

## **CRAWFORD COUNTY PRC PLAN**

### **(Plan contingent upon funding)**

(October 1st, 2015)

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and becoming self-sufficient. The supports include nonrecurring, short-term, crisis-oriented benefits and, ongoing services that are directly related to the four purposes of the TANF program (reference 45 C.F.R. 260.20) which do not meet the federal definition of assistance. Nonrecurring, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These nonrecurring benefits and services may encompass more than one payment a year, as long as the payment provides short-term relief and addresses a discrete crisis situation rather than meeting ongoing or recurrent needs. These benefits and services are consistent with federal definition of "non-assistance" as found in 45 C.F.R. 260.31 (b). The definition of "non-assistance" includes:

- Nonrecurring, short-term benefits that are designed to deal with a specific crisis situation or episode of need;
- Nonrecurring, short-term benefits that are not intended to meet recurrent or ongoing needs;
- Nonrecurring, short-term benefits that will not extend beyond four months;
- Work subsidies (i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision and training);
- Supportive services such as transportation provided to families who are employed or in training to become employed;
- Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support.

### **Assistance Group Composition**

PRC benefits and services for purposes 1 and 2 of TANF are available to a family assistance group (AG) includes anyone in the household and must include a minor child or pregnant individual as defined in Sections 5108.01 and 5108.06 of the Ohio Revised Code. PRC benefits and services are also available to non-custodial parents of a minor child who lives in the State of Ohio and does not live in the same household as the minor child.

At minimum, an eligible household must consist of a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian (or consist of a pregnant individual in the last trimester). No family/household assistance group is eligible for PRC benefits and services unless the family/household assistance group includes either a minor child who resides with the parent, caretaker relative, legal guardian or legal custodian, or includes a non-custodial parent who lives in the State of Ohio. PRC benefits and services may also be provided to a pregnant individual in the last trimester with no other minor children consistent with Ohio Works First.

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A child may be “temporarily absent” from the home in accordance with the time frames established in rule 5101: 1-3-04 of the Ohio Administrative Code and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family’s ability to achieve economic self-sufficiency.

The assistance group composition for a specific benefit or service is reflected in the section titled “PRC Plan: List of Services & Benefits.” All of the benefits and services in the chart are meant to meet purposes 1 and 2 of TANF, with the exception of pregnancy prevention services if delivered through Wellness Contract, which are provided to meet purpose 3 and 4 of TANF.

**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 (the Balanced Budget Act of 1997).

Eligibility for PRC for benefits and services to meet purposes 1 and 2 of TANF is dependent upon the AG’s demonstration and verification of need for financial assistance and/or services. In order for eligibility to be determined, the income of the AG must be compared to the economic need standard established for the benefits and services requested. The economic need standards are based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining eligibility for the AG to receive PRC benefits or services, the AG income must be equal to or less than the economic need standard reflected in the section titled “PRC Plan: List of Services & Benefits,” for that service category. Eligibility for PRC Benefits and services to meet purpose 3 and 4 of TANF is available without regard to need and may not require a PRC application.

**Income**

The **total gross income which is received during the 30 day budget period**, both earned and unearned of all members of the PRC AG, shall be counted, **except for: gross earnings of a minor child** as defined in Section 5101: 1-23-20 (c)(i) of the Administrative Code pursuant to division (C) of section 1 of Am. S.B. 170 of the 124<sup>th</sup> General Assembly and rules 5101: 1-29-31.1 and 5101:1-29-31.2 of the Administrative Code. All income which is received during the thirty (30) day budget period is considered when determining financial need. The thirty day period begins 30 days prior to the date of application and ends on the application date. (Application date is the date of service, regardless of time to process the application). This includes, but is not limited to, RSDI benefits, alimony, veteran benefits, workers’ compensation benefits, unemployment benefits, pensions, strike benefits, investment income, rental income, OWF, DA and SSI payments, gross earnings from work and self-employment. Written verification from employers, copies of benefit levels and pay stubs must be documented. Any verification received by phone must be documented with name and position of supplier of the information, date of verification being obtained, amount verified and name of individual who obtained the verification. Self-employed individuals must provide the prior year’s tax return or other documents requested by the agency. Only out of pocket expenses for the cost of

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conducting business may be considered as deductions.

**Excluded income:** The following income as stipulated in OAC 5101:1-24-20 is excluded when determining eligibility for PRC:

(1) Child support payment distributions made by the Ohio department of job and family services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001) .

