplies for Fairfield County families.
- ii. Payments for these items will not count toward the family's contingency cap of \$2,000.00.
- iii. A separate application for school clothes will be utilized, see Appendix G.
- iv. The amount provided for school clothes will be determined on an annual basis, depending upon the PRC budget.

e) **Other**

- i. When funding is available, winter coats may be purchased and distributed or a voucher given to purchase the items to TANF eligible families.
- ii. Services that will, at the discretion of the CDJFS, serve the goal of self-sufficiency.
- iii. Payments for these items will not count toward the family's contingency cap of \$2,000.00.
- iv. TANF eligible customers would be eligible based on receiving Ohio Works First, Food Assistance or Medicaid and would not have to complete an application.
- v. TANF eligible customers who are not receipt of Public Assistance will have to complete an application and provide needed verifications.

F. **Non-Custodial Parent**

The S.T.A.R.S. (Skills, Training, Attitude, Readiness for Success), work readiness program authorizes selected employment and training services to non-custodial parents. The primary goal is to assist the non-custodial parent to obtain, maintain, and/or improve their employment opportunities, that promote the payment of child support, thus enhancing the self-sufficiency of the family.

For Non-Custodial Seek Work Services, the AG is defined as the non-custodial parent and all such minor children residing in Ohio for which the non-custodial parent is required to provide financial support, as verified by CSEA. These children would not be residing with the non-custodial parent.

To be eligible, the PRC AG must be at or below 200% of the Federal Poverty Level and are ordered into an employment program by the court or referred by the Child Support Enforcement Agency. The non-custodial parent must be cooperating with child support and have a current child support order and the intent to meet their financial obligation. PRC payments for employment and training purposes under Seek Work Services are limited to the amount required to meet the presenting need up to a total maximum of \$2,00.00 per 12 consecutive month period of eligibility.

Services include:

- Vehicle repairs and/or insurance for employment and training purposes
- Employment-related expenses such as uniforms, tools, equipment, etc.
- Short-term certification programs

Participation in S.T.A.R.S. (Skills, Training, Attitude, Readiness for Success), a work readiness program is provided at Fairfield County Job and Family Services and is not subject to a maximum reimbursement level.

This program meets TANF purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

G. Disaster Services

In situations where the governor or the Ohio Department of Job and Family Services declares Fairfield County as a disaster area and/or provides supplemental and/or additional disaster-related PRC funds outside of Fairfield County's current allocations the following criteria shall apply:

- The PRC Plan shall conform to any mandated Ohio Department of Job and Family Services rules and regulations specified in the disaster services assistance supplement.
- In the absence of any mandated state limitations, the Fairfield County PRC Plan will be followed regarding Assistance Group definition, Federal Poverty Guidelines, eligibility determination.

Services, unless limited by the State of Ohio/Ohio Department of Job and Family Services, include all service categories listed under Contingency and Employment Support Services.

Expenditure limitations, unless limited by the State of Ohio or waived by the CDJFS Director or his designee are limited to a maximum total of \$1,500.00. Disaster Service payments are made independently from other PRC payments and shall not affect the AG's eligibility for non-disaster related PRC services.

This program meets TANF purpose 1: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives.

H. Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but are not limited to: meals, transportation, housing referral services, housing assistance, utility assistance, supportive services, and other services to victims of domestic violence and their dependents.

This service meets TANF purpose 1: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives; or **TANF purpose 2:** To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

I. CDJFS Projects and Services Through Contracts with Other Providers

A wide continuum of services may be offered to families by the county or through vendor contracts to build family capacity, to assist families in becoming self-sufficient, or to maintain or stabilize family functioning. Such

programs are **contingent on funding** and may include, but are not limited to: Work Experience and Readiness programs, Employment Retention incentives, Kinship support services, IDA programs, Afterschool Programs, family support activities, youth enrichment programs, Summer Employment Program for Youth and/or School Readiness Resource Centers, and screening and assessment of mental, physical or learning disabilities.

