



Gallia County

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PREVENTION RETENTION & CONTINGENCY (PRC) PROGRAM

Effective October 1, 2015 through September 30, 2017

Table of Contents

<u>Description</u>	<u>Reference (Program) Code</u>
Detailed Index for all Programs	Index
Program General Description/Explanation/Eligibility Section	1000
PRC Disaster Assistance	2000
Contingency Section	3000
Prevention Retention-Employment Related Section	4000
Special Projects Section	5000
Contracted Projects Section	6000
PRC Plan Authorization Section	Authorization
Budgets and Amendments Section	Attachments

Index

<u>Reference (Program)</u> <u>Code</u>	<u>Description</u>	<u>Page</u>
Index	Detailed Index for all Programs	1-2
1000	Program General Description/Explanation/Eligibility	3-9
1100	Residence	4
1200	Eligibility and Application	4-7
1300	Exploring Community Resources	7
1400	Amount and Types of Assistance	7-8
1500	Final Processing-Approval/Denial	8
1600	Financial Management	8-9
2000	PRC Disaster Assistance	9-10
3000	Contingency Section	10-13
3100	Necessary Clothing	10
3200	Rent	11
3300	Emergency Shelter	11-13
3400	Utilities	13
4000	Prevention Retention-Employment Related	14-17
4100	Job Related Support Services	14-15
4200	Vehicle Expenses	15-16
4300	Transportation Subsidy	16-17
5000	Special Projects	17-22
5100	Subsidized Employment Program For Youth	17-18
5200	Employer Subsidy	18-19
5300	School Clothes/Supplies	19-20
5400	Job Skills Training Supportive Services	20
5500	Community and Economic Development Services	20-21
5600	Youth Education to Employment	21-22
5700	Community Outreach	22

Index

(Continued)

<u>Reference (Program)</u>	<u>Code</u>	<u>Description</u>	<u>Page</u>
6000		Contracted Projects	23-25
	6100	Pregnancy Prevention/Reduction Program(s)	23
	6200	Job Readiness/Job Skills Training Program(s)	23
	6300	OSU-Extension 4-H Outreach Program(s)	23
	6400	Budget Counseling Project(s)	23
	6500	Domestic Violence Services	24
	6600	Communicable Disease Education and Prevention Project(s)	24
	6700	Tutoring and Education Related Services	24
	6800	Parenting Preparedness and/or Family Stability Program(s)	25
Authorization		PRC Plan Authorization	26
<u>Attachments</u>		PRC Plan Attachments	27-28
	A	FY2016 PRC Budget	27
	B	FY2017 PRC Budget	28
	C	FY2016 PRC Plan Amendments (if applicable)	TBD
	D	FY2017 PRC Plan Amendments (if applicable)	TBD

TBD – page number to be determined if amendment to FY budget and/or program during corresponding FY.

1000 - PROGRAM GENERAL DESCRIPTION/EXPLANATION/ELIGIBILITY SECTION

The Prevention, Retention & Contingency (PRC) Program is assistance or services needed to overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility for families with at least one minor child under the age of eighteen living in the home. The PRC Program encourages families to attain and retain employment, prevents dependency, promotes family stability, and protects families from the consequences of catastrophic situations. The PRC program is not ongoing Ohio Work First (OWF)/Temporary Assistance for Needy Families (TANF) assistance. The Gallia County Department of Job and Family Services (GCDJFS) PRC Program is designed to meet the emergent and/or employment-related needs of an eligible assistance group depending upon the availability of funds. The PRC assistance group must demonstrate a specific crisis situation. The PRC Program consists of:

- (1) Services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support; or
- (2) One-time, short-term assistance which is limited to the amount actually required to meet the presenting/emergent need;
- (3) Contingency benefits are for an emergent need that threatens the health, safety or decent living arrangements to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and marriage.
- (4) Employment Related Services - Prevention and Retention benefits can be authorized for employment-related purposes to provide goods and/or services needed to attain or retain employment for the PRC assistance group employment-seeking adult member.
- (5) Various services provided by a provider contract are offered to assist PRC assistance groups. These services are briefly mentioned in the PRC plan and described in detail within the provider(s) contract.

The PRC plan describes the above benefits, maximums, restrictions, etc. Any number of individual payments can be made during the FFY period as long as the payments are distinctive, non-ongoing occurrences, do not exceed the maximum for the PRC assistance group over the FFY period and as long as the project has been funded and funding remains within the budget for the specific PRC program. (Refer to Section 1600 of the PRC plan for further discussion of the overall PRC budget and how it affects the availability of services within the PRC plan.)

A PRC assistance group must at a minimum consist of a:

- A minor child who resides with a parent, specified relative, legal guardian or legal custodian, (a child may be temporarily absent from home provided OWF temporary absence requirements are met). A minor child is defined as an individual who has not yet attained eighteen years of age or has not attained nineteen years of age and is a full-time student in a secondary school or in the equivalent level of vocational or technical training and the adult has legal custody or guardianship of the child.
- A medically-verified pregnant woman with no minor children; (the unborn child is considered a minor child).
- Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and are ordered into an employment program by a court or referred by the child support enforcement agency (CSEA) and are complying with the employment program to find a job. Non-custodial parents will not be eligible for PRC benefits that are provided specifically for

the child(ren), (such as school clothing/supplies project, etc.) or contingency related services or any other service that would result in a direct payment to the non-custodial parent. Non-custodial parents are eligible for employment related services only and must meet all other eligibility requirements.

1100 - RESIDENCE

PRC benefits and services are available only to residents of Gallia County. All applicants for PRC benefits and services will be required to provide verification of residency. Verification may be a utility bill in the name of the applicant with a Gallia County address or a postal verification or other form approved by the director or designee.

1200 - ELIGIBILITY AND APPLICATION

GCDJFS is responsible for using objective criteria when determining eligibility and approving or denying the PRC application. The PRC application will be processed (approved or denied) within thirty (30) days after completion of the application process; which includes verification of information, in a fair and equitable manner. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. The PRC application may be denied based solely on the expiration of the time frame if the delay cannot be supported. The PRC case records will include sufficient documentation of the case activity on the PRC application, including but not limited to an explanation of unexpected or unavoidable delays in processing the application. 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 GCDJFS PRC eligibility worker. The PRC assistance group that includes at least one minor child or a medically-verified pregnant woman and meets the program's eligibility requirements may receive customized assistance, goods, or services as determined by the GCDJFS PRC eligibility worker. The PRC 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 Ohio Works First assistance group case is active is not a sole determining factor in the consideration of eligibility for the PRC Program. In addition, the GCDJFS eligibility determiner must inform individuals about other programs (for example: Medicaid, Food Assistance) that are available and about hearing rights that are applicable.

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

Eligibility for PRC is dependent upon the PRC assistance group's demonstration and verification of the need for financial assistance and/or services, and whether the GCDJFS determines that provisions of the PRC Program will satisfy the need. If the PRC maximum dollar amount allowed will not meet the emergent need and the PRC assistance group can make a co-payment and/or arrangements with the provider for the balance due not covered by the PRC Program, written verification is required, then payment will be made. If such arrangements cannot be made, the PRC application must be denied because the need cannot be met. The PRC assistance group must also demonstrate the assistance group will have sufficient funds to meet the need in future months, for example, a payment of rent or mortgage can only be made if the assistance group can make the payment in future months.

In order for the PRC assistance group to be found eligible, the PRC assistance group must have insufficient liquid assets (resources) to meet their needs and their income must be at or below 200% of the Federal Poverty Guidelines (FPG) currently in effect unless otherwise noted in this plan. The Federal Poverty Guidelines are to be updated yearly usually in March. PRC assistance is only available to members who have not received PRC assistance exceeding the established maximum amount during the current FFY, (unless authorized by the Director or designee). Families receiving assistance under another program may receive PRC assistance.

