

MARION COUNTY HUMAN SERVICES

Prevention Retention & Contingency Program

Marion County's Prevention, Retention, and Contingency (PRC) Program is designed to assist families, to obtain or retain economic independence and self-sufficiency. It shall reduce or eliminate an emergent need that if not satisfied, threatens the health and well being of the Assistance Group. (the AG)

The program is not an entitlement, nor is it intended to be comprehensive but rather as a one time, short term basis of service, which is defined as a 90 day period of service to address the need. It shall be operated in accordance with the nondiscriminatory requirements pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans With Disabilities Act of 1990.

No person(s) shall on the grounds of race, color, national origin, disability, age or religion, be excluded from participation in be denied the benefits of, or be otherwise subjected to discrimination under any program, service or benefit authorized or provided by the Marion County Department of Human Services (MCDHS).

DEFINITIONS

ASSISTANCE GROUP - An assistance group for the purposes of the PRC program is defined as a group of individuals, residing in the same household, containing at least one minor child who is related to the applicant as defined below.

AUTHORIZATION PERIOD - The 12 month period in which PRC may be issued up to a cap of \$1,200.00. This period begins the day the first assistance is issued (not the date of application) Ex. AG application date is 10/1/97 but assistance is not issued until 10/3/97. The 12 month authorization period is from 10/3/97 to 10/2/98. The 12 month period is meant to include assistance received from another state.

GOOD CAUSE FOR REFUSING OR QUITTING A JOB - Good cause is defined in the same manner as that established in the Marion County Ohio Works First activities plan.

CONDITION OF GOOD STANDING - is defined as being current on a payment schedule as established by the Overpayment Recovery Unit.

LIVING ARRANGEMENTS - Assistance groups must have an independent living arrangement and must not be residents in a county home, city infirmary, jail, or other public institution.

LIQUID RESOURCE - All PRC AG members assets which are in cash or payable in cash upon demand within the budget period. Examples include; cash on hand, savings account, checking account, stocks, bonds, mutual funds, etc.

MEETING A PRESENTING NEED - PRC can only be used if the assistance (along with any resources the AG provides) will resolve the family's total presenting need.

MINOR CHILD - A minor child is defined as:

(A) An individual who has not attained age 18, or

(B) An individual who has not attained age nineteen and is a full-time student in a secondary school or in the equivalent level of vocational or technical training.

*** (C) The unborn child of a pregnant woman.¹

OBTAIN EMPLOYMENT - To obtain employment is defined as:

(A) having an offer of verifiable employment but with a presenting need in order to accept such employment or

(B) having a presenting need that if not met would prevent the person from employment that they have been offered, hired for or trained for. (Example - A person has completed an LPN training course but does not have the license needed to obtain a position in the field.)

REASONABLE NEED - A need that if not met, threatens the safety, health, or well-being of the PRC AG.

RELATED - The term related is limited to the following:

A. A blood relative, including those of half blood:

1. Parent, grandparent and other direct ancestors through great-great-great grandparent
2. Aunt or uncle
3. Nephew or niece
4. Brother or sister
5. First cousin
6. Current in-laws of those listed above

¹***Indicates change. Authorized by: _____ Effective: _____

B. Any person named above who is related to the child by adoption, for example, the person who legally adopted the child or adopted the child's parent, or the natural children or other adopted children of such a person.

Although adoption severs the legal relationship between parent and child, it does not sever the biological relationship. A biological parent may be a specified relative if the child returns to share a home with biological parent.

C. A stepfather, stepmother, stepbrother, or stepsister (legal dissolution such as divorce, legal separation, etc. severs the relationship between the parent and minor child). This would cause failure of the AG to meet the definition of relationship as defined in this plan.

RESIDENCY - Residency is defined as having the intent to remain within the county. The only exception to this rule is when PRC is used to allow an AG to obtain verified employment in another county or state.

SHORT TERM NEED - Short term need is a need which should be able to be met with no more than 90 days assistance.