Child Protective Services

For CPS Family Preservation and Reunification Services the income guidelines are at or below 200% of the Federal Poverty Level. (Appendix B). A specific application is utilized to determine eligibility for this type of service. (Appendix C).

This service meets TANF purpose 1: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives; or **TANF purpose 2:** To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

Kinship Support Services

These services provide information, referral and supportive services for relative caregivers, legal guardians or court-ordered legal custodians responsible for the day-to-day care of a minor child (not their biological child) residing with the caregiver. The Kinship Support Coordinator provides services such as identification of kinship caregivers, assessing needs, facilitating access to services, facilitating a kinship support group and information and referral to appropriate providers (e.g., legal services, child care services, respite care services, training, support groups and financial assistance.)

This program meets TANF purpose 4: Encourage the formation and maintenance of two-parent families.

Employment Integration

Mental, physical, and learning disabilities are significant barriers to employment. Many individuals have previously unidentified or undisclosed disabilities that present barriers to employment. Contracts with appropriate providers for screening tools and assessments to identify disabilities and the impact on employability will assure effective supports and services to this unique population. Programs that address this type of strategy offer services directly related to employment, including vocational assessment, vocational training, job training, job search and placement assistance and transitional employment support.

This service meets TANF purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

J. **Scope of Service**

All PRC payments are limited to the amount actually required to meet the presenting need. Any payments must also be within the financial limit based on the category of service per 12 consecutive month period of eligibility. Supportive Services under ORC 5107.66 are available for ongoing OWF recipients participating in the work programs.

It is specifically Fairfield County's intent to be as broad as possible under the federal and state TANF guidelines. Within the framework of the Block Grant rules, any goods and/or services deemed by the CDJFS to foster the goal of self-sufficiency shall be a potentially covered item. Individual case files should document why a given decision was made on a case-by-case basis.

It is Fairfield County's intent to cover certain special projects under the PRC program umbrella. The goal of these projects is to enhance the self-sufficiency of the participants. An individual description of each special project will appear as an appendix item. Each appendix item will list any special eligibility or processing standards that differ from or enhance the criteria specified in the overall plan. As with any changes to the plan, ODJFS Central and District Offices will be notified if and when any of these special projects are added to, deleted from, or changed.

K. **Community Outreach**

Certain benefits and services do not require an application or certification for PRC benefits or services as they do not provide a direct service linked to an individual family. FCJFS will conduct an annual family event focused on TANF purpose 4; To encourage the formation and maintenance of two-parent families and conduct outreach to educate families about Medicaid and Food Assistance programs.

L. **Authorization and Notification**

Once eligibility for PRC is established, the CDJFS director or designee will authorize and generate payment for the assistance, goods, and/or services. The payment process used is by first issuing a voucher that is countersigned by the client and vendor to acknowledge receipt. The completed voucher is then returned to the CDJFS for processing through the normal county process. Authorization may occur at any time during a period beginning on the date the PRC is approved. 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 CDJFS. All PRC payments are made by the CDJFS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.

This plan shall be considered approved and effective based upon the resolution adopted by the Fairfield County Board of Commissioners.

Fairfield County Job and Family Services agrees to implement the PRC Plan as written above revised and effective September 1, 2015.

Aundrea N. Cordle, Director

Date

Laura Holton, Deputy Director of Community Services

Date

APPENDICES

Appendix A	PRC Application
Appendix B	Child Protective Services
Appendix C	Child Protective Services Application
Appendix D	TANF Summer Youth Employment Program
Appendix E	TANF Summer Youth Application
Appendix F	SYEP Parent or Guardian Consent Form
Appendix G	School Clothes/Supplies Application
Appendix H	Standards Help Sheet
Appendix I	Benefit Matrix

Appendix B

Child Protective Services

Families served by the Child Protective Services Division of Fairfield County Job and Family Services participate in a process which emphasizes team conferencing and the involvement of family members to keep children safe in the least restrictive environment while reducing the need for out of home care. PRC funds can be provided to prevent the imminent removal of a child(ren) from his/her home or to make possible reunification when (a) such services are provided by, or authorized through, the Child Protective Services division, and (b) when family income is not sufficient to pay the cost of part or all of the goods and/or services that are provided.