All income plus available liquid assets (resources) received or on hand by any member of the PRC assistance group during the thirty (30) day budget period in excess of \$500.00 is considered when determining financial need. The thirty (30) day budget period begins 30 days prior to the date of application and ends on the application date. The income received, as well as available liquid assets (resources) on hand during this period are used in the computation of financial eligibility. All income and/or liquid assets (resources) which are normally exempt or disregarded when determining eligibility for Ohio Works First are included in the budget computation of PRC financial eligibility. Earnings of a child (the child must be a full-time high school student under the age of 19) are excluded in the calculation of the gross monthly income. Child support received by the assistance group is not counted in the PRC budget computation. Military income/earnings described in Family Stability Letter #28 are excluded in the PRC budget. Liquid assets (resources) are defined as something to which a value can be assigned and can easily be converted into cash.

The total gross income, both earned and unearned of all PRC assistance group members except as noted above, is counted in the PRC financial budget process. There are no deductions or exclusions allowed from any type of countable income. Written verifications of income and/or liquid assets are required.

When all the liquid assets (resources) or cash on hand available to the PRC assistance group are insufficient to meet the emergent need; the gross amount of the PRC assistance group's countable income is totaled and compared to the amount the 200% of the Federal Poverty Guidelines amount for the PRC assistance group size. If the total PRC assistance group income is equal to or less than 200% of the FPG (unless otherwise noted) amount for the applicable PRC assistance group size, the PRC assistance group meets the income requirements. For an assistance group with no minor children but a medically-verified pregnant woman, the unborn child is considered an assistance group member.

Excess or overage funds received from federal and/or state financial aid or student loans for those PRC applicants that are attending post-secondary training/education are not considered available resources to the PRC assistance group in the eligibility process.

For the purposes of the PRC Program, resources are defined as being both liquid and available during the period which must be applied toward helping the assistance group meet the emergent need. Liquid assets are those resources which are payable in cash upon demand within the budget period in excess of \$500.00. Available liquid assets are those in which the assistance group members have a legal interest and legal ability to use or dispose of them. If such legal interest/ability does not exist, the value of the liquid asset is unavailable for the PRC assistance group. Two vehicles for each assistance group and one homestead property will be exempt. All vehicles in excess of two will be considered an available resource, unless used by an additional assistance group member for transportation to employment or for furthering education.

Applicants who are automatically ineligible include the following:

- (1) AG determined ineligible due to other provisions in the PRC plan; or
- (2) Individual is not a citizen of the United States or a qualified alien; or
- (3) Applicant not a resident of Gallia County; or
- (4) AG or single individual without a minor child in the household (unless such individual or AG member is pregnant or meet the requirements of a non-custodial parent);
- (5) AG member fraudulently received assistance under OWF and/or PRC Program and repayment has not been paid in full or until ten years have passed when fraud relates to misrepresentation of address between two or more states. (Refer to ORC 5101.83 & OAC 5101);
- (6) AG includes fugitive felons, probation/parole violators. (Refer to ORC 5107.36)

The GCDJFS PRC Plan's format describes each covered service and notes if the covered service is Contingency or Prevention/Retention. Services with the notation of Prevention/Retention are considered employment-related. Prevention/Retention services shall be authorized only if the PRC assistance group contains at least one employed adult member or an adult member with a verifiable job offer. The aforementioned employed adult member must establish the employment-related service is necessary in order for the employed adult member to retain employment or prevent the employed member from losing the employment. A PRC assistance group without an employed adult member or an adult member with a verifiable job offer is not eligible to receive employment-related services (Prevention/Retention). A PRC assistance group without an employed adult member has potential eligibility for Contingency services only. PRC assistance groups with an employed adult member however may be eligible for what is normally considered a contingency service if the requested service will prevent the adult member from losing employment or if the contingency service will assist the employed adult member to retain employment. The contingency service in this situation would be considered employment-related and would count toward the PRC maximum Prevention/Retention limit.

In addition, the GCDJFS PRC Plan describes services that may be provided via a provider contract. Eligibility for the contracted services is described in the provider contract. A completed PREVENTION RETENTION AND CONTINGENCY (PRC) APPLICATION ODJFS #3800 is needed to request PRC assistance.

Applications for Ohio Works First (OWF) may also serve as applications for PRC if thirty days have not expired from the initial application date, (special projects may allow expanded OWF eligibility as defined in the special project). The application must be signed, dated and include all the information needed to determine eligibility for PRC.

All PRC applicants will be advised of their hearing rights and will be provided with a copy of the JFS 4059, Explanation of State Hearing Procedures upon initial application. 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).

Services and benefits shall be provided which directly lead to or can be expected to lead the family to becoming self-sufficient by accomplishing one of the four purposes of TANF (as per 45 C.F.R. Section 260.20):

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 dependence of needy parents on government programs by promoting job preparation, work and marriage;
3. Prevent and reduce out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
4. Encourage the formation and maintenance of two-parent families.

TANF Purpose 3 and/or 4 do not require a financial need eligibility requirement per ODJFS PRC Reference Guide, unless such requirement is imposed by the County Department of Job and Family Services. Such requirement will not be imposed for GCDJFS. Pursuant to Section 5108.10 of the Revised Code and ODJFS PRC Reference Guide, an application is not required for programs where the benefit or service does not have a financial need eligibility requirement. As such, none of the eligibility criteria stated above are required to be verified for programs that fall under TANF Purpose 3 and/or 4.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

1300 - EXPLORING COMMUNITY RESOURCES

Every effort shall be made by the AG to explore the availability of resources within the local community prior to applying for PRC. For the purposes of the PRC Program, the community is defined to include areas beyond the county's boundaries. The GCDJFS PRC eligibility worker may deny a PRC application when the worker determines it would be more appropriate to refer the applicant(s) to known community resources which may be contracted for or otherwise utilized to help meet the episode of need.

1400 - AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the episode of need up to the maximum of \$1,000 per FFY. Any number of individual payments can be made during the FFY as long as each payment is distinctive, non-ongoing occurrences and in total do not exceed the maximum stated above. The GCDJFS Director or his designee can make case-by-case exceptions to the maximums.

The items and services provided by the PRC Program are detailed by section. This is an all-inclusive listing of scope of coverage. Any item or service listed is to be available to meet the needs of any eligible PRC assistance group. However, availability of services is dependent upon funding and services may be eliminated without notice if funding is no longer available to support the programs. The GCDJFS Director and/or his designee will determine which programs within the PRC plan will be temporarily suspended if a lack of availability of funds is determined.

The Director of GCDJFS may authorize TANF funding for use in any special projects that meet the general TANF goals as well as authorize reimplementations of any prior PRC program not currently being offered if additional funding would become available for such projects. These projects may provide services up to the limits specified by each such project without limitation or regard to the maximum benefit caps specified

above. Applications for special projects will be designated by the Director or his/her designee. Amendments to the PRC plan, as a result of special projects, may be made at the sole discretion of the Director.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

1500 – FINAL PROCESS - APPROVAL/DENIAL

When eligibility for PRC is established, the GCDJFS eligibility determiner with the approval of the GCDJFS Director or his designee will authorize and generate payment for the assistance, goods and/or services. Authorization may occur at any time during the period beginning on the date the PRC funds are approved. Payments are to be authorized within the appropriate periods. PRC payments will be made to vendors in accordance with the policies and procedures of the GCDJFS.

Notices of Approval and/or Denials: The GCDJFS eligibility determiner shall mail or otherwise deliver the ODJFS 4074 - Notice of Approval of Your Application for Assistance if the PRC assistance group is determined eligible for PRC funds/goods/services. The GCDJFS eligibility determiner shall mail or otherwise deliver the ODJFS 7334 - Notice of Denial of Your Application for Assistance if the PRC assistance group is determined not to be eligible for PRC funds/goods/services. Some special projects may not require a formal notice of eligibility and projects where no eligibility is determined for TANF purpose 3 and/or 4 may not require such notification.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

1600 - FINANCIAL MANAGEMENT

The GCDJFS PRC Plan reflects all possible project areas in which PRC funds may be utilized. The PRC Plan Budget reflects which project has funding budgeted for the fiscal year. Attachment A reflects the PRC Plan's Project Budget for all projects except for the contract and special projects that are funded outside of the established PRC Plan Budget.

