

# The Greene County Department of Job & Family Services



## Prevention, Retention, and Contingency (PRC) Plan

(Revised October 2015)

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**THE GREENE COUNTY DEPT. OF JOB & FAMILY SERVICES  
PRC PROGRAM PLAN**

**I. General Program Information**

The Prevention, Retention, and Contingency (PRC) Program is designed to assist families in overcoming immediate barriers to achieving or maintaining self-sufficiency and personal responsibility. This is accomplished by providing necessary benefits and services that will enable individuals to obtain employment, keep employment, and improve their overall economic circumstances and stability.

The PRC program provides for non-recurring, short-term, crisis-oriented benefits and ongoing services that are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) program. PRC assistance will be authorized with the expectation that the PRC assistance group (AG) will then be able to function without additional agency help for the presenting need. The services and benefits provided fall into three categories:

**Prevention services:** designed to divert families from ongoing cash assistance by providing short-term non-assistance.

**Retention services:** provided to assist an employed member of the family in maintaining employment.

**Contingency services:** provided to meet an emergent need which, if not met, threatens the safety, health, or well-being of one or more family members.

PRC funds must be used to meet one of the four purposes of TANF (45 C.F.R. 260.20):

**Purpose 1:** To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives;

**Purpose 2:** To end the dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage;

**Purpose 3:** To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and,

**Purpose 4:** To encourage the formation and maintenance of two-parent families.

PRC funds may only provide benefits and services which are not considered "assistance" (45 C.F.R. 260.31). This definition includes non-recurrent, short-term benefits that are designed to deal with a specific crisis or episode of need, are not intended to meet recurrent/ongoing needs, and will not extend beyond four (4) months. Non-recurrent benefits and services may encompass more than one payment per calendar year, as long as the payment provides short-term relief and addresses a crisis situation rather than meeting an ongoing or recurrent need and does not exceed the assistance group benefit cap/limit.

The PRC program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency, thereby preventing or reducing the need for ongoing public assistance, yet receipt of other program assistance does not preclude eligibility for receipt of benefits and services within the PRC program.

There are two components of the Greene County PRC Plan:

- **In-house PRC** benefits and services are managed and supervised by the GCDJFS staff under guidelines and services described in the List of Services & Benefits in this document. In-house PRC services are capped at a family maximum allowable benefit of \$1500 total per assistance group per calendar year.

- **Subgranted or Contractual PRC** benefits and services are provided with local TANF/PRC allocations or State-designated TANF pass-through programs and are administered by entering into agreements with other public, private non-profit, and private for-profit vendors. Eligibility for subgranted or contractual PRC services may have different eligibility standards from the in-house PRC services if specified in the agreement or as noted in the List of Services & Benefits in this document. There is no dollar cap for subgranted or contractual services, nor do these services count towards the in-house dollar cap.

## II. Assistance Group Composition

PRC benefits and services, as identified in this plan, are available to assistance groups meeting all other PRC eligibility requirements. Each assistance group is treated as a unit for the purpose of determining eligibility and establishing the maximum amount of assistance available under the PRC program. A PRC-eligible 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 pregnant woman with no other minor children; or
- A non-custodial parent who does not reside with his/her minor child(ren).

The assistance group shall include a minor child, all minor siblings of that child (including adoptive, half, or step siblings), and the natural, adoptive, or step-parents, including an individual who has an acknowledgment of paternity affidavit filed with the division of child support that has become final and enforceable and who is living with the minor child at the household's address. A family assistance group may also be comprised of a minor child living with a specified relative, legal guardian, or legal custodian. This assistance group would also include all minor children of that adult who are living in the same household. The assistance group may include other members of the household (who may or may not be related to the minor children) who may significantly enhance the family's ability to achieve economic self-sufficiency.

A pregnant woman with no other minor children would be considered an assistance group (AG) size of two (2). In this instance, the unborn child counts as a household member/minor child per federal regulations relating to PRC assistance.

PRC benefits and services may also be available to the non-custodial parent (residing in Greene County) of a minor child (residing in Ohio), even if the parent does not live in the same household as the child. This assistance group consists of the non-custodial parent and one or more of his/her children who live with a custodial parent, specified relative, legal guardian, or legal custodian.

In situations of removal of a child by the public children services agency (PCSA), a child may be "temporarily absent" from the home for up to six months in accordance with the time periods of ORC 5107.10 (which are applicable to PRC) and still qualify for PRC. In this situation, the PCSA must indicate that there is a reunification plan to return the child to the home within six months. During the temporary period, the child is considered to be residing with the parent, specified relative, legal guardian, or legal custodian. The county may continue to help the eligible family through expenditures that are reasonably calculated to accomplish one of the four purposes of the TANF program, including expenditures for the temporarily absent child. The child must return to the home by the end of the six-month period. Otherwise, the child no longer resides with the parent, specified relative, legal guardian, or legal custodian.

