

SPECIAL PROGRAMS AND PROCEDURES

June 15, 2015

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CHAPTER 6000

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6100 Hamilton County Prevention/Retention/Contingency (PRC) Program

- 6101:** The Prevention/Retention/Contingency (PRC) program is designed to help families residing in Hamilton County overcome immediate barriers to achieving or maintaining self-sufficiency, with the objective of lessening the need for ongoing public assistance.
- 6102:** In addressing these purposes, the PRC program in Hamilton County will be administered by the Hamilton County Department of Job and Family Services (HCJFS). HCJFS may determine eligibility and deliver assistance utilizing either its own staff or through a contract with other entities in the community.
- 6103:** There are, however, two distinct approaches in rendering assistance under the PRC program:
- 6103.1 One-time, short-term assistance of tangible value to the recipient.** This is not cash payment or ongoing support such as that afforded by Ohio Works First (OWF) or Disability Financial Assistance (DFA). Neither is it an entitlement: utilization of the program will be considered on a case-by-case basis under the provisions enumerated below in sections 6110 through 6199. The personal judgment of the eligibility determiner is a key component in assessing the efficacy of the services toward the end of self-sufficiency.
- 6103.2 Services of no tangible value to the recipient may be provided on an ongoing basis.** The receipt of these services will **not** impact in any way the recipient's eligibility for tangible one-time benefits and therefore, will not be recorded in the CRISE system. Each program of assistance under this provision will be adopted as an amendment to this plan, with eligibility criteria and determination procedures specified therein.
- 6104:** Hamilton County reserves the right to temporarily suspend PRC program enrollment at any time when, in the sole judgment of the Board of County Commissioners, it is no longer fiscally prudent to fund the program.
- 6105:** If at any time Hamilton County determines it is necessary to change the terms and criteria involved in operating the PRC program, HCJFS will not engage in any reconsideration of eligibility determinations made prior to the effective date of the change.
- 6106:** In accordance with Section 329.051 of the Revised Code, voter registration applications will be made available to all persons applying for and/or participating in the County's PRC program.

6110 FUNDAMENTAL PRINCIPLES

- 6111:** PRC may provide short-term assistance limited to the amount actually required to meet the need up to \$500 total during a twelve (12) consecutive month period, provided funding remains available. This assistance is provided directly by HCJFS through vendor payment. Any number of individual payments can be made on behalf of a PRC AG during a four-month "assistance period" (beginning with the initial month in which assistance is authorized) as long as they are distinctive, non-ongoing occurrences and funds remain available. Note: under special circumstances of a natural disaster resulting in a declared emergency or a traumatic incident for a family (verified by a public safety official) up to \$1500 may be authorized to meet verified needs during the four month period, provided adequate funding is available.

- 6112:** A PRC Assistance Group (PRC AG) is a group of individuals deriving benefit from the authorized service and treated as a unit for the purpose of determining eligibility for the PRC Program. It must contain at least one minor child (under age eighteen or under age nineteen and not yet graduated from High School). A woman (with no children) medically verified to be at least six months pregnant is also an appropriate AG, although the fetus is not counted as an AG member. *NOTE: for treatment of the income and resources of an individual excluded from the PRC AG due to disqualification, see 6142.*
- 6113:** Eligibility for PRC is dependent upon the PRC AG's demonstrated willingness to maintain a consistent income stream (i.e. employment), verification of the need for financial assistance and/or services, and whether the HCJFS determines that provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's must possess an expected ongoing income, not exceeding 150% of the current Federal Poverty Guidelines (FPG). PRC assistance is only available to AGs which haven't received PRC assistance during the previous twelve consecutive months from the beginning date of the previous four-month assistance period. (The month the assistance is authorized is counted as the first month, even if the authorization takes place on the last day of the month.)
- 6114:** Under this program, an assistance group may receive customized assistance, goods or services, as determined appropriate by the HCJFS.
- 6114.1** Services may be provided to an assistance group to *prevent* them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Examples of such services are: job-related expenses such as tools, safety equipment, work clothing/uniforms, transportation (i.e., automobile repairs, bus tickets, car payments), short term education expenses, etc. (This is not an exhaustive list.)
- 6114.2** Services are also provided to a PRC AG to help members *retain* employment and, thereby, to achieve or continue self-sufficiency. Examples cited above in 6114.1 are applicable to this category as well.
- 6114.3** In addition, services may be provided to a PRC AG to meet a presenting or *contingent* need which, if not satisfied, threatens the work ability of one or more PRC AG members. Examples of such services are: rent, deposits, utility bills, home repairs, emergency shelter, necessary appliances, clothing, etc. (This is not an exhaustive list.) However, no medical expenses other than pre-pregnancy family planning can be covered by PRC.