All families with children at risk of placement are deemed to have the same characteristics as those that otherwise meet TANF requirements, therefore the income limits for these households shall be 200% FPG. The application for PRC under this section shall be the PRC Application, Appendix C. The self-declaration application will be revised annually to incorporate the revised Federal Poverty Guidelines. In these instances, no annual dollar limit per family exists regarding the total monetary value of services that are provided.

These services may include, but are not limited to, respite care, day treatment, diagnostic services (but not medical treatment), emergency caretakers, homemaker services, parent education, in home services, special services for drug and/or alcohol abusers, housing assistance, transportation, unmarried parent services, domestic violence, post-finalization services, general caseworker counseling, placement prevention services, and family reunification services.

Kinship Support Services will include information and referral and supportive services for relative caregivers, court ordered legal guardians responsible for the day to day care of a minor child residing with the caregiver. The Kinship Support Coordinator provides services such as identification of kinship caregivers, assessing needs, facilitating access to services, facilitating kinship support group, and information and referral to service providers such as legal services, child care services, respite care, training and financial assistance.

Under the parameters of this plan, relative kinship caregivers residing in Fairfield County and working with the child welfare system may be provided financial assistance as a "one time emergent kinship care fee". This program will be determined on an annual basis contingent upon the PRC/TANF budget. The fee structure is not intended to serve as direct compensation for placement and will allow a maximum payment of \$1,000/child, per 12 month period. The emergent fee may be utilized to assist relative kinship caregivers who are determined to have significant unexpected needs as the result of caring for children in their home. Examples may include increased utility costs, purchase of seasonally appropriate or school clothing, school fees, payment for extracurricular activities, additional transportation costs due to transporting children to services as requested by the agency etc.

In this circumstance the kinship caregiver meets eligibility requirements established under TANF purpose one, “assistance to needy families so that children may remain in their own homes or the homes of relatives”. The relative kinship caregiver would complete and submit the PRC application, with the child’s or children’s income as that of the assistance group.

TANF funds **CANNOT** be used for:

1. Placement costs for residential, out of home, emergency shelter, or substitute care. (See OWF/PRC Guidance letter #1 dated 4/15/99)
2. Medical expenses (except for pre-pregnancy family planning) (see H.R. 3734)

Appendix C PRC Application Form

Fairfield County Job & Family Services – Child Protective Services

Basic Family Information

Case Name	SACWIS Case Number	Primary Caseworker
Household Address (Street, City, Zip Code)		

Household Members

(List everyone residing in the home)

First & Last Name	Social Security Number	Relationship to Case Head	Minor Child?
		Primary Applicant	

Income Information

(Any money received within the household in the last 30 days must be listed)

Type	Recipient	Amount	How Often?

Services Requested

Below, please briefly describe service/item needed and how it will assist with case plan progress	
Estimated Cost:	\$ _____

Voter Registration Assistance Available

If you are not registered to vote where you live now, would like to apply to register to vote today?
<input type="checkbox"/> Yes, I want to register to vote <input type="checkbox"/> No, I do not want to register to vote
If you do not check either box, you will be considered to have decided not to register to vote at this time.

By my signature below, I _____ verify that the above information is accurate.
Print First & Last Name

Signature of Primary Adult Applicant

Date

PRC Application Form

Fairfield County Job & Family Services – Child Protective Services

- To Be Completed by Caseworker/Supervisor -

Is the service/item requested relevant to the family's case plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the family explored other community resources?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the family or another entity provide partial payment for the requested item/service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details (amount, payee):
Should alternative funding be considered if not PRC eligible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Caseworker Signature