If a program within the PRC Plan has not been budgeted for, the program will not be offered; therefore, an eligible applicant will not receive any funding from that program.

The budget will be monitored by tracking actual expenditures during the Federal Fiscal Year (from October 1 through September 30) and comparing that to the amount budgeted. Changes in the PRC budget will be reflected as an amendment to the PRC Plan. As per the ODJFS PRC Reference Guide dated May 2013, the PRC Plan may be amended by the GCDJFS Director. A significant amendment requires the approval of the Board of County Commissioners. Amendments as a result of the above situations would not be considered significant unless the total change in available funds within the GCDJFS fiscal budget exceeded ten (10) percent.

GCDJFS will amend the PRC budget to limit the provisions of PRC services/programs based on the availability of funds to cover the services/programs. Should budgeted funds become limited, the GCDJFS Director may:

- 1.) Reduce the FPG from 200% down to a minimum of 100% on all applications; and/or
- 2.) Process contingency applications only; and/or

- 3.) Reduce the PRC maximum limits; and/or
- 4.) Reduce the number of and/or amount budgeted for PRC programs and/or special projects.

Should additional funds become available, the GCDJFS Director may:

- 1) Increase the FPG from 200% up to a maximum of 300% on all applications; and/or
- 2) Increase the PRC maximum limits; and/or
- 3) Increase the number of and/or amount budgeted for PRC programs and/or offer special projects.

The programs within the PRC Plan will be implemented based upon the Federal Fiscal Year (FFY) Budget and Attachment A will reflect the FFY2016 original budget and Attachment B will reflect FFY2017 original budget. Any amendments to the PRC's FFY original budget and/or the original PRC Plan/Programs will be added to the plan as Attachments. For example:

Federal Fiscal Year (FFY)	Original FFY Budget	Amendments (if needed)
2016	Attachment A (FFY2016)	Attachment C
2017	Attachment B (FFY2017)	Attachment D

Special Projects are listed under Section 5000 and Contract Projects are listed in Section 6000. Special Projects and Contracted Projects budgets are outside of the PRC Budget and shall be established per project when funds are available. Notification of implementation of such projects will be evident through a form of public notice as determined by the Director and/or designee. Such projects will have stipulations as determined by the Director. If such projects do not fall under TANF Purpose #3 and/or #4, eligibility shall be determined as per the PRC Plan. However, such projects will not count toward a family's eligibility maximum dollar amount for any other PRC services or vice-versa. Specific services rendered, including the application and eligibility guidelines, time limits and maximums per AG will be at the discretion of the GCDJFS director or designee for such projects. The GCDJFS Director may prepare and sign an amendment to the PRC Plan to briefly describe any Special Project and/or Contract Project being offered (if not already addressed in the PRC Plan). Contract projects shall require the approval of the Gallia County Board of Commissioners and will be reflected as part of the contract approval.

2000 - PRC DISASTER ASSISTANCE PROGRAM

To the extent permissible under Federal law and/or Ohio statutes and regulations, the GCDJFS Director may authorize TANF discretionary funding for disaster relief when a State of Emergency has been declared by the federal government or the Governor of the State of Ohio. This disaster relief will be made available to eligible families with unplanned expenses related to natural disasters, (i.e., must have been adversely effected by the emergency condition). Eligibility shall be determined based upon the TANF guidelines in effect at that time including exceptions specified by law or regulations. The relief amount for natural disasters will be discretionary per assistance group, with a maximum amount to be specified by the GCDJFS Director which will be based on available funding and within the maximums set by Federal/State and/or granting agency. (Maximum reimbursed by the State is currently set at \$1,500 per household and shall not be exceeded unless other funding or reimbursement maxes are provided. GCDJFS director may select a lower or higher amount as determined when the disaster assistance is offered.).

Non-TANF Funds for Elderly and Disabled: In the event that a disaster or state of emergency is declared by the federal government or the Governor of the State of Ohio, Non-TANF funds for the Elderly and Disabled may be determined to be available. This disaster relief will be made available to Gallia County Residence age 55 or over, without a minor child or receiving full disability benefit payments with unplanned expenses related to natural disasters, (i.e., must have been adversely effected by the emergency condition). Other than what has been stated, eligibility shall be determined based upon the same guidelines as all other PRC assistance in effect at that time including exceptions specified by law or regulations. The relief amount for natural disasters will be discretionary per assistance group, with a maximum amount to be specified by the GCDJFS Director which will be based on available funding and within the maximums set by Federal/State and/or granting agency. (Maximum reimbursed by the State is currently set at \$750 per Non-TANF household and shall not be exceeded unless other funding or reimbursement maxes are provided. GCDJFS Director may select a lower or higher amount as determined when the disaster assistance is offered).

Disaster Assistance will be outside of the established maximums within the PRC Plan. Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

3000 – CONTINGENCY PROGRAM SECTION

3100 - NECESSARY CLOTHING EXPENSES (Contingency)

PRC can be issued for necessary clothing items in the following situations per episode of need:

- (1) To replace clothing lost or destroyed due to a fire or natural disaster, for example: a flood, tornado, blizzard, or chemical disaster or due to a state of civil disorder as declared by the Governor of Ohio; or
- (2) When a family member(s) resides or has resided within the last thirty (30) days in a domestic violence shelter.
- (3) When a PRC eligibility worker determines the need to be urgent for the well-being of a child in the household and is authorized by both the Director and Designee (supervisor).

Documentation of the episode of need may be required on a case by case basis, (such as fire marshal report, news article supporting episode, etc.) An itemized list that includes the cost of the necessary clothing as documented by the provider must be presented to the PRC eligibility worker before the clothing expenses are authorized. A copy of the documentation will be retained in the assistance group record. A maximum of \$200.00 for each assistance group member is allowed for the purchase of clothing for Contingency.

Necessary clothing benefits do not count toward the PRC assistance group's PRC Contingency program limits.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purposes 1 and 2

3200 - RENT (Contingency)

PRC funds can be utilized to make rent payments only when there is a legal court-ordered eviction pending, or if the rental property owner decided to sell the rental property causing the PRC assistance group to be displaced.

Due to eviction: PRC can be issued for payment of delinquent rent to prevent eviction due to a pending legal, court ordered eviction. A written court-order notice of such eviction or proposed eviction action, showing the date of any scheduled court appearance, is a necessary verification. A copy of the court-ordered eviction pending notice/schedule is to be retained in the case record. The PRC payment must be an amount sufficient to prevent the eviction. The amount paid is the actual rent cost necessary to prevent eviction (no court or late payment charges included) up to a maximum of two month's delinquent rent or the GCDJFS PRC maximum for contingency services, whichever is less, (amount paid counts towards the PRC maximum). Written documentation must be received from the landlord specifying the monthly rent amount, the total amount due in order to prevent the eviction, and verification that the payment will actually prevent eviction. A copy of the documentation must be retained in the case record.

In the case of the rental property owner selling (or condemning) the rental property, a maximum of one month's rent (amount paid counts towards the PRC maximum) at a new residence may be authorized. Documentation of intent to sell property must be submitted by the landlord reflecting the date the PRC assistance group must be out of the home. A statement from the new rental property owner reflecting the minimum amount required (rent, deposit, etc.) to allow the PRC assistance group to move into the rental property must be submitted. This documentation must be retained in the case record.