- 6115:** While PRC is designed to help families overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility (thereby preventing the need for ongoing public assistance), the fact that an ongoing Medicaid, OWF or DFA assistance group is active is not the all inclusive factor in the consideration of eligibility for the PRC Program. In addition, HCJFS is committed to informing individuals about other programs (i.e., Medicaid, Food Assistance, Child Care) that are available and capable of playing a role in sustaining the self-sufficiency of families.
- 6116:** PRC assistance must be authorized with a demonstrated expectation that the PRC AG will then be able to function without additional agency help (other than whatever ongoing assistance they may already be receiving).

6120 APPLICATION PROCESSING

- 6121:** The PRC AG must complete form HCJFS 0399-A, *Application - Prevention, Retention and Contingency (PRC) Program*, declaring all income and liquid resources, to request PRC.
Note: A PRC Application is only considered valid once all supporting documentation is received (i.e. proof of need and/or documentation of other social services requested/offered.)
- 6122:** Upon receipt of a complete PRC application, a face-to-face or telephone interview will be conducted. This requirement assures the provision of personal and individual services based upon a conversation with regard to the applicant's needs.
- 6123:** HCJFS will determine eligibility and, as deemed appropriate, deliver assistance to those in need of short-term tangible assistance. Immediate needs, and whether or not the PRC Program can satisfy that need, will be determined by HCJFS. **Note: PRC assistance to sanctioned AGs cannot be used to replace the lost OWF income for payment of expenses that would have been paid from the OWF grant.**

6124: Eligibility must be determined within ten business days after the filing of the complete application (the application date is excluded in the count) and in a fair and equitable manner, which includes verification of information relevant to the determination of eligibility. However, HCJFS **may** extend the ten-day period for consideration of a PRC application for reasons it determines, in its sole judgment, to constitute “good cause” for delay in the provision of needed information/verification. Good cause must be documented in the case record when the application remains pending beyond ten working days.

6125 All applicants for PRC who wish to exercise their right to a hearing may request a State hearing via the usual State hearing request process.

6130 EXPLORING COMMUNITY RESOURCES

6131: PRC may not be authorized where alternate sources exist to meet the need. Participants are expected to make reasonable and documented efforts to explore the availability of resources within the local community prior to HCJFS authorization of PRC.

6132: A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. The PRC application provides a section for the participant to document, in writing, his/her attempts to locate and utilize other resources. At least two attempts must be documented.

6133: PRC may not be authorized to prevent utility cutoffs or restore utility service during the “Winter Heating Season” when the HEAP program is an available resource.

6134: HCJFS is not required to exhaust all potential resources in the Hamilton County community before approving PRC services.

6140 DETERMINATION OF PROGRAM ELIGIBILITY

6141: The gross amount of the PRC AG’s countable income is totaled and compared to the amount which is 150% of the current Federal Poverty Guideline (FPG) amount for the PRC AG size. If the total PRC AG income is equal to or less than 150% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement.

6141.1: Income which was received by any member of the PRC AG (including ineligible individuals) during the thirty-day period prior to the date of application (which excludes the actual date of application) is considered when determining financial need. HCJFS or a contracted provider may continue to provide services under the case plan developed regardless of changes in income level after this thirty-day period.