TOTAL GROSS INCOME - All income received by the AG during the budget period. This includes both earned and unearned income as well as income normally exempt or disregarded when determining eligibility for OWF or Disability Assistance. The only exclusion or deduction to this amount is court ordered child support or alimony when paid to an individual not included in the eligible PRC AG.

The Marion County Human services PRC plan is effective **October 1, 1997**. Revision will take effect on the date of signature.

A PRC service is not ongoing OWF (formally TANF) assistance. PRC services are:

1) Services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support.

2) One-time, short term assistance which is limited to the amount actually required to meet the presenting need (in combination with any resource co-payment required), up to a program maximum of \$1,200.00 per 12 consecutive month period of eligibility. This will include payments from a similar program in another state. Any number of individual payments can be made during this period as long as they are non-repetitive, non-ongoing occurrences. In addition any individual payment must be within the scope of coverage limitations as outlined in the Marion County PRC plan. A redetermination of financial eligibility will be completed each time any member of the PRC AG applies for PRC assistance. Any liquid resources over the amount of \$150.00 must be applied toward the presenting need unless the PRC AG identifies and can verify the resource is required to meet a reasonable need within the next 30 days. A reasonable need is defined as a need that if not met threatens the safety, health, or well-being of the PRC AG. This could include such things as rent payments, utility payments, etc. In these cases the resource limit shall not exceed \$500.00 before such resources shall be used to meet the PRC request. All liquid resources shall be verified as to current value. Applicable co-payments must be documented in the case file.

ELIGIBILITY AND APPLICATION

The PRC AG members must complete the form Prevention, Retention, and Contingency Program (PRC) Application to request PRC. Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services and whether the County Department of Human Services determines that provision of PRC will satisfy the need on an ongoing basis. The PRC AG must be a resident of the county in order to receive PRC assistance. Application for the PRC program is made by completing the ODHS 3800 (9/97). In order for the PRC AG to be found eligible, the PRC AG's applicable total gross income must be at or below 185% of Federal Poverty Guidelines (FPG) in effect August 1, 1999, (Exception, please see Outreach and Enrollment Activities under PCSA) and updated annually. PRC assistance is only available to members who haven't received PRC assistance above the monetary cap during the previous 12 consecutive months. The level of PRC assistance will be determined by subtracting any PRC assistance received by an AG member in the last 12 consecutive months from the monetary cap. This would include:

1. Any assistance received in another county.
2. Any assistance received from a similar program in another state.

Families receiving assistance under another program may receive PRC assistance if all eligibility requirements are met. The county is responsible for using objective criteria when determining eligibility in a fair and equitable manner and approving or denying the application within 30 calendar days after receipt of a completed signed and dated application. The CDHS shall meet the timeliness standards of 3 working days to authorize PRC services provided the application process has been completed. The

completed application process is defined as having all necessary verifications in order to determine an AG's eligibility for the PRC program and the information necessary to issue a PRC payment (i.e. estimates, Landlord/Tenant agreement etc.).

In the event these are not received within this 30 day period the AG shall be required to reapply for the program and have their eligibility redetermined. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC Program can be of benefit will be determined by the CDHS. Under this program, a PRC assistance group, as defined in this plan and meeting the program's eligibility requirements, may receive customized assistance, goods, or services, as determined by the county department of human 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, the CDHS must inform individuals about other programs (i.e., Medicaid and Food Stamps) that are available and hearing rights that are applicable.

Services are provided to an assistance group to prevent 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 employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to meet a presenting or contingent need which, if not satisfied, threatens the safety, health, or well-being of one or more PRC AG members.

Former FEA program policies and benefits are replaced by the PRC Program. The CDHS shall enter the PRC AG into CRIS-E for statewide clearance and PRC authorization.

All income which has been received by any member of the PRC AG during the 30 day budget period is considered when determining financial need. The 30 day budget period begins on the application date and ends 30 days hence, thereby taking into account anticipated changes in the immediate future. The income received during this period is used in the computation of financial eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF or DA except court ordered child support or alimony when paid to an individual not included in the eligible PRC AG.