(2) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.

(3) Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.

(4) Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the Veteran's Administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975.

For Wellness, Kinship Care, Case Management Services, and Help Me Grow - Income shall be based on a "self-declaration" statements. All other PRC services must have documented income attached to the PRC application request.

**Residence**

PRC benefits and services are available to residents of Crawford County or for families of children under the jurisdiction of Crawford County. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period. Residence is also established by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment, whether or not currently employed.

**Ineligible Family AG's**

Federal and State law must be adhered to when providing PRC benefits and services. Listed below are federal and state prohibitions based upon 42 U.S.C. 608, section 431 of PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997), and the Ohio Revised Code.

Applicants who are ineligible for assistance include:

1. Families without a minor child, unless such single individual is pregnant in the last trimester, consistent with eligibility of Ohio Works First.
2. Families or individuals seeking assistance for medical services except for pre-pregnancy

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- family planning services (meeting purpose 3 of TANF).
3. Individuals who are not citizens of the United States or a qualified alien.
  4. Fugitive Felons and probation and parole violators.
  5. Families that fraudulently receive assistance under OWF and PRC programs until repayment occurs (reference section 5101.83 of the Ohio Revised Code). (Fraudulent assistance does not include assistance and services that was provided as a result of an error that is the fault of the CCJFS or state department of Job & Family Services.)
  6. Individuals with outstanding IPV (intentional program violations) or who are serving disqualification period.
  7. Individuals ineligible for programs due to non-compliance with terms of their assistance. An example of this may be an individual who signs-off of OWF assistance because they do not wish to participate in work activities.
  8. AG's who are under sanction on the OWF and/or Food Stamp program(s), unless PRC services will eliminate the sanction issue. Compliance will need to be met and sanction period served prior to the authorization of PRC benefits and/or services. The only exception to this rule is if the PRC is for employment services for a minor child in the household.
  9. An unmarried, non-graduate parent under age 18 not living in an adult supervised setting.
  10. Families who do not use their own resources to help meet their need. *The resources considered toward the need requested by the AG will be all liquid assets available after allowing a disregard of \$400.00. This amount is allowed to keep the family current with other bills that are not eligible for contingency.*
  11. Applicants who have received PRC in another county and move to Crawford will be held to limits stated in the Crawford County PRC Plan.
  12. PRC AG's which include individuals who have quit a job without "good cause" as defined by the CCJFS, within 60 days prior to the date of the PRC Application
  13. Individuals who falsify a PRC application or fail to cooperate with any service plan connected to their PRC Assistance.
  14. AG's whose request does not eliminate the immediate problem.
  15. Individuals who cannot show that they will be able to handle the on-going expenses related to this request (ex: pay next months rent or utility bill).
  16. Falsification will disqualify household for 12 months from the PRC program (Applicant is responsible for all information provided for application).

Note: Those applicants who have received PRC in another county and move to Crawford County can receive benefits. We will count the amount issued in the previous county against our standards and use the beginning date of PRC in the previous county as the beginning in Crawford County. Also, if applicant fraudulently receives PRC benefits/services, overpayment will be pursued.

### **Program Operation**

To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of policy and procedure as set forth within this document. The covered benefits or services or the amounts specified for the benefits and services listed in the section titled "PRC Plan: List of Services & Benefits" may not be reduced, limited, or restricted unless the program is amended.

**Scope of Benefits/Services**

The services and regulations for the county PRC Plan are fully written out in this Plan titled "Crawford County Department of Job and Family Services PRC Plan: List of Services & Benefits," which contains the scope of benefits and services provided under the Crawford County PRC Plan. The chart also contains the assistance groups served, the economic need standards for the particular benefit/service, caps on benefits/services and the targeted groups. The targeted groups are used to customize service delivery specific to the family's circumstances.

**Standards of Promptness**

The focus of this program is to provide and authorize benefits and services within ten (10) days of the receipt of a signed application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. The ten-day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten-day period is not an acceptable practice. The AG record should contain sufficient documentation of the case activity on the PRC application, including an explanation of unexpected or unavoidable delays in processing the application.