- 6141.2:** The total gross income, both earned and unearned, of all the PRC AG members, must be counted with the exception of:
- Earned income of a dependent child;
 - Student financial aid not payable in cash to the student and retained by the educational institution to defray educational expenses, and
 - The verified costs of supplies and materials used in self-employment situations, or a standard 50% deduction, whichever is greater;
 - Any other income deemed “exempt” by OAC rule.
- 6141.3:** Written or oral verification of income is required. For any verification which is obtained by phone, there must be clear documentation in CLRC concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income and the name of the individual who obtained the verification.
- 6142:** Certain individuals are ineligible for PRC:
- Members of an AG with an outstanding unpaid OWF (October 1996 or later) or PRC fraud overpayment balance;
 - An unmarried parent less than 18 not living in an adult-supervised setting;
 - Aliens not lawfully admitted for permanent residence;
 - Fugitive felons, parole and probation violators;
 - Individuals found to have fraudulently misrepresented their residence to obtain benefits in two or more states within the last ten years (from the date of the conviction); and
 - Adult or minor caretakers of children are ineligible for tangible (ref. 6103.1) PRC assistance if they have received it (as the adult or minor caretaker of an AG) in a four month period that began within the last twelve months.
- 6142.1:** The income and resources (in their entirety) of ineligible individuals are available to other AG members but the ineligible individual’s needs may not be included in the need standard for the AG. Ineligible individuals may not be the payee for PRC benefits for other members of the AG and, if they are the only adult or minor caretaker AG member, the AG will not be eligible.
- 6143:** HCJFS reserves the right to deny PRC (or condition its approval) to any applicant who has:
- Demonstrated a pattern of failure to use their own resources to meet their needs; or
 - Caused their own crisis by quitting employment without just cause (as defined in the Hamilton County Personal Responsibility Agreement [PRA] for the OWF program).
- 6143.1:** There is an expectation that AGs which have had sufficient income to meet routine ongoing shelter expenses will have budgeted and utilized their income appropriately. Specifically, those AGs in receipt of need-based income (such as OWF, DFA or SSI) designed to encompass shelter expenses, absent some unforeseeable event, may be denied PRC, at the sole discretion of the eligibility determiner, in connection with delinquent utility bills, to avert eviction or to find replacement housing for housing from which they are being evicted.

6143.2: Where the eligibility determiner does approve PRC for an applicant/participant with a history of nonpayment of rent/utilities and/or eviction, they must require and the applicant/participant agree to use a direct rent/utilities program in exchange for receipt of PRC intervention in their situation.

6143.3: HCJFS casework staff or contracted service providers may counsel participants on personal budgeting and may review participants' monthly bills. HCJFS may require referral of a participant to another community service provider for personal budgeting classes. Contracted service providers may require a consumer's participation in activities such as budgeting classes, direct rent and utility programs, etc., as part of the PRC case plan.

6144: PRC assistance must be authorized with a reasonably demonstrated expectation that the PRC AG will then be able to function without additional agency help (other than whatever ongoing assistance they may already be receiving). The PRC applicant who is not applying for or receiving cash assistance should be currently employed, have an employment offer or demonstrate other income streams which will support the participant without cash assistance for a minimum of two months. Seasonal employees or those who have recently lost employment who are willing to waive the OWF assistance they would otherwise be eligible for, may also be considered candidates for diversion.

OWF recipients applying for PRC must be currently participating in an HCJFS approved activity or be otherwise exempt.

6150: UTILIZATION OF PERSONAL RESOURCES

6151: PRC applicants may be asked to use some of their own liquid resources available on the date of application to help meet their needs. Those who refuse will be ineligible for PRC services. Liquid resources include cash on hand, regular savings accounts and checking accounts. *NOTE: Verification of declared resources is not required.*

6152: The applicant must demonstrate that his/her liquid assets are insufficient to meet the presenting need. HCJFS and/or a contracted service provider is responsible for determining whether resources available to the participant should be used to pay for a portion of the need, utilizing the following guidelines:

6152.1: Current income used in the income eligibility determination or due to be received in the future is not considered a liquid resource. Amounts held and needed to meet routine expenses coming due in the next 30 days (such as food, shelter, transportation and utilities) will not be considered an available liquid resource.

6152.2: Participants are also allowed to retain liquid assets of up to \$200. Liquid resources held by AG members above \$200 (excluding any exemptions defined by OAC rule) must be utilized to meet their presenting needs before resorting to PRC funds. *For example: an applicant has \$1000 on deposit in a bank, of which \$500 is for the upcoming month's rent or car payment. The \$500 is not counted as available. From the remaining \$500, we allow \$200 to be retained, leaving \$300 to be applied against the presenting need.*