## III. Definitions/Clarifications

A "minor child" (per ORC 5108.01) is defined as an individual who has not attained age 18 years or an individual who has not attained age 19 years and is a full-time student in a secondary school or in the equivalent level of vocational or technical training.

The term **“specified relative”** refers to the following individuals and their spouses who are age 18 years or older. The individuals are related by blood or adoption:

- Grandparents, including grandparents with the prefix “great”, “great-great”, or “great-great-great”;
- Siblings;
- Aunts, uncles, nephews, and nieces, including such relatives with the prefix “great”, “great-great”, “grand”, or “great-grand”;
- First cousins and first cousins once-removed; and
- Stepparents and stepsiblings.

The term **“living with”** shall include persons who would be physically in the home except for circumstances that require temporary absence of less than 45 consecutive days, such as hospitalization, detention in a juvenile home until a court commitment, attendance at school, visiting, vacationing, and/or trips made in connection with current or prospective employment.

#### **IV. Eligibility Criteria**

Eligibility for PRC is dependent upon the following:

- The PRC assistance group making application for PRC assistance on the specialized PRC application form;
- The PRC assistance group demonstrating and verifying of the need for financial assistance, goods, or services;
- The PRC assistance group meeting all eligibility guidelines/criteria of the program;
- The CDJFS determining that the provision of PRC assistance will satisfy the need and promote self-sufficiency within the assistance group.

In order for eligibility to be determined, the income of the assistance group must be compared to the economic need standard established for the benefits and services requested. The economic need standard is equal to the current Federal Poverty Level (FPL) for the household or assistance group size. The economic need standard will be automatically updated upon the county’s receipt of the official revision of the FPL as it is made available by the Ohio Department of Job & Family Services. In determining eligibility for the PRC assistance group to receive benefits or services, the income must be equal to or less than the economic need standard (FPL). The economic need standard for a specific benefit or service is reflected in the section titled “List of Services & Benefits”.

In certain situations where all members of a family assistance group are in receipt of OWF, Food Assistance, subsidized child care assistance, or Medicaid, the family assistance group will be determined to have met the PRC economic need standard requirements of this plan. The associated PRC application must note the qualifying assistance program connection. This categorical determination is intended to streamline administrative processes and reduce the need for duplicate eligibility determinations and collection of verifications, unless there has been a change in the household’s circumstances that would potentially affect eligibility for the public assistance benefits that connected the assistance group to categorical financial eligibility.

In order to receive PRC benefits and services, at least one member of the assistance group must be citizen of the United States or an eligible qualified alien as defined in rule 5101:1-2-30 of the Ohio Administrative Code. See also Section 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

All assistance group members must verify identity, relationship to other assistance group members if requested by the agency, and social security numbers as a condition of eligibility for PRC assistance.

Assistance groups, remaining intact and transferring to Greene County from another Ohio county, shall have the entire PRC benefit amount authorized in the previous county applied totally toward the family maximum allowable benefit amount in Greene County.

If a new assistance group is formed in Greene County and some members have received PRC assistance from another Ohio county or in another assistance group within Greene County, their pro-rata share from the previous assistance group will be applied toward the Greene County PRC family maximum in line with the timeframes designated in the "List of Services & Benefits" section of this plan.

Children who are included as part of the assistance group formation of a non-custodial parent for PRC program purposes shall not be considered to have received PRC benefits and may be included in another PRC family assistance group without their pro-rata share being considered or applied to the new family assistance group.

## **V. Income**

The total gross income, both earned and unearned, of all members of the PRC assistance group (including ineligible assistance group members) shall be counted in the financial eligibility determination for PRC assistance. The following exceptions apply:

- The gross earnings of a minor child are excluded.
- For self-employment, the adjusted gross income will be used if the expenses of doing business can be verified.
- Student financial aid which is earmarked for educational expenses is exempt.
- Income received from a social service agency for the purpose of assistance with the presenting need is excluded.
- Obligated child support paid to a different household is excluded.
- Actual child care costs paid by the assistance group are excluded. This does not include child care costs paid to a household member.

Any other income exclusions as indicated in state law will be excluded in the county's PRC financial eligibility determination. Unless specifically addressed here or in state law, all other sources of earned and unearned income are countable.

All income which is expected to be received during the thirty (30) day prospective budget period is considered when determining financial need. The 30-calendar day budget period begins with the date that a signed PRC application is received by the GCDJFS. The eligibility determiner would use income received in the 30 days prior to application as a guide for anticipated income to be received during the budget period unless significant changes have occurred or are expected to occur. Once the gross income is calculated, the service requested is identified on the "List of Services & Benefits" in order to determine the economic need standard/FPL to be used for that service. The gross countable income is then compared to that percentage of poverty for the appropriate PRC assistance group size. The income must be equal to or less than the economic need standard in order for financial eligibility to exist.

