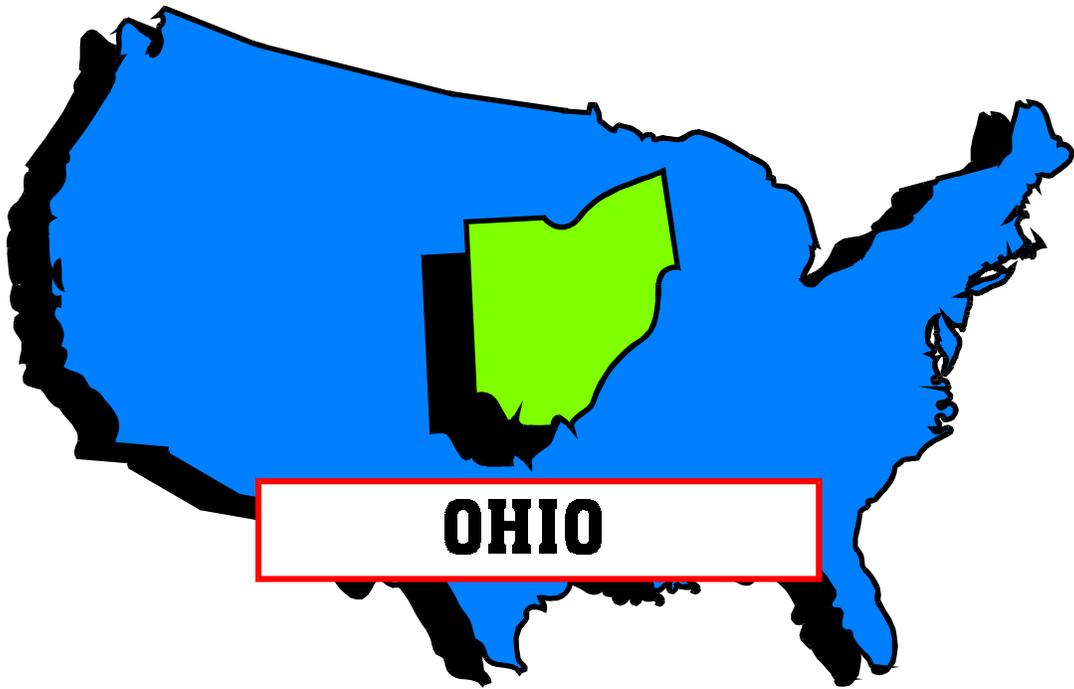


PRC STATE MODEL



PRC State Model Revision #1

Note: This section of the guidance letter provides a PRC “model” design in accordance with the requirements of ORC 5108.07 of the Revised Code. In order to present this model we have selected certain options for the “model” program design. As indicated in the first section of this guidance letter, each CDJFS has considerable flexibility to specify their own eligibility requirements including (but not limited to) assistance group composition, economic need level for a particular benefit or service, and the benefits and services to be offered under the CDJFS PRC plan.

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 become self-sufficient. These supports include nonrecurrent, short-term, crisis-oriented benefits and, ongoing services that are directly related to the four purposes of the TANF program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. Nonrecurrent, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These nonrecurrent 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 the federal definition of “nonassistance” as found in 45 C.F.R. 260.31(b). The definition of “nonassistance” includes:

Nonrecurrent, short-term benefits that:

are designed to deal with a specific crisis situation or episode of need;

are not intended to meet recurrent or ongoing needs; and

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 child care and transportation provided to families who are employed;

Refundable earned income tax credits;

Contributions to, and distributions from, Individual Development Accounts (IDAs);

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; and

Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.

Assistance Group Composition

PRC benefits and services for purposes 1 and 2 of TANF are available to a family assistance group (AG) which includes a minor child or pregnant individual as defined in Sections 5108.01 and 5108.06 of the revised code. PRC benefits and services are also available to the noncustodial parent of a minor child who, lives in the county¹ and does not live in the same household as the minor child.

At a minimum, an eligible family must consist of a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian (or consist of a pregnant individual). No family is eligible for PRC benefits and services unless the family includes a minor child who resides with the parent, caretaker relative, legal guardian or legal custodian. PRC benefits and services may also be provided to a pregnant individual with no other minor children.

A child may be “temporarily absent” from the home in accordance with the timeframes 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 exception to the above assistance group composition requirement is that for purpose 3 of TANF², pregnancy prevention services will be available to families with children as well as to childless individuals.

The assistance group composition for a specific benefit or service is reflected in the section titled “State Model: 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 which are provided to meet purpose 3 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 PRC AG to receive benefits or services, the AG income must be equal to or less than the economic need standard. Eligibility for PRC for benefits and services to meet purpose 3 of TANF is available without regard to need. The economic need standard for a specific benefit or service is reflected in the section titled “State Model: List of Services & Benefits”.

Income

The total gross income, both earned and unearned of all members of the PRC AG shall be counted

¹ As indicated in the first section of this guidance letter, counties can opt to provide PRC benefits and services to a noncustodial parent of a minor child who lives in the state.