Date

Supervisor Signature

Date

Manager Signature

Date

- For Business Administration/Finance Use Only -

Request Category	<input type="checkbox"/> Preservation (including post-adoptive families)	<input type="checkbox"/> Reunification	<input type="checkbox"/> Kinship	<input type="checkbox"/> Youth in Transition
Household Size			Income Verification Obtained?	<input type="checkbox"/> Y <input type="checkbox"/> N
Total Monthly Income (Gross)	\$	Below Limit?		<input type="checkbox"/> Y <input type="checkbox"/> N
Estimated Cost	\$			
Determination	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible/Alternative funding will be used (list): _____ <input type="checkbox"/> Ineligible/No payment will be made			

Household Size	30 Day Gross Income
1	\$1,962
2	\$2,655
3	\$3,349
4	\$4,042
5	\$4,735
6	\$5,429

Signature of Eligibility Worker

Date

Signature of Eligibility Supervisor

Date

Appendix A

Application for PRC Assistance

Fairfield County Job & Family Services, 239 West Main Street, Lancaster, Ohio 43130
(740) 652-7889 Fax (740) 689-4848

This application must be fully completed, along with an Income Vs. Expense Worksheet

First	Last	Middle Initial
Address		
City	State	Zip
Social Security Number		Phone Number

VOTER REGISTRATION ASSISTANCE AVAILABLE

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- YES, I want to register to vote.**
 NO, I do not want to register to vote.

If you do not check either box, you will be considered to have decided not to register to vote at this time.

1. Complete the spaces below for all individuals living in your home, including yourself. You are required to verify all income for all members of your household. Please list all social security numbers.

Name	Relationship	DOB	Social Security Number	Monthly Income

For Office Use Only.

Caseworker record gross income (earned and unearned) :

Total Income

2. Does anyone living in your household, including yourself, have any liquid assets such as saving accounts, checking accounts, stocks, bonds or 401K funds: Yes No

Name	Type of Asset/Resource	Current Balance

3. Has anyone in the household quit a job or refused employment within the past 90 days?

Yes No If yes, list employer and give explanation.

Name of Employer	Reason

4. Is anyone in your household not receiving court-ordered child support?

Yes No If yes, list name(s) of individuals not receiving court-ordered child support.

Name of Child	Amount

5. Explain what you need and estimate the amount you are requesting.

The information I have provided in this application is accurate to my knowledge.

Signature of Applicant:

Date:

This Section is for Agency Use Only: PRC Authorization/Denial Form

Name of Applicant _____ Case Number _____

Date of Application ___/___/___ 30 Day Budget Period _____ to _____

PRC issued within previous 12 rolling months? Yes No

If yes, month, date & category: _____

Utility 3 month payment history:
(If applicable)

Month	Amt Paid	Source
_____	_____	_____
_____	_____	_____
_____	_____	_____

CSEA – SETS checked? Yes No

Fraud list? Yes No

If yes, detail: _____

Currently in receipt of benefits? Yes No

If yes, category and amount: _____

Currently on sanction? Yes No

If yes, date & occurrence: _____

Liquid Assets verified? Yes No

50% Co-Pay Received? Yes No Amount \$ _____

PRC Approved **PRC Denied**

Prevention **Retention** **Contingency**

1. Vendor's Name:		Address	
City	State	Zip	Phone
Account Number		Name on Account	
Voucher Begin Date:	Voucher Ending Date:	Amount:	
Reason for Denial:			
Caseworker Signature		Supervisor Signature	
Date		Date	

Appendix D

TANF Summer Youth Employment Program

This program is designed to enable low income TANF-eligible youth to gain valuable work experience while earning a paycheck to help meet basic needs. Funding for this program is contingent on funds received from ODJFS specifically for the program. This program meets the first two purposes of TANF, to provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives and to end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

Persons served in this program must be from a TANF eligible family and meet one of the following criteria:

- Youth ages 16-17, as long as the youth is a minor child in a needy family and is in school (youth may be 18 if they are a full time student in a secondary school);
- Youth ages 18-24, as long as they are in a needy family that also has a minor child;
- Youth ages 18-24 that have a minor child and are considered needy.

To be eligible, the PRC assistance group's income must be at or below 200% of the Federal Poverty Guidelines, or members of the assistance group must be in receipt of OWF, Food Assistance, or Medicaid at the time of application. FCJFS will utilize state reports to document receipt of public assistance.