Written or third-party verbal (documented) verification of income is required. For cases in which the income cannot be quickly verified, the implementation practices that are reasonable and prudent should occur when determining countable income. A signed release of information should be obtained from the applicant for an inquiry. Once the release is received, verification which is obtained by phone must contain clear documentation in the PRC assistance group record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of verified income, and the name of the individual who obtained the verification.

## **VI. Resources/Assets**

Resource/asset limits will not be used in the determination of standard financial eligibility for the PRC program. However, resources over \$1000 that are reasonably available to assist the family with the presenting need will be considered when making a determination of “emergent need”. If resources are available but are earmarked to address other family needs, the assistance group may provide verification that the resources should not be considered “reasonably” available to the assistance group by the county in their determination of emergent need.

## **VII. Ineligible Applicants**

The following applicants are ineligible for PRC assistance in Greene County:

- Individuals who are not citizens of the United States and do not meet the definition of qualified aliens;
- Families that have fraudulently received assistance under the OWF and/or PRC programs, until repayment in full occurs (ORC 5101.83);
- Individuals who have quit or refused a job without good cause or have significantly reduced their hours of employment without good cause within 60 days prior to the date of the PRC application.

## **VIII. Non-covered Services**

Medical services are not covered under the PRC plan.

PRC funds may not be used for the provision of child care services. Ohio has a statewide child care program with income and eligibility requirements established in state law and Ohio Administrative Code rules.

Although counties have considerable flexibility to expend PRC funds consistent with the purposes of TANF, 42 U.S.C. 602 requires that the state certify that it will continue to operate the child support enforcement, foster care, and adoption assistance programs under Titles IV-D and IV-E of the Social Security Act. Therefore, use of TANF (or MOE) funds to supplant spending in these programs is not allowable. Additionally, TANF funds should not replace, supplant, or refinance existing ongoing efforts but rather complement and expand services to families. Federal regulations prohibit using TANF dollars where other primary funding streams are available. This principle is outlined in OMB Circular A-87.

## **IX. Program Operation**

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

An exception to the above may be made where a reduction in funding, a fiscal emergency, or the exhaustion of allocated funds makes it necessary for the director to suspend some or all of the listed services identified in this plan until funding is restored, the emergency is ended, or the plan can be amended.

## **X. Scope of Benefits/Services**

The section titled “List of Services & Benefits” contains the scope of benefits and services provided under Greene County’s PRC program. The chart also contains the assistance groups served, the economic need standard for the particular benefit/service, caps on benefits/services, and the targeted groups. The targeted groups are used to customize service delivery specific to the family’s circumstances.

## **XI. Standard of Promptness**

The CDJFS is responsible for using objective criteria in a fair and equitable manner when determining eligibility and approving or denying a PRC application. In most cases this should be completed within 10 business days, however in some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. The assistance group record should contain sufficient documentation of the case activity. In no situation should the PRC application remain pending longer than 30 days unless there are extenuating circumstances that are well-documented.

Eligibility will be carefully evaluated on a case-by-case basis. It is always the agency's responsibility to determine if the authorization of PRC benefits/services will eliminate an emergency need, promote self-sufficiency, and assist the individual/family in economic independence. If this is not the case, the application will be denied and the applicant will be afforded fair hearing rights.

## **XII. Community Resources**

Every effort must be made to explore the availability of resources within the local community prior to or in combination with the authorization of PRC. For the purposes of PRC, the "community" is defined to include areas beyond the county's boundaries. A PRC assistance group is required to apply for and utilize any program, benefit, or support system which may reasonably reduce or eliminate the presenting need. County staff determining eligibility for PRC should be aware of community resources which may be contacted 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.

## **XIII. Applicant Responsibility**

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. An applicant must utilize available income and available resources in meeting the presenting need. This includes ongoing assistance programs such as OWF, DFA, SSI, and Food Assistance, as well as Unemployment Compensation, Social Security, and the Special Energy Programs. There is no PRC eligibility if the assistance group fails to make use of available income or resources that are in an amount sufficient to partially or fully meet the amount of the presenting need.

## **XIV. Application**

The "Greene County Prevention, Retention, and Contingency (PRC) Application" has been developed for use when a family is applying for in-house PRC benefits and services. The application and any other information gathered during the eligibility determination process should be kept in the assistance group's/individual's public assistance case record and maintained in accordance with the agency's records retention schedule.

An interview is required for all PRC applications unless the individual meets categorical financial eligibility as defined in section IV of this plan.