With the above exceptions, the total gross income, both earned and unearned, of all the PRC AG members, must be counted. There are no deductions or exclusions allowed from any type of countable income. Written or verbal verification from the source of the income is required. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the:

1. Name and position of the supplier of the information
2. The date the verification was obtained
3. The amount of the verified income
4. The name of the individual who obtained the verification.

A current signed and dated application will act as the release of information when making collateral contacts.

The gross amount of the PRC AG's countable income is totaled and compared to 185% of the Federal Poverty Guidelines for the PRC AG size. If the total PRC AG income

is equal to or less than 185% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement. If the PRC AG's countable income exceeds 185% of the FPG for the PRC AG size, then the PRC AG is not eligible for assistance through the program. Any liquid resources over the amount of \$150.00 must be applied toward the presenting need unless the PRC AG identifies and can verify the resource is required to meet a reasonable need within the next 30 days. A reasonable need is defined as a need that if not met threatens the safety, health, or well-being of the PRC AG. This could include such things as rent payments utility payments etc. In these cases the resource limit shall not exceed \$500.00 before such resources shall be used to meet the presenting need. If this amount exceeds the amount of the presenting need, the PRC program cannot be used.

Applicants who are ineligible include:

- 1) Fugitive felons and probation and parole violators
- 2) AG individuals with any outstanding TANF, ADC, OWF or PRC "erroneous payment" balances that are household error as indicated on the ODHS 7095.

Exceptions will exist for individuals that:

(A) have a signed repayment agreement dated after 9/30/97 and are in good standing as defined in this plan. In the event that payments are not current, the AG will have the option of paying a lump sum that would bring their payment record up to date.

(B) If the AG signed a repayment agreement prior to 9/30/97 or has no repayment agreement in place, they have the option of signing a new repayment agreement to bring them into good standing status. They would

also sign a notification that any future requests for PRC would be denied if they do not follow the new repayment agreement. (Attachment 1)

3a) Any AG who is determined by the courts or state hearing to have committed an Intentional Program Violation will be ineligible for the PRC program for the duration of the IPV sanction And/or until all of the fraudulent overpayment(s) are paid in full.

3b) Anyone that has a pending or is currently serving a disqualification for cash would be ineligible for PRC.

3c) If a judgement has been granted in a civil action and the AG has signed a repayment agreement (regardless of the date) they must be or become current in their payments before PRC can be issued. If they have never entered into a repayment agreement, they must do so before PRC can be issued. If earnings are being garnished by the Department, the AG is considered in default and PRC cannot be issued until the debt is paid in full.

4) Individuals ineligible for other programs, i.e. food stamps, child support, child care, due to:

(A) deliberate non-compliance with the terms of their assistance and/or self-sufficiency contract or,

(B) the imposition of any type of penalty due to an AG failure.

5) AG's who are under or proposed to be sanction on the OWF program, including LEAP sanctions.

6) An unmarried, non-graduate parent under 18 not attending high school or equivalent

- 7) An unmarried parent under 18 not living in an adult supervised setting.
- 8) A LEAP participant under age 20 not living in an adult supervised setting.
- 9) A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years.
- 10) Families who do not use their own resources to help meet their need or the family caused the emergent need to occur through some action or lack of action on their part. An example of this would include any presenting need brought on by refusing to accept or quitting a job without good cause as defined in the Marion County OWF work activities plan within 60 days from the date of PRC application. In no instance will PRC be authorized if the AG terminates employment, without good cause, during the application process. PRC may not be issued if it can be shown through past history that the AG has planned and anticipated a presenting need on an annual basis.
- 11) An individual not cooperating with establishing paternity or obtaining child support is ineligible.

EXPLORING COMMUNITY RESOURCES

Every effort must be made to explore the availability of resources within the local community prior to authorization of PRC. For the purposes of PRC, the “community” could be defined to include areas beyond the county’s boundaries. A PRC AG is required

to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the agency's attempt to locate and utilize community resources. PRC may be issued in combination with existing resources if it is necessary to reduce or eliminate the presenting need.

AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the presenting need, up to the program maximum of \$2,000.00 per 12 consecutive month period of eligibility. Any number of individual payments can be made during this period as long as they are non-repetitive, non-ongoing occurrences. In addition, any individual payment must be within the scope of coverage limitations as outlined in the Marion County PRC plan. In no situation will PRC be issued directly to a relative, as defined in this plan, of the PRC AG.