Once determined eligible for this program, the individual is considered eligible for the duration of their individual SYEP contract period. Receipt of other PRC assistance under this program does not count toward monetary caps for other categories of PRC under this plan. The definition of PRC assistance group, countable income, and resources limits are the same as for other benefits already addressed in the PRC plan. Application for participation in this program is to be made via the regular PRC application or a special Youth SYEP PRC application, Appendix E.

FCJFS (or a contract entity operating the program) and the participant will enter into a contract with the employer which establishes all parameters of the program. All employer agreements will include the following paragraph:

The grantee/vendor will ensure that the funds used by the employer to pay supervision and training of summer youth participants are not being claimed as a match for another federal program, or are not federal funds from another program. Grantee/Vendor agrees to provide information and data concerning the program as determined by Fairfield County Job and Family Services. The information shall be provided monthly to Fairfield County Job & Family Services so that the Fairfield County Job and Family Services may meet reporting requirements and so that the state of Ohio may claim training and supervision costs of the employer to help meet the TANF maintenance of effort requirements.

Allowable costs are limited to:

- payments to employers for wages at no higher than \$10 per hour and fringe benefits, excluding health benefits;
- payments to third parties to operate the program;
- recruitment and development of employers for the program;
- reimbursement to employer for background checks;
- other ancillary services which are offered by the employer to the subsidized 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;
- Worker Compensation expenses; and
- FICA.

Appendix E TANF Summer Youth Application

PRC Application for TANF Summer Youth Employment Program 2015

(Please Print)

Applicant Name	Present Address
Social Security Number	
Phone Number	

List All Household Members, including yourself:

Name	Date of Birth	Relationship to you	Does this person receive OWF, Food Assistance, or Medicaid?	
			YES	NO

(List any additional household members on the back of this form.)

If all members of the household do not receive OWF, Food Assistance, or Medicaid, complete the following chart about your income.

Circle Family Size
1
2
3
4
5
6
7
8

Circle Gross Family Income in Last 30 Days?
\$ 0 - 1962
\$1962 - 2655
\$2655 - 3349
\$3349 - 4042
\$4042 - 4735
\$4735 - 5429
\$5429 - 6122
\$6122 - 6815

By my signature below, I agree that the above information is true and complete to the best of my knowledge.

Parent/Guardian Signature <i>(required for minor applicants)</i>	Date
Applicant Signature (18-24)	Date

FOR FCJFS USE ONLY	FOR FCJFS USE ONLY	FOR FCJFS USE ONLY
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Reason for Denial		
<input type="checkbox"/> ages 16-17 minor child in needy family in school <input type="checkbox"/> ages 18 full-time student in secondary school		
<input type="checkbox"/> ages 18-24 in needy family with minor child OR <input type="checkbox"/> ages 18-24 with child and considered needy		
Signature of FCJFS Representative:		Date:

Appendix F
SYEP Parent or Guardian Consent

Summer Youth Employment Parent or Guardian Consent To Work		
Full Name of Minor		
First	Last	Middle Initial
Proof of Age (Minor must present a copy of proof of age that can be kept with personnel records). Type of Document:		
Address of Minor		
Street	City, State	ZIP
Date of Birth	Age	School District in Which Minor Lives
School Minor Attends		
Name of Parent or Guardian		Relationship to Minor
Address of Parent or Guardian		Telephone Number
Street	City, State	ZIP
I hereby certify that to the best of my knowledge and belief, the above statements are true and that the minor named above may work with my approval.		
Signature of Parent or Guardian		Date Signed
<p>Minors aged sixteen or seventeen who are to be employed during summer vacation months after the last day of the school term in the spring and before the first day of the school term in the fall, in nonagricultural and nonhazardous employment as defined by the "Fair Labor Standards Act of 1938", 52 Stat. 1060.29 U.S.C.A. 201, and similar state statutes, or in other employment not prohibited to minors age sixteen or seventeen by law, shall not be required to provide an age and schooling certificate as a condition of employment. In order to be hired for employment during summer vacation months, such minors shall provide the employer with the following:</p> <p>(1) Evidence of proof of age in the same manner as proof of age is provided the superintendent of schools under division C of section 3331.02 of the Revised Code.</p> <p>(2) A statement signed by the minor's parent or guardian consenting to the proposed employment during the summer vacation months. For the purpose of this section, in the absence of a parent or guardian a person over eighteen years of age with whom the minor resides may sign such statement.</p>		
The employer shall retain a copy of the proof of age and the statement of consent with the minors employment records.		
LAW1008		