Eligibility factors, time restraints, and amounts available for the various benefits and services covered under PRC will be explained to the applicant. In addition, anyone applying for PRC services will receive appropriate information, referrals, and access to Medicaid, Food Assistance, child care assistance, and other programs that provide benefits which could help them successfully transition to or maintain employment. All PRC applicants will be advised of their hearing rights. The voter registration application as prescribed by the Secretary of State will be made available to persons who are applying for or participating in the PRC program in accordance with Section 329.051 of the ORC.

Residents of Greene County apply for in-house PRC assistance at the Greene County Department of Job and Family Services at 541 Ledbetter Rd. in Xenia, Ohio. Inquiries regarding program coverage/guidelines may be made by calling the office at (937)-562-6000 or (937)-426-1779 during normal operating hours.

#### **XV. Notice of Approval/Denial**

If it is determined that an application for in-house PRC is approved, the JFS 04074 "Notice of Approval of Your Application for Assistance" shall be mailed or otherwise delivered. If it is determined that an application for in-house PRC is denied, the JFS 07334 "Notice of Denial of Your Application for Assistance" shall be mailed or otherwise delivered.

Once eligibility for PRC is established, authorization shall occur, and a payment for the benefits or services will be generated to vendors according to agency fiscal procedures. All payments shall be made to the vendor or PRC assistance group. Policy has been written to ensure that all auditing requirements are maintained. The agency will not authorize payments to vendors who are relatives of the applicant.

The CDJFS shall enter the in-house PRC information into the CRIS-E system for statewide tracking purposes. Subgranted/contractual services and benefits are entered into the TANF web-reporting tool (WRT) as directed by ODJFS.

#### **XVI. Overpayments**

If it is later determined that assistance was issued under this program erroneously due to false or misleading information supplied for the assistance group, overpayments will be determined and pursued by the agency and/or the county prosecuting attorney. If a determination is made that family fraudulently received assistance under the OWF/PRC program(s), they remain ineligible for both programs until full repayment occurs (ORC 5101.83).

#### **XVII. Subgranted and Contractual PRC Services**

Subgranted and contractual PRC services are established by entering into agreements with other public, private non-profit, and private for-profit vendors. The flexibility afforded to the county by being able to enter into agreements makes it possible for the agency to arrange for necessary services to be delivered in the most advantageous manner while setting expectations for quality of services and fiscal control for the best use of TANF/PRC dollars.

The use of subgrants and contracts for services required by certain ODJFS pass-through projects also facilitates delivering of those mandated services with minimal impact on the local PRC plan and limiting the scope and funding of the service to the availability of the pass-through funding.

All PRC subgrants and contracts must still address the connection of the service being provided to one or more of the four (4) purposes of TANF stated in section I of this plan.

Unless otherwise documented as categorically eligible, eligibility for subgranted/contractual services is accomplished using the Self-Declaration Application for TANF/Title XX Services located in the attachments to this plan. Applicants for subgranted/contractual services will be notified of approvals, denials, and terminations (along with fair hearing rights) using the Decision on Your Application for TANF/Title XX Services form located in the attachments to this plan.

The use of subgranted/contractual PRC services will not prohibit an assistance group from being eligible for other PRC services (in-house or other subgranted/contractual services) noted in the list of services section of this plan.

**XVIII. List of Services & Benefits (in-house PRC)**

Service/Benefit	TANF Purpose	Cap	Assistance Group	Eligibility	Targeted Group
<b>Contingency Services</b>					
An emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, or marriage.					
<p><b>Shelter Expenses</b>                      Assistance may be authorized to provide emergency, temporary, or permanent shelter. Individuals applying must be experiencing one of the following situations: homelessness, eviction, living in uninhabitable living conditions, residing in a family abuse shelter, moving into government subsidized housing, or avoiding or forestalling foreclosure on a home mortgage. The vendor may not be a relative or friend of the applicant.</p>	Purposes 1 and 2	Payments within the 30-day eligibility period to meet a non-recurrent crisis or episode of need up to \$300 per assistance group one (1) time in a 2 calendar-year period	PRC-eligible assistance groups; pregnant women with no other minor child; non-custodial parents	200% FPL	Employed individuals  Unemployed disabled individuals  Families with children at risk of abuse or neglect  Victims of domestic violence
<p><b>Utility Expenses</b>                      Assistance may be authorized to avoid disconnection of current service or to restore service used to provide heat, lights, or water. A shut-off/disconnect notice is required along with verification of the amount needed to maintain/restore service. An exception is in the case of heating fuel or wood as a heat source. In these cases, verification of the cost of a minimum delivery would be required. Assistance may be authorized to establish new service. Verification of a deposit and/or other amount needed to initiate service is required.</p>	Purposes 1 and 2	Payments within the 30-day eligibility period to meet a non-recurrent crisis or episode of need up to \$300 per assistance group one (1) time in a 2 calendar-year period	PRC-eligible assistance groups; pregnant women with no other minor child; non-custodial parents	200% FPL	Employed individuals  Unemployed disabled individuals  Families with children at risk of abuse or neglect  Victims of domestic violence
<p><b>Home Repairs</b>                      The requested repair or replacement must be necessary because the condition of the home is causing such a serious threat to the assistance group that the home is not a safe or healthy place to live. Replacement is allowed only if repair is not cost-effective. The possibility of any payment of the repair cost by a homeowner's insurance policy must be considered prior to the issuance of the PRC assistance. Such a resource must be utilized if available, and appropriate documentation dealing with its exploration must be contained in the assistance group record. The repair or replacement of items is limited to those affecting the basic structures of the home, including a wall, roof, flooring, plumbing, water supply, electric, heating, and water/sewage</p>	Purposes 1 and 2	Payments to meet a non-recurrent crisis or episode of need up to \$1500 per assistance group per calendar year	PRC-eligible assistance groups; pregnant women with no other minor child; non-custodial parents	200% FPL	Employed individuals  Unemployed disabled individuals  Families with children at risk of abuse or neglect  Victims of domestic violence