**Community Resources**

The availability of resources within the local community shall be explored prior to authorization of PRC. Every effort shall be made to coordinate with other available community resources. Utilization of any program or receipt of any benefit from another agency will be considered when determining the unmet need, thus elimination of duplication of services and efforts. The knowledge of those resources that are available is necessary to determine if there are other means within the community to help meet the presenting need. The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

**Applicant Responsibility/Application**

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, in a timely manner, and in cooperating in the eligibility determination process. Assistance groups must use their own resources, when available, to meet their own needs. However, families may earmark certain resources to meet other emergent needs. This includes ongoing assistance programs such as OWF, DA, SSI and Food Stamps, Unemployment Compensation, Social Security and special energy programs. There is no PRC eligibility if the AG fails to make use of available income or resources that are in an amount sufficient to meet a portion of, or the entire amount of the presenting need as budgeted by CCJFS.

The CCJFS #380, "Prevention, Retention, and Contingency (PRC) Application," shall be used by families to apply for PRC benefits. Services available to families or to children under PRC (Help Me Grow, Wellness, County Child Welfare, Teen Pregnancy Prevention, Kinship, Court Intervention (F&CF) Services) may have other specified applications acceptable to meet eligibility criteria and will be spelled out in the plan or a Contract. With the PRC Application, all verifications shall be attached and filed in the PRC file. Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered by PRC shall be explained to the applicants. In addition, anyone applying for PRC Services shall be encouraged to apply for other benefits, such as

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food stamps, child care, Medicaid and CSEA services which will allow them a better transition to the work world. If it is determined that an application for PRC is approved, the ODJFS 4072, "Notice of Approval of Your Application for Assistance," shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODJFS 7334, "Notice of Denial of Your Application for Assistance," shall be mailed or otherwise delivered.

Voter Registration is made available to all persons at Crawford County Job & Family Services Office (per 3503.10 of the ORD).

PRC assistance will be authorized with the expectation that the PRC AG will be able to function without additional agency help. Services and benefits shall be provided which directly lead to or can be expected to lead the family in becoming self-sufficient by accomplishing one of the four purposes of TANF: 1) To provide assistance to needy families so that children may be cared for in their own home or in the home of relatives; 2) End the dependency of needy parents on government programs by promoting job preparation, work and marriage; 3) Prevent and reduce out-of-wedlock pregnancies and establish annual numeric goals for preventing and reducing the incidence of these pregnancies; and 4) Encourage the formation and maintenance of two-parent families.

Should funding for the PRC program end or Crawford County JFS find their allocation ceiling expended, services shall cease. Priority for services, should funding be cut, shall be based on expenditures for job training and retention activities first.

Once eligibility for PRC is established, authorization shall occur and payment for benefits or services will be generated. Date of application shall be used as the effective date of the PRC application for determining the beginning date of the benefit period. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within 30 days, actual payment may be made to vendors according to the procedures in place. All payments shall be made to the vendor or PRC AG. Policy has been written to ensure all auditing requirements are maintained.