Appendix G

PRC Application

School Clothes 2015

Fairfield County Job & Family Services, 239 West Main Street, Lancaster, Ohio 43130

(740) 652-7889 Fax (740) 689-4848

This application must be fully completed.

Name of Caretaker/Parent (Individual who will redeem the voucher at Walmart)

First	Last	Middle Initial
Address		
City	State	Zip
Social Security Number		Phone Number

VOTER REGISTRATION ASSISTANCE AVAILABLE

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- YES, I want to register to vote.
 NO, I do not want to register to vote.

If you do not check either box, you will be considered to have decided not to register to vote at this time.

Name of Child	DOB	Recipient ID

Please choose Walmart location: Lancaster Canal Winchester

The information I have provided in this application is accurate to my knowledge. I understand this voucher is to be used for the purchase of school clothes and/or school supplies for the children listed above who are currently in my care.

Signature of Applicant:	Date:
-------------------------	-------

PRC - School Clothes Approved

Vendor's Name: WALMART		Address	
City	State	Zip	Phone
Voucher Begin Date:	Voucher Ending Date:	Amount:	
Caseworker's Signature/Date:		Supervisor's Signature/Date:	

PRC - School Clothes Denied.

Reason for Denial:

Caseworker's Signature/Date:	Supervisor's Signature/Date:
------------------------------	------------------------------

Appendix H

CASH AND FOOD ASSISTANCE STANDARDS HELP SHEET

Ohio Works First

PRC

Food Assistance

OWF AG Size	OWF Initial Elig. Test (TOWF)	OWF PMT STD 1/1/15 (TOWF)	OWF Alloc. Allow. 100% 7-1-97	PRC AG Size	PRC FPG 100% 1/22/15	PRC FPG 200% 1/22/15	FA AG Size	FA Allot 10-1-14 (TFEP)	130% Gross Std. 10-1-14 (TFSS)	Net Std. 10-1-14 (TFSS)	165%* Gross 10-1-14 (TFSS)	200% Gross 10-1-14 (TFSS)	Std. Ded. 10-1-14 (TFEP)
1	491	282	583	1	981	1962	1	194	1265	973	1605	1945	155
2	664	386	802	2	1328	2655	2	357	1705	1311	2163	2622	155
3	838	473	980	3	1675	3349	3	511	2144	1650	2722	3299	155
4	1011	582	1210	4	2021	4042	4	649	2584	1988	3280	3975	165
5	1184	682	1417	5	2368	4735	5	771	3024	2326	3838	4652	193
6	1358	759	1578	6	2715	5429	6	925	3464	2665	4396	5329	221
7	1531	848	1761	7	3061	6122	7	1022	3904	3003	4955	6005	221
8	1704	940	1954	8	3408	6815	8	1169	4344	3341	5513	6682	221
9	1878	1034	2149	9	3755	7509	9	1315	4784	3680	6072	7359	221
10	2051	1127	2345	10	4101	8202	10	1461	5224	4019	6631	8035	221
11	2224	1218	2532	11	4448	8895	11	1607	5664	4358	7190	8712	221
12	2398	1312	2727	12	4795	9589	12	1753	6104	4697	7749	9389	221

*Used only to determine whether elderly and disabled AG members and their spouse who live with others, qualify for separate AG status.