system. Three estimates will be required to be submitted to the CDJFS prior to the authorization of PRC assistance. If the family is reasonably unable to secure three estimates, case narrative is required to document the reason.					
<b>Service/Benefit</b>	<b>TANF Purpose</b>	<b>Cap</b>	<b>Assistance Group</b>	<b>Economic Need Standard</b>	<b>Targeted Group</b>
<b>Transportation Services &amp; Benefits</b> Limited to those expenses needed to gain or maintain employment.					
<p>Driver's education classes</p> <p>Payment of driver's license fees and license plate fees (unless OVI related)</p> <p>Car payments to prevent repossession</p> <p>Car Repairs</p> <p>Auto insurance</p>	Purposes 1 and 2	<p>Payments within the 30-day eligibility period to meet a non-recurrent crisis or episode of need up to \$500 total per assistance group per year</p> <p>Not to exceed \$500, once in a 2 calendar-year time period</p> <p>Lowest of 3 estimates not to exceed \$500, once in a 2 calendar-year period</p> <p>Actual cost for up to one quarter period of coverage not to exceed \$500, once in a 2 calendar-year period</p>	PRC-eligible assistance groups; pregnant women with no other minor child; non-custodial parents	200% FPL	Employed individuals
<b>Service/Benefit</b>		<b>Cap</b>	<b>Assistance Group</b>	<b>Economic Need Standard</b>	<b>Targeted Group</b>
<p><b>Child Welfare Services</b></p> <p>Services tied to a child welfare case plan that fall within the schedule of PRC benefits/services may be enhanced beyond the individual cap (not to exceed the family cap of \$1500) if such services are specifically coordinated as part of the family's case plan.</p>	Purposes 1 and 2	Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$1500 per assistance group per calendar year	PRC-eligible assistance groups; pregnant women with no other minor child; non-custodial parents	200% FPL	<p>Employed individuals</p> <p>Families with children at risk of abuse or neglect</p>

<b>Service/Benefit</b>		<b>Cap</b>	<b>Assistance Group</b>	<b>Economic Need Standard</b>	<b>Targeted Group</b>
<b><u>Family Disaster Assistance</u></b> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by the Governor. Greene County must be declared a state of emergency by the Governor.	Purpose 1	Cap based on amount allocated by ODJFS. Only available if special disaster funding is received.	PRC-eligible assistance groups; pregnant women with no other minor child; non-custodial parents	200% FPL or as determined by ODJFS	Families sustaining disaster-related damage or loss upon disaster declaration by the Governor

**XIX. List of Services & Benefits (subgranted or contractual PRC)**

<b>Service/Benefit</b>	<b>TANF Purpose</b>	<b>Cap</b>	<b>Assistance Group</b>	<b>Economic Need Standard</b>	<b>Targeted Group</b>
<b><u>Visitation/Exchange (Family &amp; Children First)</u></b> Provides a safe, secure, and home-like environment to assist and support children and families who have been affected by divorce and/or separation in rebuilding relationships through supervised visitation and neutral exchange.	Purpose 1	Greene CDJFS funding	Families with minor children; non-custodial parents	200% FPL	Families involved with Children Services, Juvenile Court, Domestic Relations Court, and CSEA, whose children are affected by divorce or separation
<b><u>Family Relations Services (Family &amp; Children First)</u></b> Provides mediation and home investigation services to families in order to create stable home environments and living arrangements for children involved in custody or visitation disputes.	Purpose 1	Greene CDJFS funding	Families with minor children; non-custodial parents	200% FPL	Families with minor children; non-custodial parents
<b><u>Family Resource Centers (Family &amp; Children First)</u></b> Programming at the Jamestown and Bellbrook/Sugarcreek Family Resource Centers for youth and families to build youth skills and increase family functioning using the 40 Developmental Assets model.	Purposes 1, 2, and 4	Greene CDJFS funding	Families with minor children; non-custodial parents	200% FPL	Families with minor children residing in program areas
<b><u>Parent Support/Resource Education (Family &amp; Children First)</u></b> A series of parent education classes designed to provide support and resources to families with minor children in order to address many of the barriers to self-sufficiency.	Purpose 1	Greene CDJFS funding	Families with minor children; non-custodial parents	200% FPL	Families with minor children
<b><u>TANF Youth Employment</u></b> May be managed in-house or through a subgrant	Purposes 1 and 2	Allocation to Greene CDJFS	Families with minor children,	200% FPL or foster	Unemployed or under-