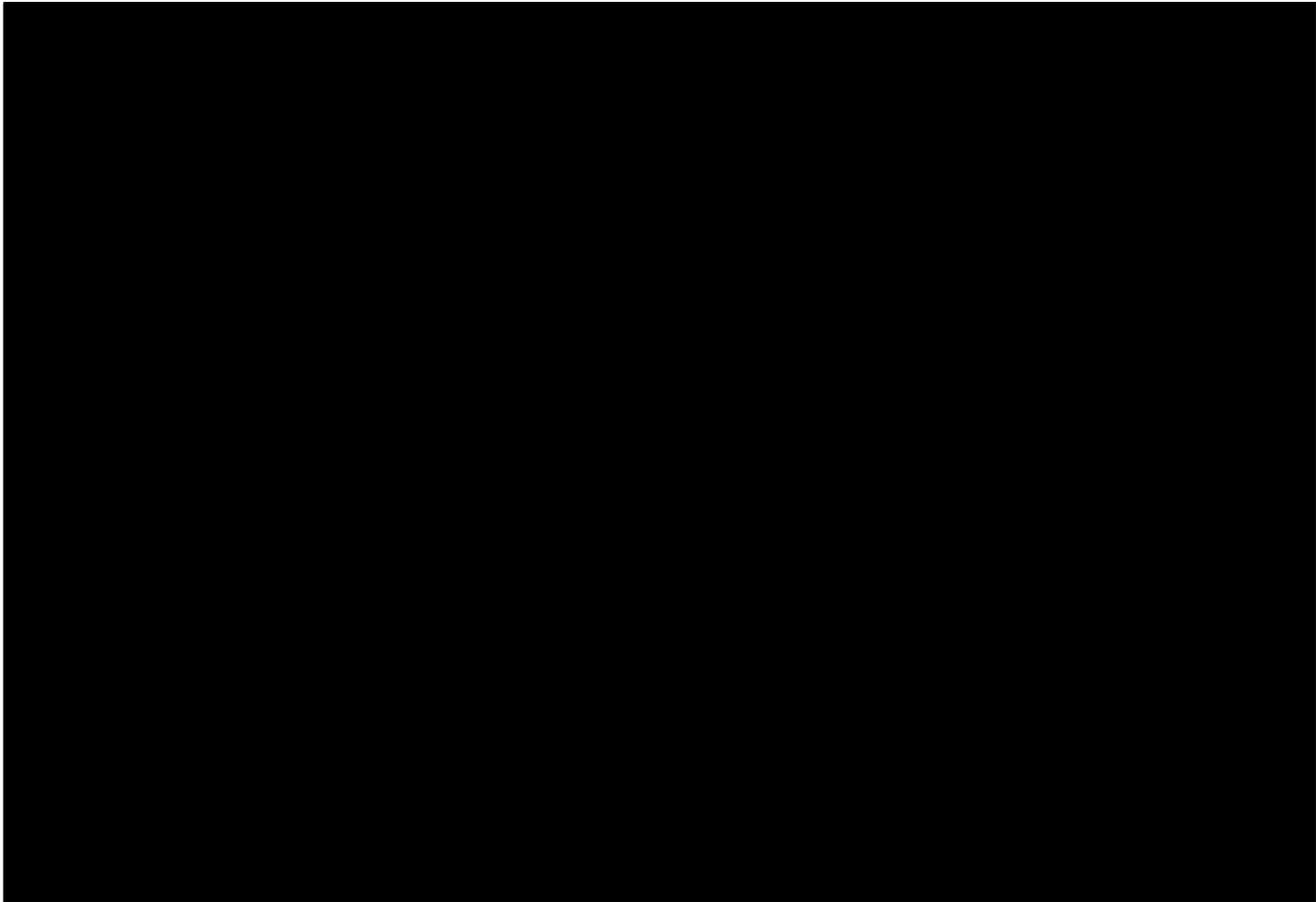
This plan, with attachments, may be amended by submitting changes to the Job & Family Services Planning Committee. The Planning Committee will review submitted changes, submit the amended plan to the Board of County Commissioners of Crawford County for approval and place a public notice in the paper (hold a 30 day public comment period) of proposed changes. This Prevention, Retention, and Contingency Plan is therefore approved and effective **October 1, 2015**. Crawford County Job & Family Services agrees to implement this PRC plan as written, and amended.

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Reviewed and Approved:



This plan has been reviewed and approved by the Board of Commissioners of Crawford County.



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PRC Plan amended this date for minor language correction to transportation services target population.



Linda Bassett, Director



Date

**Crawford County Department of Job & Family Services**

PRC Plan: List of Services & Benefits

(Contingent upon available funding)