- 6153:** If the personal resources held by the AG are insufficient to meet the presenting need, they may be supplemented by PRC funds, not to exceed the cap of \$500 (or \$1500 in the case of diversion and \$1500 in special circumstances of a declared emergency or verified traumatic incident). Note: For potential diversion candidates, it is not necessary to verify the exact amount of the need unless there are countable liquid resources with which the need must be compared in order to determine eligibility for the PRC program.
- 6153.1:** HCJFS and/or the contracted community service provider may require prepayment of an applicant's bills for which liquid resources are on deposit. Verification of prepayment may be required.
- 6160: AMOUNT AND TYPES OF ASSISTANCE**
- 6161:** PRC payments are limited to the amount actually required to meet the presenting need(s), to the extent personal resources are not sufficient, up to \$500 (or \$1500 for a declared emergency/traumatic incident) per twelve consecutive month period.
- 6162:** In cases where two AGs share a household, duplicate PRC services may not be approved (for instance: two AGs may not be authorized PRC when they apply for \$500 each to pay a \$1000 household expense).
- 6170: PROGRAM INTEGRITY AND CONTROL**
- 6171:** The approval of the Director or designee is required to authorize PRC assistance. After a recommendation by the eligibility determiner (supported by appropriate reasoning and documentation and reflected on the PRC Worksheet, HCJFS 0399-B) to authorize PRC assistance is made and concurred in by their Manager, the HCJFS Director or designee will review and either concur or overrule the determination of eligibility. For assistance up to \$500, the Director's designee is the Section Chief. For amounts in excess of \$500, the Director or, if unavailable, an Assistant Director must personally review and approve the payment.
- 6172:** The PRC Clerk will generate payment for the assistance, goods, and/or services. As long as payment is authorized within the four-month period from the date of the initial approval, actual payment may be made to vendors according to normal payment procedures and schedules in place at HCJFS. All PRC payments will be made to the vendor.
- 6173:** The CRISE AEOEA driver will be utilized to record PRC authorizations under this program. Financial activity will be captured on the HCJFS financial system. *NOTE: Non-tangible assistance approved under special-purpose amendments to this plan will not be recorded in CRISE.*
- 6174:** Applicants will be notified promptly of the determination made on their application for PRC. Notification will be made on form HCJFS 0399-C, "Notice of Action Taken on Your Application for the Prevention, Retention and Contingency (PRC) Program," which explains the right to appeal the decision. Notice of approval may be prepared but will not be sent or delivered unless and until the review process has affirmed the decision to approve the application.

MONTHLY FEDERAL POVERTY GUIDELINES

Effective January, 2015

The Monthly Federal Poverty Guideline amount is used to determine income eligibility for the Hamilton County PRC Program. The total gross countable income of all members of the assistance group must be equal to or less than the need standard (expressed as a percentage of the Monthly Federal Poverty Guideline amount for the appropriate assistance group size).

Note: Dated information: obsolete upon Federal revision.

Assistance Group Size	150% of Monthly Federal Poverty Guidelines
1	1472
2	1992
3	2512
4	3032
5	3552
6	4072
7	4592
8	5112
Each Additional	+520

Roster of Active Amendments to the Hamilton County PRC Plan (current as of June 15, 2015)		
No.	Name	Effective Date
1.	Child Welfare (revised eff. 9/1/10)	12/01/99
7.	Diversion Program	12/01/99
23.	Employer Subsidy Program (revised eff. 11/1/09)	10/01/05
29.	TANF Purposes 3 and/or 4 Projects (revised eff. 9/1/10)	10/1/07
30.	TANF Youth Employment Program (revised eff. 6/5/15)	6/01/12

HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM
AMENDMENT 1 - CHILD WELFARE
Effective 1 December 1999
(Latest revision effective 9/01/10)

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to cover contracts between community service providers and the Hamilton County Department of Job and Family Services or directly by Hamilton County Job and Family staff to provide certain Child Welfare services where families are economically vulnerable. This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

PURPOSE

This amendment is adopted to address the needs of families which are at risk of becoming or remaining dependent on Ohio Works First cash assistance due to Child Welfare issues in the home. These situations require case management, counseling and other services in order to support parents (or caretaker relatives) in effectively parenting and/or supporting their child(ren). They also require services to promote family preservation or reunification and/or work to mitigate inter-generational patterns of illegitimacy and dependency. Accordingly, services remain consistent with all four (4) TANF Purposes.

ELIGIBILITY CRITERIA

- The applicant must reside in Hamilton County.
- Once determined eligible, the family will remain eligible for the duration of the program.