<p>or contract. Includes reimbursement to qualified employers for wages of eligible youth under this time-limited, specifically-funded program as delineated in state guidance through Family Assistance Letters as well as instructional e-mails and materials.</p>		<p>as determined by ODJFS and issued through fiscal guidance</p>	<p>non-custodial parents, youth in custody of PCSA in a licensed foster care setting, and full-time high school students</p>	<p>placement</p>	<p>employed youth per the program's definition</p>
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**XX. County Commission/Director Approval**

The Greene County Department of Job & Family Services agrees to implement the PRC Program as written above.

[Redacted Signature]

Tom Koogler, Greene County Commissioner      Date

[Redacted Signature]

Alan G. Anderson, Greene County Commissioner      Date

[Redacted Signature]

Robert J. Glaser, Greene County Commissioner      Date

[Redacted Signature]

Beth A. Rubin, Greene CDJFS Director      Date

APPROVED AS TO FORM

[Redacted Signature]

ELIZABETH ELLIS  
 CIVIL DIVISION CHIEF  
 GREENE COUNTY PROSECUTOR'S OFFICE

[Redacted Signature]

**GREENE COUNTY PRC APPLICATION  
PREVENTION, RETENTION, AND CONTINGENCY PROGRAM**

Name:	<b>For Agency Use Only</b>
Social Security Number:	Case Number:
Present Address:	Worker:
Telephone/Contact Number:	Date received by agency:

Voter Registration Notification: If you are not registered to vote where you live now, would like to register to vote at this time?

Yes, I want to register to vote.       No, I do not want to register to vote.

(If you do not check either box, you will be considered to have decided not to register to vote at this time. This does NOT affect your application for benefits in any way.)

1. Have you ever received any type of public assistance from a Job and Family Services Department?

Yes  No

If "yes", give the name of the county, type of assistance received, and date received: \_\_\_\_\_

2. Explain **what** you are needing and **why** you are needing it: \_\_\_\_\_

3. Give the names of other agencies you have contacted for help, and explain whether or not they helped you: \_\_\_\_\_

4. Is anyone in your household currently ineligible for or disqualified from any programs of assistance?

Yes  No

If "yes", explain: \_\_\_\_\_

5. Has anyone in your household quit a job, refused a job, or significantly reduced hours of employment in the last 60 days?

Yes  No

If "yes", explain: \_\_\_\_\_

6. Complete the following charts for **EVERY** person living in your household, including yourself.

Name	Relationship to Applicant	Age	Source of Income	Monthly Amount of Income
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
7.				\$
8.				\$

Resource	Person with Resource	Amount of Resource
Cash on person: <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Savings account: <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Checking account: <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
CDs: <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Other (specify): <input type="checkbox"/> Yes <input type="checkbox"/> No		\$

Note: Regardless of your eligibility for PRC benefits, you have the right to apply for all other programs of assistance offered by this agency, such as Medicaid, Food Stamps, OWF, and Child Care assistance. If you wish to apply, please inquire. Also, if you wish to register to vote, please request a voter registration form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*FOR AGENCY USE ONLY\***

Date application received: \_\_\_\_\_ 30-day budget period from: \_\_\_\_\_ to: \_\_\_\_\_

Request (list the benefits/services requested, amounts needed, and reason for need):

Benefit/Service	Amount needed	Reason for need
1.	\$	
2.	\$	
3.	\$	
4.	\$	

Community Resources (list the resources assisting with this need):

Agency	Amount	Benefit/Service
1.	\$	
2.	\$	

Income:

Source	Amount available in budget period	Verification used
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	

PRC AG Total Gross Income: \$ \_\_\_\_\_

vs.

200 % of the Federal Poverty Guideline for a family of ( ): \$ \_\_\_\_\_

If the PRC AG total gross income is equal to or less than the appropriate FPG, financial eligibility exists.