Effective Oct. 1<sup>st</sup>, 2015

\*\*See endnotes for verification related to all PRC services

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<p><b>TRANSPORTATION SERVICES &amp; BENEFITS</b></p> <ul style="list-style-type: none"> <li>• Driver's education classes</li> <li>• Gasoline vouchers for newly employed individuals.</li> <li>• Car Repairs*** for employed individuals</li> <li>• Public Transportation within county for employed individuals.</li> <li>• Drivers License Fees in order to obtain or retain employment, (excluding license reinstatement fees)</li> <li>• Car Insurance for employed individuals</li> </ul> <p><b>Note:</b> To access gasoline vouchers, car repairs, car insurance or public transportation the person requesting said service must be employed twenty-five (25) hours per week or more. Valid Ohio Drivers license, insurance, title/registration required for car repairs and gas vouchers.</p>	<p>Gas vouchers for work can be accessed for one month for employment and up to <b>\$100.00</b> for a 24 month period and are not included in other transportation services.</p> <p>Gas Vouchers follow NET payment schedule.</p> <p>Driver's Education \$375</p> <p>Car Repairs \$1,000 max in 24 month time period</p> <p>Public Transportation max 3 weeks for temporary transportation issues in 24 month time period</p> <p>Car insurance: 1 month</p>	<p>Family assistance groups with minor child(ren).</p> <p>Non-custodial parents with a Crawford County child support order</p>	<p>200% FPL</p>	<p>Employed Individuals for car repairs, car insurance, public transportation.</p> <p><i>Recently</i> employed for gas vouchers: obtained employment within last 30 days, have not received 1<sup>st</sup> pay, and no other employment income in the last 30 days (including short/long term disability from employer, not unemployment)</p> <p>Under employed or unemployed individuals for driver's education.</p> <p>Employment must be outside the home and not considered self-employment for gasoline vouchers, car repairs, car insurance, and public transportation.</p>	<p>Verification of employment</p> <p>Invoices/bill for driver's education classes, car insurance, drivers license fees, (excluding license reinstatement fees)</p> <p>Client must provide a valid drivers license, title or registration, and proof of insurance for gas vouchers and car repairs.</p> <p>Car Repairs: 3 estimates. \$100 Co-Pay for households with current income</p> <p>Public Transportation: contracted budget invoice</p>
<p><b>WORK RELATED EXPENSES</b></p> <ul style="list-style-type: none"> <li>• Required work related clothing &amp; uniforms</li> <li>• Tools/Equipment required by employer</li> <li>• Outfits for job interviews</li> <li>• No street attire (jeans, t-shirts, &amp; etcetera)</li> </ul>	<p>Up to \$300 - once in a 24 month period. <u>Work Clothes</u> – 35+ hours/week up to 4 outfits. 30-34 hours/ week up to 3 outfits. 25-29 hours/week up to 2 outfits. Less than 25 hours/week up to 1 outfit. <u>Interview Clothes</u> – 1 outfit</p> <p>Same or similar tools/equipment can only be purchased once.</p>	<p>Family assistance groups with minor child(ren).</p> <p>Non-custodial parents with a Crawford County child support order</p>	<p>150% FPL</p>	<p>Recently employed – obtained employment within last 30 days, have not received 1<sup>st</sup> pay, and no other employment income in the last 30 days (including short/long term disability from employer, not unemployment)</p> <p>Under employed or unemployed individuals for interview clothes</p>	<p>Verification of employment</p> <p>Employer statement detailing required clothes and/or tools</p> <p>Verification of interview</p>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<b>FAMILY DISASTER ASSISTANCE</b> <ul style="list-style-type: none"> <li>• Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by governor.</li> </ul>	Cap based on amount allocated by ODJFS for Emergency Food and Shelter	Family assistance groups with minor child(ren)	200% FPL	Families sustaining disaster related damage or loss upon disaster declaration by governor	Proof of damages
<b>CHILD WELFARE &amp; AT RISK YOUTH SERVICES</b> <ul style="list-style-type: none"> <li>• Family counseling</li> <li>• Vocational and educational counseling</li> <li>• Respite care</li> <li>• Screen families and assess needs</li> <li>• Family preservation and reunification services</li> <li>• Domestic violence services</li> <li>• Home based intervention services</li> <li>• Parenting courses</li> <li>• Case management services</li> <li>• Visitation services</li> </ul>	No cap on services (as needed)	Parents or specified relatives with minor child(ren) at risk of neglect, abuse or exploitation, including delinquency problems.	200% FPL child determined at-risk by Public Children Services Agency	Families with children at risk of abuse or neglect.	Contracted budget invoice or child welfare referral