Applicant must prepare and submit a budget showing income and expenses with a plan on how the applicant will be able to continue making rental payments once eviction is avoided. If the plan doesn't reasonable show the participant can meet future rental payments, the GCDJFS shall deny the rental assistance and the applicant may consider applying for emergency shelter assistance in which the GCDJFS may use the same application/support/etc., to start the application process.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purposes 1 and 2

3300 - EMERGENCY SHELTER (Contingency)

A PRC payment for emergency shelter may be issued only in extreme situations when a PRC family is homeless and has no alternative living arrangements available. In that, Sleeping in places not meant for human habitation (such as: cars, parks, sidewalks, abandoned buildings); Sleeping in emergency shelters; Living in transitional or permanent supportive housing for the homeless (but who originally came from streets or emergency shelters); Evicted within the week from private dwelling units (court-ordered eviction) and have no subsequent residence identified and lack of resources to obtain housing; or Discharged within the week from institutions in which they have been residents for more than 30 days and have no subsequent residence identified and lack of resources to obtain housing. NOTE: Persons who are at risk of homelessness (living doubled-up or behind in rent or mortgage payments) do not meet the definition of homeless persons for this program.

Uninhabitable conditions: PRC funds can be issued for rent payment when a family is in need of new living arrangements because of the uninhabitable condition of their home due to a natural or chemical disaster, or uninhabitable conditions as certified by a city, county, township, or state agency that has the legal authority to declare a residence uninhabitable. If this certification is unobtainable or untimely and this delay would not be in the best interest of the PRC assistance group, an uninhabitable household determination from the Gallia County Children Services Agency or GCDJFS Social Service Unit is acceptable. The assistance group record must contain written documentation of the cause(s) and extent of the uninhabitable conditions of the home and the appropriate agency's certification of the situation. In addition, the PRC assistance group must be able to verify how the assistance group will continue to meet the rental payments; PRC requests for rent will be denied if the PRC assistance group cannot meet its monthly rent obligations.

This PRC payment differs from rent payments because in this situation, the assistance group must actually be without a place to live. The payment for emergency shelter must be for an amount covering the shortest period of time necessary to meet the episode of need. The payment is limited to a maximum of \$500.00. There are two situations in which emergency shelter can be paid:

Temporary Housing: PRC funds can be authorized for payment of rent in temporary housing when a family is homeless. Payment may be made to an agency or a landlord to provide living arrangements on a temporary basis until permanent living arrangements can be made. For examples, a woman and two children become homeless when her husband deserts them, leaving no money and a pending eviction. She applies for PRC assistance on the day of the eviction, requesting shelter. If all eligibility factors are met, a PRC payment could be made for temporary housing arrangement until the family can become establish eligibility for ongoing assistance and/or make other permanent arrangements.

Payment is made for the shortest period of time necessary, not to exceed the maximum of \$500.00. The amount needed must be verified by the landlord and the verification must be retained in the case record.

Prior to a temporary shelter arrangement, the GCDJFS eligibility worker and PRC assistance group adult member should discuss the housing options available and agree on what would be the best arrangement for the PRC assistance group. Any specialized emergency shelter facilities within the community should be utilized whenever possible prior to the issuance of PRC funds. PRC payment for emergency shelter cannot be authorized for families living in treatment centers such as substance abuse facilities. PRC payments can be made to domestic violence and homeless shelters if necessary.

Arranging Permanent Housing: PRC funds may be authorized for payment of rent to arrange a permanent living arrangement for a family who is homeless. The PRC payment for rent is made in an amount not to exceed a maximum of \$500.00. The amount needed must be verified by the landlord and the verification retained in the case record. In the situation where a family is arranging for permanent housing with an individual whom is in a leasehold situation and is willing to act as a sub-lessor, verification of the shelter cost being charged to the family must be secured from either the individual acting as the sub-lessor or from his/her landlord and retained in the case record.

Emergency shelter payments are not to be routinely issued to a family currently living in a place where they can remain while waiting to receive an ongoing assistance payment. When a family has lost their residence and temporarily moves in with others, PRC funds can be issued if the PRC assistance group provides the necessary verifications. The verification must establish that the family's continued presence in the residence

violates the lease or creates a serious overcrowding situation. Possible overcrowding situations should be assessed on a case-by-case basis. Areas of greatest concern are adequate and proper sleeping arrangements for the family members, access to bathing facilities and food preparation areas. The GCDJFS Social Service unit may assist in assessing a possible overcrowded situation. Emergency shelter may not be issued to a child under the age of eighteen (18) who has moved or is planning to move out of his/her parents' home.

Emergency shelter benefits do not count toward the PRC assistance group's PRC Contingency program limits.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purposes 1 and 2

3400 - UTILITIES (Contingency)

Utility and heating fuel payments can be made to prevent a shut-off of service, to restore service, or to ensure a continuation of service when there is a serious threat to the safety and health of the PRC household members. Restoration of service includes the cost to reconnect, if necessary. Verification must be obtained stating that the cost to reconnect cannot be waived. The PRC assistance group member making application must have been the consumer of the incurred heating fuel or utility costs. The PRC assistance group member must be living in the home where the service is being threatened at the time of the application.

The PRC payment is limited to the amount necessary to prevent shut-off or to restore service not to exceed the GCDJFS PRC maximum for contingency services. Heating and cooking fuel is limited to the minimum amount the provider will deliver; PRC funds cannot be authorized for heating and cooking fuel that has been delivered prior to a PRC application/approval.

A deposit for heating fuel or utility service can be paid if it is required by the heating fuel or utility provider cannot be waived. The deposit must be necessary to establish, maintain, or restore service.

A deposit amount may be paid in combination with an amount authorized for the purpose of preventing a shut-off or to restore service not to exceed a maximum of \$500.00. This also includes payments for cooking fuel, water and/or sewage. PRC funds can only be used on current utility accounts. Any unpaid balances on previous/transferred accounts cannot be paid. The PRC AG can only use the PRC utility assistance once every twenty four months.

Any available home heating assistance must be utilized before PRC funds can be issued. The PRC assistance group is required to apply for and accept benefits from all utility programs including but not limited to HEAP. The case record must contain written verification of any eligibility or ineligibility that the PRC AG has for such programs as well as for any community resource that may be available for home heating and utility assistance.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purposes 1 and 2

4000 - PREVENTION/RETENTION - EMPLOYMENT RELATED

4100 - JOB-RELATED-SUPPORTIVE SERVICES (Employment Related - Prevention/Retention)

PRC funds can be authorized for employment-related purposes to provide goods and/or services needed to attain or retain employment for the PRC assistance group employment-seeking adult member. Employment-related services cannot be authorized to a PRC assistance group that does not have at least one employed adult member or an adult member with a verifiable job offer. All other requests for Employment-related services (Prevention/Retention) will be denied. The following services are considered employment-related services and are limited to the GCDJFS PRC maximum unless otherwise specified:

- (1) Tools, uniforms, clothing, safety equipment; with a maximum \$500.00 for each assistance group member (items must be specified by the employer as required to obtain or retain employment with an itemized list of what is specifically needed; statement and list must be signed by employer);
- (2) Comprehensive vocational assessment as arranged by the GCDJFS.
- (3) Testing fees for state licenses, board certification and Commercial Driver's License;
- (4) Other employment/training related services as deemed appropriate and approved in writing by the GCDJFS Director and/or designee which will be determined on a case by case basis;
- (5) School participation fees for elementary and secondary education students;
- (6) School workbook fees for elementary and secondary education students;
- (7) Suitable attire for a job interview (clothing would include: one shirt or blouse; pants; a dress, a pair of shoes); with a maximum of \$150.00 for each assistance group member.
- (8) PRC funds may be utilized for the payment of license plates fees and driver's training courses as a requirement for a PRC adult assistance group member to gain or retain employment. Driver's training costs are limited to first time license holders, unless specifically authorized by Director and/or designee on a case-by-case basis. Requests for payment as a result of traffic violations including court fees, fines and reinstatement costs are not to be authorized with PRC funds.
- (9) Background checks, pre-employment screening, GED Testing fees
- (10) Tuition for certification programs in demand occupation (including book, supplies, testing fees needed to obtain certification). Tuition and related certification costs can only pay for what is not covered by other Student related grants such as Pell grants.