Eligible: Yes \_\_\_\_\_ No \_\_\_\_\_

Resource amount over \$1000 that must be utilized toward the need: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

**PRC Approved**

Benefit/Service	Date of approval	Amount paid	Vendor/Address
		\$	
		\$	
		\$	
		\$	

Date JFS 4074 Notice of Approval sent: \_\_\_\_\_

**PRC Denied** - - Reason for denial: \_\_\_\_\_

Date of denial: \_\_\_\_\_ Date JFS 7334 Notice of Denial sent: \_\_\_\_\_

Signature of caseworker: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## PRC STATUS SHEET

Case Name:	Case Number:	
Address:		
City:	State: OH	Zip:

Date Last Received PRC:
Amount of PRC Authorized to date in this calendar year (prior to authorization): \$
Current PRC Application Date:
PRC AG Size:

<b>AG INFORMATION</b>					
CRISE Line #	Sex	A(dult) or C(hild)	Name	SSN	DOB

<b>APPROVAL INFORMATION</b>
<input type="checkbox"/> Shelter Expenses - \$
<input type="checkbox"/> Utility Expenses - \$
<input type="checkbox"/> Home Repairs - \$
<input type="checkbox"/> Transportation Expenses - \$
<input type="checkbox"/> Child Welfare Services - \$
<input type="checkbox"/> Family Disaster Assistance - \$

<b>VENDOR INFORMATION</b>		
Vendor:		
Address:		
City:	State:	Zip:

Additional Comments:
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Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature (as needed): \_\_\_\_\_ Date: \_\_\_\_\_



**DEPARTMENT OF JOB AND FAMILY SERVICES**

541 Ledbetter Road  
Xenia, Ohio 45385-5334  
(937) 562-6000  
(937) 426-1779  
Fax: (937) 562-6177

Date: \_\_\_\_\_  
RE: \_\_\_\_\_  
Case #: \_\_\_\_\_

To: VENDOR  
From: \_\_\_\_\_

The agency has received a request from the person referenced above for assistance with \_\_\_\_\_. In order to make a determination of eligibility for this assistance under the PRC program, we need the following information from you. This is NOT AUTHORIZATION for the requested service. If it is authorized, a relief supply order (voucher) will be issued to you. Once you return the signed relief supply order (voucher) to this agency, payment will be mailed to you. (Please note: it may take from 4 to 6 weeks to receive payment.)

I will accept a voucher from the Greene Co. Dept. of Job & Family Services: Yes \_\_\_\_\_ No \_\_\_\_\_

The service I will provide is: \_\_\_\_\_

The total cost (less tax due to government agency exemption): \$ \_\_\_\_\_

New Housing (if applicable): Address of rental: \_\_\_\_\_  
Rent amount per month: \$ \_\_\_\_\_  
Security deposit: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
**NOTE:** Do NOT permit the individual to move in prior to receipt of our voucher or we cannot assist.

Eviction situation (if applicable):  
How many months are owed?: \_\_\_\_\_ Total due: \$ \_\_\_\_\_  
If a voucher for this amount is provided, will you cease eviction proceedings?:  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Payment information for issuing checks and 1099s for services rendered**  
**Note: The Greene Co. Auditor is required by law to report any payment issued to you to the IRS for tax purposes.**

Name of company and/or person: \_\_\_\_\_

Address of business: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Check mailing address (if different than above): \_\_\_\_\_

Federal tax ID number: \_\_\_\_\_ and/or SSN: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Daytime phone number: \_\_\_\_\_ Date: \_\_\_\_\_

**Monthly Federal Poverty Guideline (FPG) Measure**  
Effective January 22, 2015

Assistance Group Size	50% Monthly FPG	100% Monthly FPG	135% Monthly FPG	150% Monthly FPG	175% Monthly FPG	185% Monthly FPG	200% Monthly FPG	250% Monthly FPG	300% Monthly FPG	Annual FPG
1	491	981	1325	1472	1717	1815	1962	2453	2943	11770
2	664	1328	1793	1992	2324	2456	2655	3319	3983	15930
3	838	1675	2261	2512	2930	3098	3349	4186	5023	20090
4	1011	2021	2729	3032	3537	3739	4042	5053	6063	24250
5	1184	2368	3197	3552	4144	4380	4735	5919	7103	28410
6	1358	2715	3665	4072	4750	5022	5429	6786	8143	32570
7	1531	3061	4133	4592	5357	5663	6122	7653	9183	36730
8	1704	3408	4601	5112	5964	6304	6815	8519	10223	40890
9	1878	3755	5069	5632	6570	6946	7509	9386	11263	45050
10	2051	4101	5537	6152	7177	7587	8202	10253	12303	49210
11	2224	4448	6005	6672	7784	8228	8895	11119	13343	53370
12	2398	4795	6473	7192	8390	8870	9589	11986	14383	57530
13	2571	5141	6941	7712	8997	9511	10282	12853	15423	61690
14	2744	5488	7409	8232	9604	10152	10975	13719	16463	65850
15	2918	5835	7877	8752	10210	10794	11669	14586	17503	70010
16	3091	6181	8345	9272	10817	11435	12362	15453	18543	74170
17	3264	6528	8813	9792	11424	12076	13055	16319	19583	78330
18	3438	6875	9281	10312	12030	12718	13749	17186	20623	82490
19	3611	7221	9749	10832	12637	13359	14442	18053	21663	86650
20	3784	7568	10217	11352	13244	14000	15135	18919	22703	90810
21	3958	7915	10685	11872	13850	14642	15829	19786	23743	94970
22	4131	8261	11153	12392	14457	15283	16522	20653	24783	99130
23	4304	8608	11621	12912	15064	15924	17215	21519	25823	103290
24*	4478	8955	12089	13432	15670	16566	17909	22386	26863	107450