² As indicated in the first section of this guidance letter, neither purpose 3 nor purpose 4 is limited to needy families or individuals. A county could use federal TANF funds (but not MOE), under PRC to serve non-needy families or individuals for either of these two purposes.

except for gross earnings of a minor child as defined in Section 5101:1-23-20 (c)(i) of the Administrative Code. This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF) or Disability Assistance (DA). All income which is received or expected to be received during the thirty (30) day budget period is considered when determining financial need. The 30-day budget period begins 30 days projected from the date of the PRC application unless this period of time does not accurately reflect expected income. In this instance, income received 30 days prior to the date of application may be utilized.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed ODHS 7341, "Applicant/Recipient Authorization for Release of Information" should be obtained from the applicant for an inquiry. Once the release is received, verification which is obtained by phone, must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. More stringent verification is required when PRC benefits and services involve a direct monetary gain by the applicant and opportunities for fraud are prevalent.

Unearned Income

The following are examples of unearned income which must be counted. These are examples only and are not meant to be an all-inclusive list:

- RSDI Benefits
- alimony and child support
- veteran administration benefits
- workers' compensation benefits
- lump-sum payments (including tax refunds)
- unemployment benefits
- pension and retirement benefits
- strike benefits
- investment income
- rental income
- OWF, DA, or Supplemental Security Income (SSI) payments

Earned Income

Earned income is income in which the AG member must perform some type of labor or service to receive it. The following are examples of earned income. This is not intended to be an all-inclusive list:

- earnings from work as an employee
- earnings from self-employment
- strike benefits (if striker is required to perform services in order to receive them)
- training allowances

Residence

PRC benefits and services are available to residents of the county in which they reside. 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 AGs

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:

No assistance for families without a minor child (except in relation to purposes 3 & 4 of the TANF program).

No assistance to a single individual, unless such individual is pregnant (with above exception).

No medical services for families except for prepregnancy family planning services.

No benefits or services to an individual who is not a citizen of the United States or a qualified alien.

No assistance for families that fraudulently receive assistance under the OWF and PRC programs until repayment occurs. Ref. 5101.83 of the ORC.

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 "State Model: List of Services & Benefits" may not be reduced, limited, or restricted unless the program is amended.

Scope of Benefits/Services

The section titled "State Model: List of Services & Benefits" contains the scope of benefits and services provided under the state PRC program model. 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.

Standard 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 the authorization of PRC. A PRC AG shall apply for and utilize any program, benefit or support system which may reduce or eliminate the presenting need.

Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of those resources that are available is necessary to determine if any

other means within the community may meet or help meet the presenting needs. Local contracts with other entities may be initiated to provide services which may meet or help meet requested needs (i.e., planning transportation services). The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. An applicant must utilize available income and resources in meeting the presenting need. This includes ongoing assistance programs such as OWF, DA, SSI and food stamps, as well as unemployment compensation, social security, and the 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.

Application

The ODHS 3800, "Prevention, Retention, and Contingency (PRC) Program State Model Application" has been developed for use when a family is applying for PRC benefits and services. The application and any other information gathered during the eligibility determination process should be kept in the ongoing OWF, Medicaid, and/or Food Stamp AG record. If the AG is not in receipt of ongoing OWF, Medicaid, and/or Food Stamp assistance, a separate AG folder should be maintained for the PRC application and related verifications. In addition, PRC benefits and services provided to noncustodial parents shall also be kept in a separate AG record.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered under PRC will be explained. In addition, anyone applying for PRC services will receive appropriate information about, referrals to, and access to Medicaid, food stamps, child care assistance and other programs that provide benefits that could help them successfully transition to work. All PRC applicants will be advised of their hearing rights and will be provided with a copy of the ODHS 4059, Explanation of State Hearing Procedures. 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 or participating in the PRC program (reference Section 329.051 of the ORC).

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:

To provide assistance to needy families so that children may be cared for in their own home or in the home of relatives;

End the dependence of needy parents on government programs by promoting job preparation, work and marriage;

Prevent and reduce out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and

Encourage the formation and maintenance of two-parent families.

Notice of Approval/Denial

If it is determined that an application for PRC is approved, the ODHS 4074, "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 ODHS 7334, "Notice of Denial of Your Application For Assistance" shall be mailed or otherwise delivered.