PRC payments for goods and services provided under section 4100 of the PRC Plan will be a one-time payment made directly to the provider for said goods/services provided and the PRC payment maximum will apply or the actual cost of the goods and/or services whichever is less. The PRC adult employment-seeking member must seek assistance through all available local, state and federal programs as deemed applicable by the Director and/or designee. The cumulative total used by the AG is to be applied to the AG's total PRC maximum. The maximums for services offered under this particular program may, on a case by case basis, be exceeded if authorized by the Director and/or designee.

The PRC adult member who is currently employed must verify the employment by providing the name and address of the current employer. The PRC adult member who is newly hired must provide verification of the beginning date of employment. The verification shall include an employer statement verifying the projected start date of employment. A copy of the documentation for any item or service requested will be retained in the case record in addition to all employment verification.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purposes 1, 2 and 4

4200 - VEHICLE EXPENSES (Employment-related - Prevention/Retention)

PRC funds for vehicle expenses are limited to the replacement of batteries, repair or replacement of tires, vehicle mechanical repairs, one month's delinquent car payments to avoid repossession, one month worth of auto insurance to avoid cancellation, solely for the prevention/retention purposes to assist PRC adult assistance group member in gaining and/or retaining employment, with a minimum of 16 hours per week. To qualify for the vehicle repair for "gaining" employment, the PRC-eligible adult assistance group member must have a Ohio Driver's License and a verifiable bona-fide job offer, (must provide a written statement from the employer that includes the beginning date of employment, number of employment hours per week and the hourly rate of pay), before vehicle repair will be authorized. PRC assistance groups without an employed adult PRC member will not be eligible for Employment-related services which include vehicle expenses and repairs. Repairs needed due to vehicle being wrecked will not be authorized. Total cost of vehicle expense per episode of need cannot exceed \$600.00 and cannot be in excess of the value of vehicle.

Participation in Work Experience Program as a condition of eligibility for Ohio Works First or SNAP participant; employees on extended unpaid or paid leave from work; and any form of unpaid employment is not considered employment for PRC plan purposes and therefore, vehicle repair is not allowed.

Authorization for vehicle expenditures will be made providing the vehicle to be repaired is the only available transportation for employment-related purposes, ownership by the PRC assistance group for at least 30 days prior to PRC application, has Ohio license, registration, copy of title (memorandum title acceptable), as well as up-to-date auto insurance (insurance bond's will not be accepted). Also, authorization of the vehicle repair is dependent upon whether the cost of the vehicle repair is cost-effective. The GCDJFS eligibility worker will review each request for vehicle repair to verify that the vehicle to be repaired has a market value equal to or more than the cost of the repair. Market Value will be determined by the Rough Trade-In Value listed in the current N.A.D.A. Official Used Car Guide and/or Kelly Blue Book. If a salvage title is submitted, only half (50%) of the rough trade-in value of vehicle will be considered when determining market value.

The PRC adult employed assistance group member must provide two (2) written estimates of the needed repair from a legitimate repair source (the provider must have a valid vendor's license). Only one estimate is needed when vehicle required towing to the repair shop for that would be considered an emergency situation where estimates could not be easily obtained. An estimate by the applicant or a relative is not acceptable. If towing is required, such costs may be considered part of the cost of the vehicle repair. The provider must agree to provide a thirty (30) day written guarantee of the vehicle repair as part of the estimate. GCDJFS is

not responsible for repair's done by vendor. The actual written guarantee must be retained by the PRC eligible assistant group member.

The GCDJFS eligibility worker is to review the cost of the repair and accept the estimate that best meets the needs of the applicant. If Provider A's estimate is less than Provider B's estimate Provider A's estimate generally will be authorized. An exception to this policy may occur when the applicant needs to expedite the vehicle repair to avoid a loss/termination of employment. The GCDJFS eligibility worker shall contact both providers and determine which provider can expedite the repair of the vehicle. If the provider with the more costly estimate can expedite the repair and the other provider cannot, the more costly estimate may be authorized with approval of the Director and/or designee. All documentation shall be retained in the case record.

PRC funds may be authorized to avoid the repossession of a vehicle by a financial lending institution for non-payment by the PRC eligible employed adult. One month's vehicle payment up to a maximum of \$500 will be made directly to the financial lending institution if the lending institution agrees to stop the repossession activity. A written statement from the lending institution is required and shall be retained in the case record. AG must provide proof that continued income will be sufficient to be able to meet the ongoing need (in that, AG needs to show they have the available income to continue to make the payments).

The GCDJFS PRC maximum for Prevention/Retention per period of eligibility applies to transportation (vehicle) expenses. Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available or they reach their AG's PRC maximum. Refer to Section 1600 for how availability of funding is determined.

TANF purposes 1 and 2

4300 - TRANSPORTATION SUBSIDY (Employment Related - Prevention/Retention)

The GCDJFS PRC Program may provide a one-time transportation subsidy to offset transportation expenses to a PRC eligible assistance group member that is employed at least twenty hours per week.

The transportation subsidy is determined by the employed PRC assistance group member's cost of transportation: \$.50 per mile for two weeks rounded to the nearest five dollar increment in total up to the maximum of \$75.00 per month. The PRC assistance group member must provide a written statement and supporting documentation to verify the costs of transportation which includes the number of miles to work from the PRC assistance group member's home to his/her place of employment and the number of days per week the PRC member is employed. Travel to the child care provider is also considered in the mileage. Payment of the transportation subsidy will be made in the form of a gas voucher or gas card as determined by the Director and/or designee. The acceptance of a gas voucher and/or gas card must be documented and signed by the PRC employed AG member showing receipt of assistance. The transportation subsidy is available once per FFY and is included as part of the maximum prevention/retention limitation per FFY period.

The transportation subsidy can be provided only if there is not a GCDJFS provided transportation service available to the PRC employed assistance group member for work-related transportation.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purposes 1 and 2

5000 – SPECIAL PROJECTS (Outside of the PRC Budget) (Special Projects listed are not all inclusive.)

5100 TANF SUBSIDIZED SUMMER EMPLOYMENT PROGRAM FOR YOUTH (TANF SSEP for YOUTH)

GCDJFS may provide TANF SSEP for YOUTH typically from June 1 to August 30 of each year or as permitted by ODJFS and contingent on the availability of funds. This program will offer subsidies to employers as an incentive to hire eligible youth as per Chapter 5108 of Ohio Revised Code and the parameters of OWF and PRC subsidized employment programs as per Section 5101:1-3-16 of the Ohio Administrative Code. (Family Assistance Letter regulations for each program year must also be followed and is considered an integral part of this program.)

The purpose of TANF SSEP for YOUTH is to provide eligible youth an opportunity to gain work experience, to help meet their basic needs, and provide employers an incentive to hire youth who are in need of these services.

Eligible youth are as follows:

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

The youth served may be non-custodial parents as long as they are considered "needy" and have a minor child. "Needy" is defined to be income at less than 200% of the federal poverty level.

Public, private non-profit, and private for profit employers are eligible to participate in TANF SSEP for YOUTH. Employers shall receive a subsidy to assist in the cost of employing the youth. There is no minimum/maximum number of hours the youth can work; however, all State and Federal labor related laws apply. In addition, the Ohio Department of Job and Family Services (ODJFS) Office of Unemployment Compensation has stated that, under Section 4141.5.05 of the Ohio Administrative Code, employers are not required to report the wages paid to youth as part of the TANF SEP for Youth for purposes of unemployment compensation. Employers should not include the youth or youth's wages on their quarterly unemployment compensation reports. So long as the youth is not included on the wage reports, the weeks and wages should not count towards any other employment that the youth might have for the purpose of an unemployment claim.