SERVICES PROVIDED

Services will be in support of the purposes of this amendment (as cited above) and as specified in the contract between HCJFS and the provider(s) or by HCJFS staff as needed to support the family.

COMPENSATION FOR SERVICES PROVIDED

The compensation for services provided by the vendor will be limited to those due under the terms of the contract. Compensation by HCJFS staff will be determined by procedures in accordance with cost allocation methodologies at the time services are rendered.

HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM
AMENDMENT 7 - DIVERSION PROGRAM
Effective 1 December 1999

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to include a "diversion program." This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

PURPOSE

This amendment is adopted to advance the self-sufficiency of families where children are at risk for neglect and/or abuse (but are not active with a public children's services agency). These situations require case management and counseling services in order to support parents in effectively parenting and/or supporting their child(ren).

ELIGIBILITY CRITERIA

- The assistance group (AG) is defined as a parent or parents and their children under the age of 18 (or under age 19 but still enrolled in high school). There must be at least one such child.
- The AG must reside in Hamilton County.
- Ineligible individuals (as defined in County PRC Plan Section 6142) are not eligible for services from PRC nor are they included in calculating the AG size (however their income is counted).
- The total gross monthly income of all AG members is compared with a need standard of 300% of the Federal Poverty Guideline appropriate to the size of the AG if applying prior to 10/01/09. All approvals effective 10/01/09 and later are capped at 150% of the appropriate Federal Poverty Guideline. (See the need standard table in the Appendix to the County PRC Plan). If the income is less than the need standard, the AG is eligible for this program.
- Liquid resources are not included in the calculation.
- Once determined eligible, the AG will remain eligible, despite any subsequent changes in its monthly income, until the course of treatment/service is completed.

APPLICATION PROCESSING

The application process will be administered by the community service provider and the determination and documentation of eligibility will be its responsibility, as specified in the contract between the parties. The application format to be employed is attached herewith as a part of this amendment (providers may augment this format to serve their purposes but must not delete any required information).

- The PRC applicant must complete, sign and date the application form.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- The community service provider makes the eligibility determination and records it on the Application Form.
- The community service provider retains the application for audit purposes and is responsible for any findings.

SERVICES PROVIDED

Services will be in support of the purposes of this amendment (as cited above) and as specified in the contract between HCJFS and the service provider

COMPENSATION FOR SERVICES PROVIDED

As provided in the contract between HCJFS and the service provider.

HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM
AMENDMENT 23 – EMPLOYER SUBSIDY PROGRAM
Effective 1 October 2005 (Revised Effective 1 November 2009)

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to facilitate programs providing employment recruitment and retention services consistent with language contained in OAC 5101:1-3-16 specific to the Subsidized Employment Program (SEP) and PRC Employer Subsidy Program. These services are delivered through contracts with other public entities and/or local community service providers. This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

PURPOSE

This amendment is adopted to offer families assistance in securing and retaining stable employment to transition off the OWF cash roles with the added benefit of increasing County OWF Work Participation rates. The goal is long term self-sufficiency to enhance the prospect that OWF recipients will be able to support themselves and their children by rising above the poverty level and thereby reducing their dependence on public assistance benefits.

ELIGIBILITY CRITERIA

- The applicant must be an adult or legally emancipated minor residing in Hamilton County.
- The assistance group (AG) is defined as the custodial parent or caretaker relative and their children under the age of 18 (or under age 19 but still enrolled in high school). The caretaker may be related naturally or by adoption and must be a father, mother, brother, sister, aunt, uncle, first cousin or from an earlier generation denoted with the prefix "great" or "grand."
- Ineligible individuals (as defined in the Hamilton County PRC Plan Section 6142) are not eligible for services from PRC nor are they included in calculating the AG size (however their income is counted).
- The current total gross monthly income of all AG members is compared with a need standard of 150% of the Federal Poverty Guideline appropriate to the size of the AG. If the income is less than the need standard, the AG is eligible for this program.
- Liquid resources are not included in the calculation.
- Once determined eligible, the family will remain eligible for the duration of their participation in the employer subsidy program.

APPLICATION PROCESSING

The application process will be administered by the contracted community service provider(s) and/or Hamilton County Job and Family Services. The application format to be utilized will be formalized as a part of contractual agreements with provider(s) and may be augmented to serve their purposes. Note: Legal requirements specific to OAC 5101:1-3-16 must not be deleted.