The Department reserves the right to prioritize the types and amounts of benefits and services provided if it appears that available PRC resources will be exhausted. This prioritization will be non-retroactive and objective. Examples of some of the general categories of benefits and services to be provide via the PRC Program are:

1. **SHELTER EXPENSES** - Rent, deposits, utility bills, home repairs, emergency shelter as defined below:

A. Rent and/or Deposit - To establish permanent housing, a maximum amount of \$1,500 (including lot rent) not to exceed two months rent and/or a security deposit may be issued where the following conditions listed in A.(1) through A.(7) apply:

- 1) The AG is residing in a homeless shelter. (verification required)
- 2) The AG is homeless. (verification required from the AG)
- 3) The AG is residing in a shelter for domestic violence. (verification required)
- 4) The AG's current living arrangement has been deemed uninhabitable as certified by a city, county, township, or state agency having the legal authority to declare a residence uninhabitable. (verification required)
- 5) The AG's current living arrangement has been deemed overcrowded by the landlord and/or another AG with whom the applicant AG resides (verification is required).
- 6) The Landlord is selling the property and the AG must secure new housing. (verification required)
- 7) The AG has a court ordered eviction and the PRC payment will either prevent the eviction, as verified by the landlord, or will establish a new residence.
- 8) Mortgage - The PRC program may provide no more than \$2,000.00 or the equivalent of 4 months past due mortgage payments, whichever is less, to forestall a legal foreclosure.

Additionally, the following conditions must be met to issue PRC under A.(1) through A.(8):

Deposit - In no case may the deposit exceed the first months rent. If PRC is used to pay a deposit, a Deposit Repayment Agreement (ODHS 7337) must be completed and signed by the Landlord or designated representative.

Ongoing Need - In situations where an AG's current income is less than the estimated shelter costs the AG must indicate they have a reasonable plan to meet the ongoing expenses.

Limit - Benefits may only be issued one time under 1(A) during a 12-month period. The 12 month period begins when any benefit is issued under A.(1) through A.(8).

B. Emergency Shelter - Emergency Shelter may be issued up to a maximum of \$500.00 while permanent housing is being established. Emergency shelter is intended to cover short term residence at a hotel, motel or emergency shelter facility. The issuance of Emergency Shelter shall not prevent an AG from using the PRC Program for Rent and/or Deposit to establish permanent housing. PRC for emergency shelter may only be used once during a 12 month period.

C. This space intentionally left blank.

D. Down Payment Assistance Program (DAP) - *The objective of this program is to assist low to moderate income families to sustain self sufficiency through home ownership. Through this program, families will gain a sense of self-worth and motivation to sustain employment as home ownership provides an investment*

toward economic independence. Specific information regarding PRC guidelines as they apply to the **Down Payment Assistance Program** are contained in the

- 1) **MCDHS Housing Partnership Downpayment Assistance for Home Ownership guide**
- 2) **Loan Officer/Lending Institution Collaboration Agreement**
- 3) **MCDHS -DAP Borrower Application and Lender Worksheet**
- 4) **Lender's Guide**
- 5) **Promissory Note**
- 6) **Mortgage Deed**
- 7) **PRC Addendum No. 1, Down Payment Assistance Program**

These items are considered part of the PRC plan and are maintained as a separate folder with the plan.

E. Utilities - The maximum amount which can be issued under the PRC program for utility assistance cannot exceed \$175.00. Conditions by which assistance can be authorized include:

- 1) Shut-off situations or where utility service has been turned off due to non-payment, or transfer is necessary to maintain the service.
- 2) Bulk fuel situations where there is less than a 10 day supply remaining, and
- 3) The PRC AG must be responsible for payment and
- 4) The AG must be on or show verification of PIP enrollment in the case of regulated utilities, unless such enrollment would adversely affect the AG.