Subsidized job position may be full or part time. "Full time" is defined by the employer; however, GCDJFS may include stipulations on maximum/minimum hours for full or part time positions. The subsidy will include wage and fringe benefits not to exceed one hundred percent (100%) of actual costs incurred by the employer. Wages shall be no higher than ten (10) dollars per hour, (unless otherwise authorized by the Director and/or designee) and shall not be below State minimum, unless otherwise stated by ODJFS rules for said project.

Participants in a TANF SSEP for YOUTH shall be considered regular employees of the employer. They shall be entitled to the same employment benefits and opportunities that are available to other regular employees of the employer. The GCDJFS encourages employers to build career ladders to enable participants to learn skills that will lead them toward self sufficiency. Once determined eligible for this program, applicants are considered eligible until the program ends. Under other areas of the PRC Plan, the participant can request work related items such as uniforms, tools, and licenses which may be provided through the PRC plan if funding is available but those services will require a separate PRC application. In addition, applicant may be eligible for WIOA assistance in relation to such requests which will also require the participant to apply through a separate application process.

The GCDJFS or contract program provider and the participant shall enter into a written contract with the employer which establishes the parameters of the program, as per guidance from ODJFS (as available), which may be more specific than what is stated within this plan. The contract shall be written to cover the time period in which this plan shall be utilized. Contracts for this program will be based on availability of funds and will require the Director and/or his designee's approval. This special project will only be offered when funding is determined to be available by the GCDJFS Director. Enactment of this program will not require an amendment of the PRC Plan. Regardless of what the above plan states, ODJFS guidelines for this special project shall be followed and deviations from the overall special project concept stated above, resulting from ODJFS requirements, shall not require modification of this plan unless significantly different, as determined by the GCDJFS Director. All rules related to the project will be discussed during orientation process.

GCDJFS anticipates that this program will be incorporated in with ODJFS's Comprehensive Case Management and Employment Program (CCMEP) anticipated being in place by SFY 2017. Modification to what is stated in the PRC plan will not be necessary to incorporate this in with CCMEP or Section 5700 of the PRC Program. When there are differences between this program and CCMEP, the rules of CCMEP shall be followed. In addition, contracts may be developed with various providers to provide services to meet the goals of the program and will not require any additional information in the PRC plan to implement.

TANF SSEP for YOUTH meets the following two purposes of TANF:

- To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives (TANF Purpose #1);
- To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage (TANF Purpose #2)

5200 - EMPLOYER SUBSIDY (Employment-related - Prevention/Retention)

GCDJFS may provide temporary wage subsidies to employers as an incentive to hire eligible individuals as per Chapter 5108 of the Revised Code. Section 5101:1-3-16 of the Ohio Administrative Code sets forth the parameters of OWF and PRC subsidized employment programs.

The purpose of PRC employer subsidy programs is to provide eligible individuals an opportunity to obtain employment and provide employers an incentive to hire participants who are in need of benefits and services to overcome barriers to employment. Public, private non-profit, and private for profit employers are eligible to participate in PRC employer subsidy programs. Employers participating in PRC employer subsidy programs shall receive a subsidy for a specific period of time to assist in the cost

of wages, fringe benefits and medical benefits not to exceed fifty percent (50%) of actual employer costs. The fifty percent (50%) subsidy may be increased to one hundred percent (100%) if the position being filled will provide other Gallia County Citizens with services that can reasonably be expected to accomplishing one of the four purposes of TANF as discussed in Section 1200 of this plan, (such exception must be approved by the Director) but at no time can the subsidy exceed actual costs incurred by the employer. The subsidized job position must be full time. "Full time" is defined by the employer. Participants in a subsidized job shall be considered regular, permanent employees of the employer. They shall be paid the same rate as other employees doing similar work and shall be entitled to the same employment benefits and opportunities that are available to other regular employees of the employer. The GCDJFS or contract program provider and the participant shall enter into a written contract with the employer which establishes all perimeters of the program. The contract shall be written effective with the first day of employment. The contract shall specify the number of hours of employment and the number of months of employer subsidy. The GCDJFS or contract program provider shall work with the employer to determine the requirements for the subsidized job and screen participants for placement with the employer. The GCDJFS encourages employers to build career ladders to enable participants to move into higher skilled and higher paying positions that will lead them toward self sufficiency. Once determined eligible and have signed a SEP contract, the applicant is considered eligible for the SEP program until the SEP contract ends. Under the SEP contract, the participant can request work related items such as uniforms, tools, and licenses which may be provided through this program if funding is available. In addition, applicant may be eligible for WIA assistance in relation to such requests. Contracts for this program will be based on availability of funds and will require the Director or his designee's approval. SEP program funds do not count against prevention/retention or contingency maximum(s) described in Section 1400. This special project will only be offered when funding is determined to be available by the GCDJFS Director. Enactment of this program will not require an amendment of the PRC Plan.

TANF purpose 2

5300 - SCHOOL CLOTHES and SCHOOL SUPPLIES PROJECT

The GCDJFS may provide assistance to PRC-eligible families with school-age children (K through 12th grade) to purchase school clothes and school supplies. Such project, if offered, will typically fall between June 1 and September 30 of each year contingent on the availability of funds. Each PRC-eligible school-age child will receive PRC funds in the form of a clothing/school supplies voucher. The voucher will specify the dollar amount as well as the store(s) in which the voucher may be redeemed. Dollar amount of voucher will be determined by the Director and/or designee upon determination of the total available funding for the project. Vendor(s) will be selected by the Director and/or designee based on ability of vendor to meet the needs of the project in its entirety. Applications for the program will only be accepted during the special project dates set by the Director and/or designee and will not be accepted if not dated and received during that time frame. Use of the Vouchers must be within the set time frame indicated on the voucher. Vouchers outdated are void and unusable. Order in which applications are processed will be determined by the Director and/or designee as part of the parameters of the project which will be based on funding, timelines, etc.

To be eligible for school clothes/supplies voucher the family must meet all PRC eligibility requirements; and the family must provide verification of enrollment in K through 12th grade if the child is under the age of 6 or over the age of 17, participant must be under 20 years of age. Participant with a developmental disability who is attending school under state law can be up to age 23. Child must be in the same household with

parent/guardian applying. The application must have the last thirty days household income attached to the application or the application will be immediately denied.

The PRC funds authorized for the School Clothes and School Supplies Project will not count toward the PRC maximum contingency limit. Authorization of funds for the School Clothes and School Supplies Project is dependent upon the availability of funds and may end or be cancelled without notice if funds are no longer available. This special project will only be offered when funding is determined to be available by the GCDJFS Director. Enactment of this program will not require an amendment of the PRC Plan.

TANF purpose number 1 and 2

5400 - JOB SKILLS TRAINING SUPPORTIVE SERVICES PROJECT(S)

GCDJFS may assist PRC-eligible families with a youth who is a junior or senior in high school or vocational school with the purchase of job skills training supportive services that would enable them to participate in and complete a job skills training program. The cost of job skills supportive services will not be counted toward the yearly PRC limit. Supportive services would include but not limited to tools/necessary equipment, clothing, uniforms, shoes and/or boots. Maximum amount permitted through this special project is two thousand dollars (\$2,000.00) per youth in AG. This special project will only be offered when funding is determined to be available by the GCDJFS Director. Enactment of this program will not require an amendment of the PRC Plan.

TANF purpose 2.

5500 - COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES

In order for Gallia County to prevent citizens from entering the public assistance rolls and encourage the formation and maintenance of two parent families, the GCDJFS may provide funding for Community and Economic Development services in Gallia County, subject to the availability of funds. Collaborative approaches that target the needs of low-income families should:

- Assess existing community and economic conditions and problems,
- Develop and assist in the implementation of specific strategies for meeting the human service/economic development needs of the community,
- Guide public and private organizations responsible for the provision of human services/economic development,
- Assist public and private organizations to coordinate the provision of services in an efficient, non-duplicative way, and
- Work with local Workforce Investment Boards to coordinate employment activities for TANF-eligible people.