\* For each additional person, add (4,160) to the Annual FPG

Cash Asst. Policy 1/15

FPG2015chart1.xls

**GREENE COUNTY SELF-DECLARATION APPLICATION FOR TANF/TITLE XX SERVICES**

Name:	<b>For Agency Use Only</b>
Social Security Number:	Subgrantee: Family & Children First
Present Address:	Worker:
Telephone/Contact Number:	Date received:

**1. List EVERYONE living in your household, including yourself.**

(If you are a non-custodial parent, list your children residing in Ohio.)

Name	Relationship to Applicant	Age	Source of Income
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**2. Circle your family size below.**

Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1	\$1945
2	\$2622
3	\$3299
4	\$3975
5	\$4652
6	\$5329
7	\$6005
8	\$6682

**3. Check one:**

- I declare that my family's gross monthly income is **at or below** the standard listed.  
 I declare that my family's gross monthly income is **above** the standard listed.

**4. Please read this statement carefully and respond below:**

I reside in Greene County and have a child younger than 19 years of age in Ohio. All members of my household are citizens or qualified aliens. I am not in debt to the Department of Job & Family Services for an OWF or PRC overpayment due to fraud. I am not an unmarried parent under 18 who is not attending school or not living in an adult-supervised living arrangement. No one in my household is a fleeing felon or probation/parole violator. No one in my household is failing to cooperate with the Child Support Enforcement Agency in establishing paternity or securing child support. No one in my household has been found to have fraudulently misrepresented their residence in order to obtain benefits in two or more states.

- YES, I agree with the above statement (it is correct/true for me).  
 NO, I disagree with the above statement (it is not correct/true for me).

**5. Sign this application.**

*The information provided above is complete and correct to the best of my knowledge and belief.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Voter Registration Notification: If you are not registered to vote where you live now, would like to register to vote at this time?

- Yes, I want to register to vote.  No, I do not want to register to vote.

(If you do not check either box, you will be considered to have decided not to register to vote at this time. This does NOT affect your application for benefits in any way.)

<b>FOR AGENCY USE ONLY</b>			
<input type="checkbox"/> Eligible	<input type="checkbox"/> Decision Letter Given (retain copy)	<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Decision Letter Given (retain copy)
Signature of Worker		Date	

## DECISION ON YOUR APPLICATION FOR TANF/TITLE XX SERVICES

Date: \_\_\_\_\_

Dear: \_\_\_\_\_:

### Approvals (check box)

- You have been approved for services through a subgrant agreement with the Greene County Dept. of Job & Family Services. You may be eligible for Food Assistance and other benefits. If you would like more information on Food Assistance, please contact the Greene County Dept. of Job & Family Services.

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### Denials/Terminations (check appropriate box)

- Your application for services through a subgrant agreement with the Greene County Dept. of Job & Family Services has been denied for the following reason(s):

**OR**

- You are no longer eligible to participate in services through a subgrant agreement with the Greene County Department of Job & Family Services for the following reason(s):

\_\_\_\_\_ Your application has been pending for 30 days or more, and you have not begun participation in the program, or your re-application is over 30 days past due.

\_\_\_\_\_ Your family's gross income exceeds 200% of the Federal Poverty Level.

\_\_\_\_\_ There are no eligible children in your household.

\_\_\_\_\_ You are not a resident of Greene County.

\_\_\_\_\_ You are ineligible because you are a fleeing felon or probation/parole violator, or you are an ineligible alien, or you are an unmarried, non-graduate parent under 18 not living in an adult-supervised setting, or you have an outstanding OWF/PRC IPV overpayment balance, or you were found to have fraudulently misrepresented residency in order to obtain assistance in 2 or more states.

\_\_\_\_\_ Other:

You may still qualify for services that are not funded by the Greene County Dept. of Job & Family Services.

If you disagree with this decision, you have the right to appeal. Please contact your worker within 90 days of this decision to appeal.

**Please note:** approvals are **ONLY** for services provided by the agency listed below. If you are interested in other services or benefits, contact the Greene Co. Dept. of Job & Family Services to make application.

Sincerely,

\_\_\_\_\_  
Worker

\_\_\_\_\_  
Agency