Assistance cannot be issued for utilities covered by the HEAP program during the “winter heating season”, i.e. the time covered by the HEAP program. The PRC program may be issued even if the utility is currently turned off. Dates of service must be established prior to issuing assistance. Utility assistance would only be issued in cases where there is a reasonable need as defined in this plan.

E. Home Repairs - PRC may be issued for home repairs up to a maximum of \$1,200.00 when of such repairs are necessary for the health and/or safety of the AG. Home ownership or responsibility for maintenance of the home in the case of a life lease must be verified. The possibility of any payment by a homeowner’s insurance policy must be considered prior to the issuance of any PRC assistance. Replacement cost will only be issued in cases where repair is not deemed cost effective. At least two (2) estimates (three (3) may be required depending on the overall amount) are required prior to authorization of repair. These estimates must be done by persons other than the participant or the participant’s family and may be included in the total assistance granted the AG as long as they are within community standards and the total amount, including repairs, remains under the \$1,200.00 monetary cap.

F. Telephone - The PRC Program may be used for telephone installation when telephone service is deemed necessary for medical purposes by a licensed physician. A maximum amount of \$200.00 is available for such services.

G. Food - The PRC program may be used to assist in situations where an AG’s food stamps have been stolen, as evidenced by a police report, as well as situations where food has been destroyed through no fault of the PRC AG (i.e. a power

outage). The amount issued will be determined by prorating the AG's allowable food stamp allotment by the number of days remaining in the month. The PRC program may not be used to assist with food in any other circumstances.

2. TRANSPORTATION EXPENSES - Automobile repairs, and bus tickets and other types of transportation expenses may be covered in cases where they are needed to obtain or retain employment. Repairs must be performed by a legitimate repair source, and only after at least two estimates (3 may be required depending on the overall amount) are obtained. These estimates must be provided by people other than the participant or a member of the participant's family and may be included in the total assistance granted the AG as long as they are within community standards and the total amount, including repairs, remains under the \$1,200.00 monetary cap.. Proof of ownership valid driver's license and verification of the state minimum level of insurance is required in situations of automobile repairs. The County must be held harmless for work completed through the PRC Program. This methodology may be superseded if the county has obtained a vendor through proper RFP procedures and the needed repair can be done by such a vendor.

3. SHORT TERM VOCATIONAL EDUCATION EXPENSES - This may be covered in situations where it is necessary to obtain or retain employment as documented by the employer.

4. HOUSEHOLD APPLIANCES - There is a limit of \$600.00 per appliance (or no more than \$1,200.00 if 2 or more appliances are needed) per 12 month period. Replacement can only be done if repair is not cost effective. Repairs must be performed by a legitimate repair source. At least two estimates are required prior to authorization of repair. These estimates must be done by persons other than the participant or the

participant's family and may be included in the total assistance granted the AG as long as they are within community standards and the total amount, including repairs, remains under the \$600.00 (1,200.00 for 2 or more) monetary cap. PRC for appliances may be approved if the AG has moved from an apartment or home, rented or owned, where appliances were furnished, and has moved to an apartment or home where the appliances are not furnished. Non-essential appliances such as Clothes Washers, Clothes Dryers, or Room Air Conditioners may be approved with documentation from a licensed physician, indicating that the appliance is an appropriate need due to medical reasons.

5. JOB RELATED EXPENSES - Licensing, pre-employment testing, and uniforms may be covered when said equipment is necessary to obtain or retain employment as verified by the employer. Tools and safety equipment may be provided if there is a verifiable need from the employer. At least two (2) estimates (three (3) may be required depending on the overall amount) are required prior to purchase of items over \$50.00.. These estimates must be done by persons other than the participant or the participant's family. Any safety equipment and tools purchased through this program remains the property of the Marion Department of Human Services until the recipient has maintained the job for 3 consecutive months as verified by the employer and documented in the case file. The AG shall be required to sign a Memorandum of Understanding agreeing to this policy. There is a limit of \$500.00 per 12 month period.