Although not an exhaustive listing, examples of possible allowable services under this PRC program include, but are not limited to:

- Staffing a community planning process for the County Family Services Committee (as established per ORC Section 329.06) or subcommittee that identifies the specific needs of TANF recipients toward achieving stable employment,
- Covering a share of the planning and development financing for local organizations or community development corporations that employ TANF recipients

- Subsidized work programs or wage support can be used in conjunction with economic development funds to community development corporations,
- Expansion or retention of employment opportunities,
- Collecting and distributing information about job opportunities and/or prospective changes in the demand for specific occupations (^*),
- Providing information for job seekers of new job prospects and employers of available personnel (^*), and
- Providing job skills and remedial skills training for employees and potential employees through local community colleges,
- Providing participants with work activities that allow the participants to gain skills needed to obtain/retain employment.

Possible allowable services noted above that contain an (^*) may also be pursued through Economic Development Office putting on a Job Fair focused on bringing together employers and job seekers with a focus on the OWF population. Such activities would include Community Outreach.

This special project will only be offered when funding is determined to be available by the GCDJFS Director. Enactment of this program will not require an amendment of the PRC Plan. Assistance in providing these services may be obtained and/or purchased from the Gallia County Department of Economic Development through a reimbursement process.

TANF purpose 2 and 4

5600 – YOUTH EDUCATION TO EMPLOYMENT

This special project will be to assist PRC-eligible families with a youth who is a junior or senior in vocational school and pursuing a certificate program only (which is above/beyond a high school diploma). The special project will assist the family with the purchase of job skills training supportive services that would enable the student to participate in and complete a job skills training program. The cost of job skills supportive services will not be counted toward the yearly PRC limit as described in the GCDJFS PRC Plan. Supportive services would include but not limited to tools/necessary equipment, clothing, uniforms, shoes and/or boots. Maximum amount permitted through this special project is two thousand dollars (\$2,000.00) per youth in Assistance Group (AG). This special project will only be offered when funding is available, as determined by the Director or designee. Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not determined available.

Applications for the program will only be accepted during the special project dates set by the Director and/or designee and will not be accepted if not dated and received during that time frame. Order in which applications are processed will be determined by the Director and/or designee as part of the parameters of the project which will be based on funding, timelines, etc.

To be eligible the family must meet all PRC eligibility requirements All Applications must be COMPLETED, SIGNED and VERIFICATION OF THE LAST 30 DAYS GROSS HOUSEHOLD INCOME MUST BE PROVIDED. Birth certificate and social security card MUST be provided for student listed on application as needing assistance. Student must be pursuing a certificate program as verified by the vocational school. Applications submitted without these items will be automatically denied as not meeting the special project application requirements.

The PRC funds authorized for the Education to Employment Project will not count toward the PRC maximum contingency limit. Authorization of funds for the Project is dependent upon the availability of funds and may end or be cancelled without notice if funds are no longer available. This special project will only be offered when funding is determined to be available by the GCDJFS Director or designee. Enactment of this program will not require an amendment of the PRC Plan.

Upon approval of the application, an Education to Employment Training Equipment/Tool Agreement must be completed and signed by student prior to the date designated by the Director or designee. A parent or guardian must also sign if student is under 18. In part, the agreement states if the student drops out of the program within the first ninety (90) days, all items purchased through this program must be returned to the GCDJFS or the student or legal guardian shall reimburse the GCDJFS for the entire cost of items purchased. Lack of a signed agreement will result in a notice which will state the PRC application was denied due to lack of said agreement.

Support for expenditures related to said purchases must be provided by the vocational school in which the student is enrolled. The vocational school must provide said documentation to the GCDJFS no later than the designated date as determined by the Director or designee. It is the AG's responsibility to work with the vocational school in order for them to complete this task.

Applicant must meet all eligibility requirements as per GCDJFS PRC Plan as well as the requirements stated above in order to be determined eligible for this special project. Director or designee may establish a program termination date when the special project is offered and anything not processed by then shall automatically be denied.

TANF purpose 1 and 2

5700 – COMMUNITY OUTREACH

Community outreach may include the use of billboards, print, and broadcast media and other general community information/awareness activities designed to inform a general or targeted population about community needs and services available. Often community outreach is designed to prevent problems or at least prevent community and individual conditions from becoming more severe. Such outreach will be family focused on any of the four TANF purposes and will not require application for it is simply communication activities.

The cost of this program will not be counted toward the PRC yearly limit. This project will only be offered when funding is determined to be available by the GCDJFS Director. Director may contract out parts or this entire program outside of the PRC Budget. Enactment of this program will not require an amendment of the PRC Plan. Director or designee may establish a program termination date when the project is offered and anything not processed by then shall automatically be denied.

TANF purposes 1, 2, 3, and 4

6000 – CONTRACTED PROJECTS (Outside of the PRC Budget)

6100 - PREGNANCY PREVENTION/REDUCTION PROGRAM(S) (Contract)

The GCDJFS may contract with vendor(s) to provide various programs that will teach individuals about abstinence, including lifestyle choices such as good decision making, self-esteem, managing peer pressure, positive self-respect, sexual awareness, and the advantages of abstinence. These programs will promote the formation and maintenance of Two-Parent Families and help to prevent Out of Wedlock Births. The contracted services will not count toward a family's eligibility limit for any other PRC services. Specific services rendered and targeted populations/areas/etc./ (if any), will be at the discretion of the GCDJFS director or designee as part of the contract. Eligibility will be without regard to income by meeting the following TANF goals: #3 Prevent and reduce out of wedlock pregnancies and #4 Encourage formation and maintenance of two-parent families. Funding would be limited to the amount of contract(s) which will be based on availability of funds.

TANF purpose 3 and 4

6200 - JOB READINESS AND JOB SKILLS TRAINING PROGRAM(S) (Contract)

GCDJFS may enter into various vendor contracts for job readiness/job skills training classes to provide instruction to assist PRC-eligible adults with strategies and skills to gain, retain, and improve employment; to become familiar with workplace expectations; and to learn workplace behaviors and attitudes to successfully compete in the labor market. The cost of the job readiness and job skills training classes will not be counted toward the PRC yearly limit. Funding would be limited to the amount of contract which will be based on availability of funds.

TANF purpose 2

6300 - OSU-EXTENSION 4-H OUTREACH PROGRAM(S) (Contract)

GCDJFS may contract to provide educational services to the PRC-eligible youth living in Gallia County. The program will teach life skills including citizenship, leadership development, career development, healthy lifestyles, and workforce development to eligible youth ages five (5) to nineteen (19). The educational skills will encourage eligible PRC families and their children to accept personal responsibility and encourage self-sufficiency. The cost of the program will not be counted toward the PRC yearly limit. Funding would be limited to the amount of contract which will be based on availability of funds.

TANF purpose 2

6400 - BUDGET COUNSELING PROJECT(S) (Contract)

The GCDJFS will contract for Family and Consumer Science programming for low-income families struggling to find and maintain employment. The program will consist of various sessions covering financial management and balancing work and family. The involved individuals will also be educated on how to manage stress and time through classes, newsletters, and group meetings. Program will focus on encouraging the formation and maintenance of two-parent families. The cost of the program will not be counted toward the PRC yearly limit. Funding would be limited to the amount of contract which will be based on availability of funds.

TANF purpose 4

6500 - DOMESTIC VIOLENCE SERVICES (Contract)

The GCDJFS may provide, through contract services, domestic violence services to PRC eligible individuals and families to meet the TANF goals of family stability; the prevention of dependency; and protection against the consequences of catastrophic situations. Approval/denial letters will not be mailed to the PRC assistance group; all correspondence concerning Domestic Violence payments will be made directly to contracted agency as per the agreement. The authorization of PRC funds for domestic violence services does not count toward the assistance group's PRC limit. Funding would be limited to the amount of contract which will be based on availability of funds.