MEDICARE PREMIUM	
1/1/14	\$104.90
SSI PMT(1/1/15)	
Single	\$733
Couple	\$1100

To find the Medicaid Standards Help Sheet Link:

1. Click on Medicaid from Innerweb home page.
2. From Medicaid Innerweb home page click on County Resources.
3. Then click on Eligibility Technical Assistance and Compliance and scroll down to **Medicaid Standards Help Sheet**

FOOD ASSISTANCE 10/1/14 (TFEP)	
Standard Shelter Estimate Homeless	\$143
Earned Income Deduction	20%
Excess Medical Deduction	\$ 35
Dependent Care Deduction	No limit
Minimum Monthly Allotment	\$ 16
Standard Utility Allowance	\$498
Limited Utility Allowance	\$330
Single Utility Allowance	\$ 73
Standard Telephone Allowance	\$ 39
Limit on Shelter Deduction	\$490

**Appendix I – Effective September 1, 2015
Fairfield County Job & Family Services**

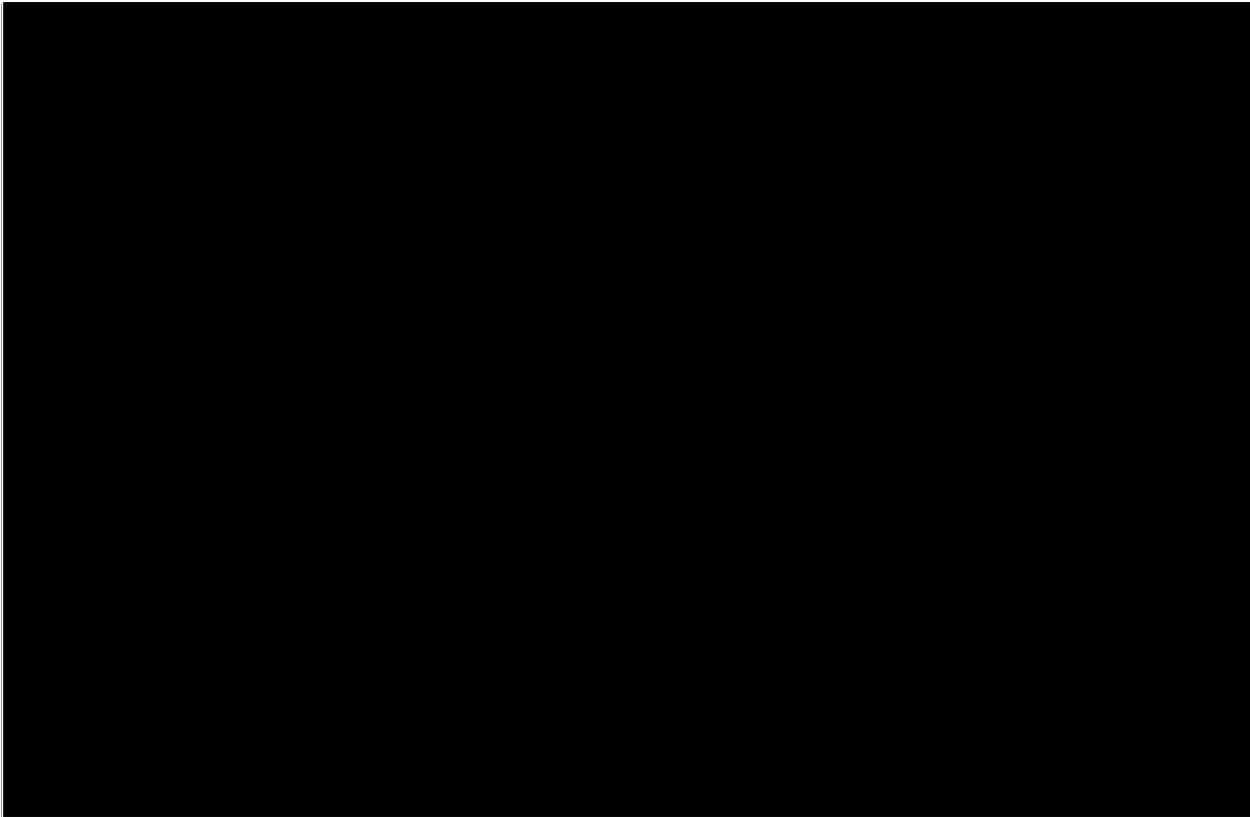
PRC Services and Benefits Matrix

Service or Benefit	Provider	Cap	Assistance Group	Economic Need Standard	Targeted Group
Disaster Services					
Disaster Services	FCJFS	Dependent upon need and funding available	Families with minor children	200% FPG	Families affected by a disaster declared by the Ohio Department of Job & Family Services
Child Protective Services					
Services to prevent imminent removal of a child(ren) from his/her home or to make reunification possible	FCJFS	No cap	Families with minor children	200% FPG	Families with children at risk of placement
Kinship Navigator – Services designed to identify kinship caregivers and assist with accessing community resources	FCJFS	n/a	Families with minor children, caregivers	200% FPG	Relatives providing care to children
Contingency Services					
Rent assistance Short-term housing Necessary Household items	FCJFS	Up to \$2,000 in a 12 month period – when funding allows	Families with minor children	200% FPG	Families with urgent needs which, if left unattended could result in the family requiring public assistance
Utility Assistance AG is eligible for PRG for utility assistance for up to \$150 in any 12-month period	FCJFS	Up to \$500 in a 12-month period – when funding allows	Families with minor children	200% FPG	Families with a disconnection notice, not during HEAP unless over 150% FPG
School Clothes Assistance Assistance with purchasing school clothes/supplies for children K-12 th grade	FCJFS	\$150 per child in the AG – when funding allows	Families with minor children	200% FPG	Families with children attending school
Transportation					