- The PRC applicant must complete, sign and date the application form.
- The contracted provider(s) (if applicable) retain the application for audit purposes and are responsible for any findings.

SERVICES PROVIDED

Services will be in support of the purposes of this amendment (as cited above) and as specified in the contract between HCJHS and provider(s). Services may include (but are not limited to):

- Employment and/or Training Services;
- Case Management
- Provision of access to transportation, as required;
- Vocational assessment;
- Work skills training;
- Evaluations of progress;
- Vocational counseling; and
- Program monitoring and reporting.

COMPENSATION FOR SERVICES PROVIDED

The compensation for services provided by a contracted community agency will be defined in the terms of the contract related to this amendment.

HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM
AMENDMENT – TANF PURPOSES 3 AND/OR 4 PROJECTS

(Amendment #29)

Effective October 1, 2007

(Latest revision effective 9/01/10)

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to cover contracts between community service providers and Hamilton County Job and Family Services (HCJFS) or provided directly by HCJFS staff, in hopes of providing services specifically designed to address TANF Purposes 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 4 (To encourage the formation and maintenance of two-parent families). This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

PURPOSE

This amendment is adopted to address the needs of families and youth. These situations may require case management, counseling and other services consistent with TANF purposes 3 and/or 4.

ELIGIBILITY CRITERIA

- The applicant must reside in Hamilton County.
- Once determined eligible, the family will remain eligible for the duration of the program.

SERVICES PROVIDED

Services will be in support of the purposes of this amendment (as cited above) and as specified in the contract between HCJFS and the provider(s) or by HCJFS staff as needed to support the family.

COMPENSATION FOR SERVICES PROVIDED

The compensation for services provided by the vendor will be limited to those due under the terms of the contract. Compensation by HCJFS staff will be determined by procedures in accordance with cost allocation methodologies at the time services are rendered.

HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM AMENDMENT 30 - TANF YOUTH EMPLOYMENT PROGRAM

Effective 1 June 2012

(Latest revision effective 5/01/15)

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to facilitate programs providing employment experience for youths as deemed appropriate. These services are delivered either directly by the Hamilton County Department of Job and Family Services (HCJFS) or through contracts with other public entities and/or local community service providers. This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

PURPOSE

This amendment is adopted to offer age appropriate youth (as defined by ODJFS and/or other appropriate funding sources) an experience that will encourage the recruitment and development of youth/employer work relationships.

ELIGIBILITY CRITERIA

- The approved applicant must be from a TANF-eligible family residing in Hamilton County.
- Ineligible individuals (as defined in the Hamilton County PRC Plan Section 6142) are not eligible for services from PRC nor are they included in calculating the AG size (however their income is counted).
- The current total gross monthly income of all assistance group (AG) members is compared with a need standard of 200% of the Federal Poverty Guideline appropriate to the size of the AG. If the income is less than the need standard, the AG is eligible for this program.
- Liquid resources are not included in the calculation.
- Once determined eligible, the family will remain eligible for the duration of the program.

APPLICATION PROCESSING

The application process will be administered by HCJFS or, where applicable, the contracted public entity or community service provider. The determination and documentation of eligibility will be the responsibility of HCJFS, or as specified in the contract with other parties. The application format to be employed is attached herewith as a part of this amendment.

- The applicant must complete, sign and date the application below. Note: the PRC application must be signed by the Parent or Guardian and Youth.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- HCJFS staff or, if applicable, the contracted public entity or community service provider makes the eligibility determination and records it on the Application Form.
- HCJFS or, if applicable, the contracted public entity or community service provider retains the application for audit purposes and is responsible for any findings.

SERVICES PROVIDED

Services will be consistent with ODJFS guidelines and in support of the purposes of this amendment (as cited above); and as specified in the contract between HCJFS and the provider, where applicable.

Hamilton County Job and Family Services PRC Renewal (eff. 10/01/15)

Consistent with Prevention, Retention and Contingency (PRC) biennial renewal requirements outlined in chapter 5108 of the Ohio Revised Code, including a review by the Hamilton County Job and Family Services (HCJFS) Planning Committee, HCJFS hereby submits the attached County PRC plan with no changes.

The Hamilton County Prevention, Retention and Contingency (PRC) policy renewal is hereby approved by:

Name: _____ **Date:** _____

Maira Weir, Director (Hamilton County Job and Family Services)