<b>WELLNESS SERVICES</b> <ul style="list-style-type: none"> <li>• Teen pregnancy program</li> <li>• Pregnancy awareness outreach efforts</li> <li>• Community awareness campaign</li> </ul>	Contracted services	Youth ages 10-18	No economic standard for outreach.  200% FPL for direct services	Community at large	Contracted budget invoices
<b>Family Nutrition Services</b>	1 Box per year	TANF eligible family with minor child(ren)  Non-custodial parents with a Crawford County child support order	200% FPL	Community at large	Verification of last 30 days income or documentation from agency file
<b>Educational Bonus</b>	<ul style="list-style-type: none"> <li>• GED \$500</li> <li>• Vocational Cert \$500</li> <li>• Associate Degree \$500</li> <li>• Bachelors Degree \$500</li> </ul>	Family assistance groups with minor child(ren)	200% FPL	Newly graduated students from accredited institutions or individuals recently passing GED test.	Certificate, Degree, GED  Must be eligible when graduated  Must apply within 30 days after graduation or passing GED test.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<p><b>YOUTH DEVELOPMENTAL SERVICES</b></p> <ul style="list-style-type: none"> <li>• School fees and supplies for vocational education</li> <li>• School fees for Secondary school</li> <li>▪ No on-line school fees <b>out of state</b></li> <li>• No miscellaneous fees such as lost ID badges</li> <li>• Juvenile diversion services as determined through Family and Children First Council Committee for youth at-risk of Entering the court System (old HB 57 plans)</li> </ul>	No cap on services (as needed)	<p>Family assistance groups with minor child(ren)</p> <p>Child only-minor child temporarily out of the home 180 day reunification</p> <p>Non-custodial parents with a Crawford County child support order</p>	200% FPL	Vulnerable at-risk youth through age 18	<p>Contracted budget invoices and service delivery documentation.</p> <p>Invoices/bill</p> <p>Verification of enrollment</p> <p>Verification of income, approved PRC plan/ application, school sessions or F&amp;CF or court referrals.</p>
<p><b>TRAINING EMPLOYMENT &amp; CAREER ADVANCEMENT SERVICES</b></p> <ul style="list-style-type: none"> <li>• Short term education expenses (books, manuals, tuition, etc. for required core curriculum) (No out of state or computer on-line education allowed).</li> <li>• Testing fees for board certification &amp; state licensure</li> <li>• Required uniforms</li> </ul>	<p>Non-recurrent, short term benefits up to \$2,000 once in a 36 month period for individuals who have not attained an Associate's Degree or higher.</p> <p>Fees for training/testing must be pre-approved and PRC cannot reimburse for training/testing expenses that have already been paid.</p> <p>Maximum of 2 uniforms</p>	<p>Family assistance groups with minor child(ren)</p> <p>Non-custodial parents with a Crawford County child support order</p>	200% FPL	<p>Recently employed individuals</p> <p>Individuals who are unemployed or underemployed</p>	<p>Verification of employment</p> <p>Invoices/bill</p> <p>Apply for WIA first and completed "Training Requirements form" and any related requirements</p> <p>Verification of enrollment</p> <p>Fees statement</p>
<p><b>On-The-Job Training Contract</b> (paid to the employer)</p>	50% of gross wages for probationary training with a cap of \$2000 and 50% of gross wages for post-probationary training with a cap of \$3000. Max total of \$5000	<p>TANF eligible individuals up to 200% guidelines</p> <p>Non-custodial parents with a Crawford County child support order</p>	200% FPL	<p>Newly employed OWF recipient</p> <p>OWF Recipient who has signed off of cash assistance for up to 9 months</p>	<p>Training contract must be signed by company, individual and Jobs Unit</p> <p>Verification of wages must be provided by company</p> <p>Employee must be retained to receive payment</p>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<p><b>Subsidized Employment Program</b> (paid to employer)</p> <ul style="list-style-type: none"> <li>Client must currently be TANF eligible or receiving cash assistance and sign off for a job at 30 hours or more per week at minimum wage or higher</li> </ul>	<p>100% reimbursement of gross wages per month up to 3 months paid to the employer for steadily employing an OWF recipient 30 hours or more per week at minimum wage or higher</p>	<p>TANF eligible recipients</p> <p>Non-custodial parents with a Crawford County child support order</p>	<p>TANF eligible or receiving cash assistance 150% FPL</p>	<p>TANF eligible clients</p>	<p>Monthly wage statement or pay stubs must be turned in with a monthly invoice.</p>