Once eligibility for PRC is established, authorization shall occur and a payment for the benefits or services will be generated. 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 Prevention, Retention, and Contingency State Model is certified as written by _____.
Signature

on _____ Effective date of plan revision _____
Month/Day/Year Month/Day/Year

Attachments

STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Job Preparation Services and Benefits</u> Job readiness assessments (vocational, literacy), Job readiness training (work habits, attitude, dress, literacy tutoring), Adult Basic Education & GED preparation, Pre-employment drug testing, Training for women in non-traditional jobs (construction, manufacturing), Testing for state licenses, board certification, commercial drivers license, Occupational training for computer literacy & hotel work,</p> <p>Short-term education expenses (books, manuals, tuition), Money management classes, Telephone installation, Suitable attire for job interviews, Skill training.</p>	<p>No cap on services (As needed)</p> <p>Non-recurrent short-term benefits: amount needed per episode up to \$3000 per 12 month period</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents</p>	<p>150% FPL</p>	<p>Recently employed individuals</p> <p>Under-employed individuals</p> <p>Individuals between jobs</p> <p>Individuals who are unemployed</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Work Support/Retention Services and Benefits</u> Job Mentoring, Money Management classes, Supplies for new job (mechanic's tools, beautician equipment), Employer mediation & intervention services, Job skill development and training.</p> <p>Subsidized employment (\$350/mo for up to 6 months),</p> <p>Job Retention Bonus (\$1500 after 6 months of steady employment),</p> <p>Employment subsidy (to offset work expenses).</p>	<p>No cap on services (as needed)</p> <p>Non-recurrent short-term benefits: amount needed per episode up to \$3000 per 12 month period</p> <p>Subsidized employment (once every 3 years)</p> <p>Job retention bonus (once every 3 years)</p> <p>Employment subsidy: \$200 first month of full time employment, \$100 per month for 11 subsequent months of full time employment</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents</p>	<p>200% FPL</p>	<p>Newly employed individuals,</p> <p>Under-employed individuals</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Diversion Benefits</u> - Up to 4 months of cash payment to assist with basic needs such as rent, utilities, & incidentals (Must also apply for Food Stamps, Medicaid, & Child Care and attend money management class, and be involved in a Job Preparation Service)	Up to 4 X the OWF payment standard for appropriate household size	Parents with minor children Specified relatives with minor children	50% of FPL	Job ready individuals Displaced workers
<u>Transportation Services & Benefits</u> - Bus passes, Van shuttle services, Reimbursement for work-related milage, Driver's education classes, Payment of drivers license fees and license plate fees, Car repairs, Down payment on automobile, Auto insurance reimbursement.	No cap on services (as needed) For car repairs, lowest of 2 estimates not to exceed \$1000 per episode of need For down payments, 3 to 1 match up to \$1500 (once every 5 years) For auto insurance, actual cost for 12-month period.	Parents with minor children Specified relatives Noncustodial parents	175% of FPL	Employed individuals for up to one year Unemployed individuals in education or training for up to 4 months

STATE MODEL: LIST OF SERVICES & BENEFITS

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Child Welfare Services</u> - Family counseling, Vocational & education counseling, Respite care, Screen families who have been sanctioned from OWF for risk of child, abuse or neglect to provide case management services designed to eliminate barriers to compliance, Family preservation & reunification services, Domestic violence services</p>	No cap on services (as needed)	Parents with minor children Specified relatives with minor children	200% of FPL	Families with children at risk of abuse or neglect
<p><u>Developmental Services</u> - Early Start, Youth development initiatives, Parenting classes, Prevention services for at-risk students, After-school programs for at-risk children.</p>	No cap on services (as needed)	Families with minor children & specified relatives with minor children	200% of FPL	Children (under 3 years of age for Early Start)
<p><u>Relocation Assistance</u> - Moving expenses to relocate out of county or state</p>	Actual cost up to \$1500 (once in lifetime)	Parents with minor children & specified relatives with minor children	150% of FPL	Individuals with secured employment Victims of domestic violence

STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Family Disaster Assistance</u> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor.</p>	Cap based on amount allocated by ODHS	<p>Parents with minor children & individuals living in their households</p> <p>Specified relatives with minor children & individuals living in their households</p>	200% of FPL	Families sustaining disaster related damage or loss upon disaster declaration by governor
<p><u>Pregnancy Prevention Services</u> Teen peer support group, Pregnancy prevention counseling, Contraceptive drugs and devices.</p>	No cap on services (as needed)	<p>Parents with minor children</p> <p>Specified relatives with minor children</p>	Available without regard to need	<p>Pre-teens</p> <p>Teens</p> <p>Young adults</p>
<p><u>Kinship Care Services</u> Respite care, Training related to caring for special needs children, Legal Services.</p>	No cap on services (as needed)	Specified relatives with minor children	200% of FPL	Relatives caring for minor children

STATE MODEL: LIST OF SERVICES & BENEFITS

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Contingency Services (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> <p>Utility shut-offs, Purchase of bulk fuel for heating, Installation or repair of telephone, Security deposits, Eviction notices, Emergency shelter or temporary housing, Personal expenses (school clothing, winter coats, child restraint seats), Repair or purchase of furnace or water tank, Home repairs affecting basic structure (roof, plumbing, walls), Repair or purchase of appliances (stoves, refrigerators, air conditioners, fans, washer/dryer), Furniture (beds, mattress & box springs, kitchen table, chairs),</p>	<p>Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$2000 per assistance group per 12 month period</p> <p>(Note: purchase of air conditioning units must be accompanied by medical statement)</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p>	<p>150% of FPL</p>	<p>Unemployed individuals</p> <p>Under-employed individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>