6. JOB SUPPORT SERVICES - Assistance shall be authorized for prevention and diversion services as determined by the CDHS/AG's assessment/self-sufficiency case plan, (i.e. alarm clock, car seat, or any other non-ongoing and non-repetitive service deemed necessary by the case manager in order to obtain or retain employment as verified by the

employer). Assistance may be authorized by the case manager in the event it meets the terms of the participant's self-sufficiency case plan in preparing them for gainful employment. Verification of employment or offer of employment is not necessary for those training and education activities directly linked to vocational objectives (e.g. tuition for Tri-Rivers Business Office Technologies course).

7. INTERVENTION SERVICES can be covered as indicated by the AG's DHS, Family and Children First Team or CSB self-sufficiency contract/family case plan for a period not to exceed 90 days. The CDHS shall be responsible for making the final determination in this category of need.

8. PROTECTIVE SERVICES AND OUTREACH & ENROLLMENT ACTIVITIES-

Family stability is an essential component to self-sufficiency. The goals of OWF are compatible with and supportive of outcome expectations of child welfare services. Therefore, addressing family needs through child welfare services does not in fact maintain a primary focus on self-sufficiency and OWF participation. The PRC Program can be used to provide assistance to a family, at or below 185% of the FPG, involved with the Marion child protective services agency for special needs, i.e. cluster, wrap around services. As outlined by the contractual agreement, there is a maximum of \$100,000 for SFY 1999 ending 6/30/99. Recommendations will come from the Family and Children First council having been initiated by a cluster/wrap around service committee. Necessary documentation to issue PRC shall come from the CSB Director or his/her designee. The CDHS director/or his or her designee, shall approve all expenditures prior to authorization and issuance of these funds. The family who is approved by CSB to utilize these funds shall not be found eligible for additional CDHS PRC funds until applicable PRC time limits have

been met. Eligibility rules as defined as “No Options” in the Guidance Criteria for PRC State Model (Exhibit1), as well as income guidelines, authorization of services and operational procedrues as written in this plan, will apply. (See contractual agreement Exhibit II.) The maximum cap of \$1,200.00, per family, is waived if issued under this section.

9. DISASTER RELATED ASSISTANCE - Special disaster related funds can be accessed in situations where the Governor of the State of Ohio has designated the county as a disaster area or under a state of emergency. Referrals will come through and be coordinated with the American Red Cross of Marion County. The income limit of 185% and the liquid resource limits are waived in these situation. An AG must still contain a minor child as defined in the plan. An AG must first attempt to access their insurance prior to using the PRC Program. PRC can be used to cover insurance deductibles when other eligibility criteria are met. Disaster Related Assistance is available even if the AG has used the program maximum under the regular PRC program. The CDHS may issue a one-time cash payment and/or services up to \$1,500 per family dwelling using the Disaster Relief funding per ODHS letter dated 7/1/98.

AUTHORIZATION OF PAYMENT

Once eligibility for PRC is established and the provider of the service is willing to accept and has agreed to the methodology of payment, the CDHS director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization

may occur at any time during a period beginning on the date that PRC is approved and extending for 30 calendar days from that date. If authorization has not occurred by that time, the agency may require the AG to reapply for assistance.. 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 CDHS. All PRC payments are made by the CDHS to the vendor. The county must ensure that its policies meet all auditing requirements. The CDHS shall recover fraudulently PRC program overpayments as defined in the MCDHS Fraud Plan.

It is understood that the Ohio Department of Human Services, the Marion County Department of Human Services, and the Board of the Marion County Commissioners shall be held harmless against any and all liability, loss, damage and/or related expenses incurred through the provision of the PRC program.

NOTICE OF APPROVAL/DENIAL

If it is determined that an application for PRC is approved, the CDHS shall mail or otherwise deliver the ODHS 4074, “Notice of Approval of your Application for Assistance.” If it is determined that an Application for PRC is denied, the CDHS shall mail

or otherwise deliver the ODHS 7334, “Notice of Denial of Your Application for Assistance.” All PRC AG applicants will be afforded due process as outlined in the OAC.

The Marion County Department of Human Services agrees to implement the PRC Program as written above. This plan may be reviewed and amended at any time. Amendments will be effective on a date established by the CDHS but in no case may they be retroactive.

Director
Last amended 11/20/98

Date