<p><b>CONTINGENCY SERVICES</b> <u>an emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, and marriage.</u></p> <ul style="list-style-type: none"> <li><u>Utilities</u>- With disconnect notice or disconnected.</li> <li><u>Rent or mortgage payment</u> - With legal (court) eviction only, for rent. Must be at least 1 month behind for mortgage. Land contracts will be viewed the same as rent.</li> <li><u>Bulk fuel for heating</u> – With less than a 10-day supply remaining.</li> <li>Emergency shelter or temporary housing.</li> <li>Repair or purchase of furnace or water tank for home owner occupied residence.</li> <li>No bills not in a household member's name</li> <li>No past accounts/bills from prior addresses.</li> <li>No deposits, no turn-on/reconnect fees, no late fees, no payment toward the first 6 months of occupancy for rent/mortgage, no miscellaneous fees.</li> <li>Must bring up-to-date bill to current status, typically \$0 balance except those on PIPP. – Any fees not paid by PRC and any amount over PRC limit must be paid and are not part of 20% co-pay</li> </ul>	<p>Individual vendor payment to meet an immediate crisis or episode of need once in a month period. No payment for PUCO utilities during HEAP heating season, unless the applicant has exhausted all other available resources.</p> <p>The maximum amount of payment is <b>\$1,000.00</b> with a 20% co-pay per AG once in a thirty-six (36) month period. If a 3rd party pays toward bill, the payment will be deducted from the original amount owed and the 20% co-pay owed by the applicant will be based on the new balance.</p> <p>Client who is in subsidized housing must show proof that utility allowances have been applied to the utility balances throughout the year before utilities can be paid.</p>	<p>Parents with minor child(ren) and specified relatives with minor child(ren)</p> <p>Minor child(ren) must be in residence for time which the assistance is requested.</p>	<p>150% FPL</p>	<p>TANF cash assistance families</p> <p>Unemployed individuals</p> <p>Under employed individuals</p>	<p><u>All Contingency</u></p> <ul style="list-style-type: none"> <li>Invoices/ bills.</li> <li>Receipt for 20% co-pay</li> <li>Receipt for any fees not paid by PRC and any amount over PRC max</li> </ul> <p><u>Utilities</u></p> <ul style="list-style-type: none"> <li>Proof of disconnect notice or disconnected</li> </ul> <p><u>Bulk Fuel</u></p> <ul style="list-style-type: none"> <li>Fuel company statement indicating fuel is at less than a 10-day supply</li> </ul> <p><u>Rent/Mortgage</u></p> <ul style="list-style-type: none"> <li>W-9 form (Rent)</li> <li>Landlord/PRC Agreement filled out by landlord (Rent)</li> <li>Legal (court) eviction notice</li> <li>Lease agreement (rent) or property record (mortgage) with evidence that the household has lived there more than 6 months and paid rent for at least the first 6 months on their own.</li> <li>Proof rental is not in a foreclosure status.</li> </ul> <p><u>Emergency Shelter</u></p> <ul style="list-style-type: none"> <li>Proof legal (court) eviction finalized or proof no longer able live in home</li> </ul> <p><u>Furnace/Water Tank</u></p> <ul style="list-style-type: none"> <li>Verification of needing repair or replaced.</li> </ul>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<b>KINSHIP NAVIGATOR SERVICES</b> • Information, referral, support services, identification of kinship care giver, assessment, respite care, support groups, parenting classes, access to services.	Cap based on amount allocated through contract	Kinship care givers who are relative custodians of minor child(ren)	200% FPL	Relatives caring for children with need of support systems.	Contracted budget Invoices with documented verification of service delivery.
<b>YOUTH EMPLOYMENT OPPORTUNITIES</b>	Work subsidy for youth employment ages 16-24; wages and benefits; up to 40 hours per week.	Family assistance groups with minor child(ren) seeking employment training/ experience	200% FPL	Youth 16-18 living in PRC eligible household (Parent or specified guardian)  Youth 18-24 in a family with minor child and in a needy family  Youth 18-24 who have a minor child and in a needy family	Completed PRC application
<b>YOUTH MENTORING SERVICES</b>	No cap on services, (as needed)	Family assistance groups with minor child(ren)	200% FPL	Any at-risk youth through Age 18.	No application is required if child is eligible for free and reduced lunch and JFS has verified financial eligibility. If child is not a recipient of free and reduced lunch and eligibility cannot be determined through systems verifications, a PRC application is required..

\*\*The following verifications are required for all PRC services:

- Total household income for everyone living in the household for the last 30 days ending the date of application.
- Most recent monthly checking & savings statements for all household members.
- Verification of birth, identity, citizenship, and residency as required for OWF services.

\*\*\*It is the intent of the program to assist low-income families with unexpected vehicle repair expenses, not expected regular maintenance. Therefore, services that would be considered “regular maintenance” such as oil changes, windshield wiper replacement, bulbs, etc. will not be covered unless required as the result of another necessary repair. Necessary repairs are those needed to ensure the vehicle becomes safe and operational. No solely cosmetic repairs will be approved. Individuals with household income at the time of application will be expected to pay the first \$100 dollars of necessary repairs.