Car Repair Assistance with repair is available for individuals who are employed for at least 25 hours per week	FCJFS/Automotive Repair Vendors	\$2,000 in a 12-month period	Employed families with children, non-custodial parents	200% FPG	Working at least 25 hpw with a valid driver's license, insurance and two estimates for repairs.

Assessment Services	Contracts with appropriate providers for screening tools and assessments to identify disabilities and the impact on employability will assure effective supports and services to this unique population.	FCJFS/Approved Vendors	No cap	Families with minor children	200% FPG	Individuals with severe mental, physical, and learning disabilities are significant barriers to employment.
Work Support & Retention Services						
STARS (Skills, Training, Attitude and Readiness for Success)	Assessment, training, counseling, education, and job development to increase employment and/or advancement in the job.	FCJFS	n/a	Families with minor children, Non-custodial parents	200% FPG	Under employed, unemployed, recently employed, and individuals reaching OWF time-limits
Employment Related Expenses	Work clothes, equipment, gas, incidentals, licensing fees, vehicle repairs, transportation services, job related counseling and certification programs. Contingent upon funding, incentives may be available for successful participants.	FCJFS	\$2,000	Families with minor children, non-custodial parents	200% FPG	Under employed, unemployed, recently employed, and individuals reaching OWF time-limits
Success Coach Case Management	1-on-1 coaching and case management services to individuals who are interested in finding employment.	FCJFS	n/a	Families with minor children, non-custodial parents	200% FPG	Fairfield County residents who are unemployed, underemployed, or seeking a job change

**Fairfield County Community Advisory and Planning Panel
Statutory Advisory Group**

**We, the following members of the Statutory Advisory Group of the Community
Advisory Planning Panel, have reviewed and approved the September 1, 2015
revised Fairfield County PRC Plan.**



Resolution No. 2015-09.01.o

A resolution to approve the renewal and revision of the Fairfield County Prevention, Retention, and Contingency Plan

(Fairfield County Job and Family Services)

Upon the motion of Commissioner David L. Levacy, seconded by Commissioner Mike Kiger, this resolution has been Adopted:

Voting:

Steven A. Davis, President	Aye
David L. Levacy, Vice President	Aye
Mike Kiger	Aye

Board of County Commissioners
Fairfield County, Ohio

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.



Rachel Elsea, Clerk
Board of County Commissioners
Fairfield County, Ohio