TANF purposes 1 and/or 4

6600 COMMUNICABLE DISEASE EDUCATION AND PREVENTION PROJECT(S) (Contract)

GCDJFS may pursue a contract to provide tools to families for quick assessment and treatment of lice and/or bed bug or other such infestation that are easily spread. Providing such tools will allow families to quickly identify and address such infestations. Various Communicable Diseases increase household stress and ultimately contribute to the eroding of families. Education and Prevention of such diseases will help reduce stress on family units which is a key to encouraging the formation and maintenance of two parent families by allowing families to concentrate on the family unit and not the disease, etc. In addition, these tools will provide assistance to needy families so that children may be cared for in their own homes. The contracted services will not count toward a family's eligibility limit for any other PRC services. Specific services rendered, including the application and eligibility guidelines, will be at the discretion of the GCDJFS director or designee as part of the contract. Funding will be limited to the specifications of the contract. Due to this project addressing TANF purpose 1 and 4 an emphasis on purpose 4 will ultimately address the other three TANF purposes, contracted services will be directed towards TANF Purpose 4 unless otherwise stated in contract.

TANF Purpose 4

6700 TUTORING AND EDUCATION RELATED SERVICES (Contract)

Provide assistance to students in eligible families by providing tutoring assistance and help with completing homework assignments. By providing these activities students will have better school attendance and help in the attainment of a high school diploma. Various organizations across Ohio and the United States have tied the obtainment of a high school diploma as a key to a family's success to end the dependency of needy parents on government programs and encourage the formation and maintenance to two parent families. Providing these services will help children remain focused and out of trouble which will reduce the stress on the AG. Addressing stress is a key factor to assisting a needy family so that children may continue to be cared for in their own home or in the home of relatives and encouraging the formation and maintenance of two-parent families. The contracted services will not count toward a family's eligibility limit for any other PRC services and the contract will be focused on encouraging the formation and maintenance of two parent families.

TANF Purpose 4

6800 PARENTING PREPAREDNESS PLANNING AND/OR FAMILY STABILITY PROGRAM(S) (Contract)

GCDJFS may contract for the development and/or implementation of a Parenting Preparedness Planning and/or Family Stability Program(s). Such a program(s) will focus on encouraging the formation and maintenance of two-parent families. The program may include, but is not limited to, the following examples: Planning for pregnancy- issues regarding stage of life of the parents; fertility issues; financial stability; issues regarding spacing and number of children; Prevention- unwanted pregnancies and STDs; Prenatal care- reducing infant mortality and preventable illness; Childcare- physical, psychological and emotional needs of children; Discipline and Behavior Management- what is appropriate and what is not; Anger Management- coping skills, self care; Finances- managing money and resources; Household- managing a home, cleanliness, etc.; Support Systems- where to find healthy support; domestic violence prevention; Child-Parent Relationship Therapy-foster healthy relationships with young children, etc. The contracted services will not count toward a family's eligibility limit for any other PRC services. Specific services rendered, including the application and eligibility guidelines, will be at the discretion of the GCDJFS director or designee as part of the contract. Funding will be limited to the specifications of the contract.

TANF Purpose 4

Authorization

The GCDJFS provided the Gallia County Family Services Planning Committee an opportunity to review and comment on the Biennial Renewal PRC Plan which is effective October 1, 2015 through September 30, 2017 (unless otherwise terminated or extended). The committee unanimously approved the Biennial Renewal PRC Plan on October 1, 2015.

The Gallia County Department of Job and Family Services (GCDJFS) agrees to implement the Prevention, Retention, and Contingency (PRC) Program Plan for the Biennial Renewal/Amendment effective October 1, 2015 through September 30, 2017

The Gallia County Prevention, Retention and Contingency Policy is hereby approved by:

[Redacted Signature]

[Redacted Date]

Dana L. Glassburn, Director
Gallia County Department of Job and Family Services

Date

Signing below is to certify that, to the best of our knowledge, the Gallia County Department of Job and Family Services has complied with ORC Chapter 5108 in adopting this plan.

[Redacted Signature]

[Redacted Date]

Brent Saunders, President

Date

[Redacted Signature]

[Redacted Date]

Date

[Redacted Signature]

[Redacted Date]

Dr. David Smith, Commissioner
Board of Gallia County Commissioners

Date

[Redacted Signature]

[Redacted Date]

Jen Atkins, Gallia County Prosecutor

Date

Attachment A

Federal Fiscal Year (FFY) 2016 PRC Budget

Gallia County Department of Job and Family Services
 PRC Program for FFY 2016 (October 1, 2015 through September 30, 2016)
 Total PRC Budget for FFY 2016

\$144,000.00

Program Code	Program Name	FFY 2016 Budget
1000	Program General Description/Explanation Section	
1100	Residence	
1200	Eligibility and Application	
1300	Exploring Community Resources	
1400	Amounts and Types of Assistance	
1500	Final Processing - Approval/Denial	
1600	Financial Management	
2000	PRC Disaster Assistance Program(s)	\$0.00
	<i>Total Other</i>	<i>\$0.00</i>
3000 Contingency Program Section		
3100	Emergency Clothing Expenses	\$2,000.00
3200	Rent	\$6,000.00
3300	Emergency Shelter	\$4,000.00
3400	Utilities	\$46,000.00
	<i>Total Contingency Funding</i>	<i>\$58,000.00</i>
4000 Prevention/Retention - Employment Related		
4100	Job Related Supportive Services	\$30,000.00
4200	Vehicle Expenses	\$55,000.00
4300	Transportation Subsidy	\$1,000.00
	<i>Total Prevention/Retention - Employment Related</i>	<i>\$86,000.00</i>

TOTAL TANF PRC FUND BUDGET

\$144,000.00

Note: This budget does not include Special Projects or Contract Projects because such projects are not considered ongoing or normal in regards to the PRC Plan. Budgets for such projects will be developed as part of the project packet if the project is pursued. Pursuit of such projects will depend on available funding and are at the discretion of the Director. Refer to Section 1600 of the PRC Plan.

Attachment B

Federal Fiscal Year (FFY) 2017 PRC Budget

Gallia County Department of Job and Family Services
 PRC Program for FFY 2017 (October 1, 2016 through September 30, 2017)
 Total PRC Budget for FFY 2017

\$144,000.00

Program Code	Program Name	FFY 2017 Budget
1000	Program General Description/Explanation Section	
1100	Residence	
1200	Eligibility and Application	
1300	Exploring Community Resources	
1400	Amounts and Types of Assistance	
1500	Final Processing - Approval/Denial	
1600	Financial Management	
2000	PRC Disaster Assistance Program(s)	\$0.00
	<i>Total Other</i>	<i>\$0.00</i>
3000 Contingency Program Section		
3100	Emergency Clothing Expenses	\$2,000.00
3200	Rent	\$6,000.00
3300	Emergency Shelter	\$4,000.00
3400	Utilities	\$46,000.00
	<i>Total Contingency Funding</i>	<i>\$58,000.00</i>
4000 Prevention/Retention - Employment Related		
4100	Job Related Supportive Services	\$30,000.00
4200	Vehicle Expenses	\$55,000.00
4300	Transportation Subsidy	\$1,000.00
	<i>Total Prevention/Retention - Employment Related</i>	<i>\$86,000.00</i>

TOTAL REVISED TANF PRC FUND BUDGET

\$144,000.00

Note: This budget does not include Special Projects or Contract Projects because such projects are not considered ongoing or normal in regards to the PRC Plan. Budgets for such projects will be developed as part of the project packet if the project is pursued. Pursuit of such projects will depend on available funding and are at the discretion of the Director. Refer to Section 1600 of the PRC Plan.