

SECTION I

HOLMES COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES PREVENTION, RETENTION AND CONTINGENCY PLAN

Revised: July 2016

"Our Commitment"

All members of the Holmes County Community who come through our doors seeking help in meeting their personal responsibilities will receive a competent and caring response to their request for assistance. As customers of our services, they will be encouraged to develop their own vision of a better future as teams of supportive professionals will help them move successfully toward self-sufficiency.

The GOALS of the Prevention, Retention, and Contingency (PRC) Program are:

- To assist the family to self-sufficiency
- Prevent the family from reliance of ongoing cash assistance
- Divert the family from reliance on ongoing cash assistance and guide them to self-sufficiency by helping them through a presenting crisis
- Retain employment, and thereby achieve or continue self-sufficiency
- Provide for a presenting contingent need which, if not satisfied threatens the safety, health, or well being of one or more of the assistance group members

Services provided to eligible customers to reach these goals are determined through the customer and the case manager as necessary to achieve self-sufficiency and/or preservation of the assistance group.

Assistance Group Composition

The Assistance Group" for PRC benefits and services is based on the family unit and its responsibility to support each other. All assistance groups must be made up of:

- 1) A minor child (ren) and at least one parent, caretaker relative, legal guardian or legal custodian, or other members of the household who may or may not be related to the minor child (and have lived in the home for at least 60 days) but who significantly enhance the family's ability to achieve self-sufficiency, or;
- 2) A minor child (ren) whose care and control and/or custody is with a government entity such as Juvenile Court or the Department of Job and Family Services, or;
- 3) A non custodial parent with the responsibility to support a minor child, or;
- 4) A pregnant woman (in at least 6th month of pregnancy) or;
- 5) A parent with a child who has been "temporarily" removed from the household and where the parent is working towards the goal of reunification.

"Minor child" means either of the following: an individual who has not attained age eighteen, or an individual who has not attained age nineteen and is a full-time student in a secondary school or in the equivalent level of vocational or technical training.

"Non-custodial parent" means a parent of a minor child who does not live in the same household as the minor child but is a resident of Holmes County. Only non-custodial parents who have demonstrated efforts in the last 4 of 6 months (defined as ordered amount of support paid) to support a minor child is eligible for TANF services.

"Temporarily Absent" A family that has a child(ren) in the custody of children services who is "temporarily absent" (6 months or less) from the home, and have an active case plan for reunification, may qualify for PRC as long as they are cooperating with Children Services.

Eligibility and Application:

- At the time of application, the applicant must be a Holmes County resident.
- Must meet the criteria outlined in the assistance group composition.
- PRC AG's income for the last 30 days must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect unless stated differently in the program description. This guideline will be updated annually.
- PRC is restricted to payments made to eligible households over a thirty (30) day period of eligibility. PRC applications received after a previous 30-day period of eligibility require a new determination of eligibility.
- Maximum payments for PRC approved items are \$1200 per consecutive 12-month period per household. Funding received from enhanced TANF programs (i.e. gas card and or utility assistance) do not count towards maximum PRC payment amount.
- Applicant must be employed a minimum of 30 hours per week.
- Vehicle repairs will be considered only when there are no other vehicles available to the AG because it is their only vehicle or other available vehicles in the AG are needed for employment purposes.
- Gasoline vouchers will only be issued under PRC for AG's with new employment verifying the required 30 hours a week but are awaiting their first pay check.
- Eligibility will be determined on a case-by-case basis.
- If Holmes County is declared to be in a state of emergency by the Governor of Ohio, PRC funding may be used to provide for disaster related services.
- A Retention "ADVANCE" of maximum \$1500.00 per 12 consecutive month's period may be issued by the Holmes County Department of Job and Family Services (HCDJFS) for EMPLOYMENT related/retention needs. Applicant must have been employed at least 30 hours per week for the four weeks prior to application. Applicant must (at time of application) be employed at least 30 hours per week. This advance requires the recipient household group to either repay the advance within 12 months or donate a specific number of volunteer hours, based on \$10.00 per hour, to designated community groups within the county. The HCDJFS Director may waive the repayment requirement when the employed household member remains employed thirteen consecutive weeks from date of issuance of the "ADVANCE." **A repayment agreement must be signed prior to issuance of the Retention Advance.** A PRC household who fails or refuses to repay or volunteer time for repayment of an advance shall be ineligible for PRC until the ADVANCE has been repaid.

Exceptions

- For TANF funded projects that are contracted to an outside vendor, responsibility for eligibility determination will be outlined in their specific contract. No limits are placed on the amount of PRC/TANF assistance a family can receive as with regular PRC benefits.
- For TANF funded projects or programs, income eligibility is expressed as a percent of the Federal Poverty Guideline (FPG) and varies according to program.
- For TANF funded projects or programs, employment requirements may or may not be considered as an eligibility requirement.
- For TANF funded projects or programs with no cash value, sanction

- requirements may or may not be considered as an eligibility requirement.
- For TANF funded projects or programs with no cash value paid directly to applicant, the county may choose to accept self-declaration of income. If this occurs, the applicant will attest to providing accurate information on application for that project or program. The applicant will also sign "Notice Regarding PRC Fraud".
- If needed services are deemed not to have a cash value, such services may be provided on an ongoing basis. These are sometimes referred to as "soft services". If assistance is provided that has a cash value, such benefit must be designed to deal with a specific crisis or episode of need, and not be intended to meet recurrent or ongoing needs, and must not extend beyond four months. PRC assistance is not ongoing OWF or TANF assistance. PRC assistance has no direct monetary value to the assistance group (that is, the assistance is provided in the form of a voucher, or other method, and is not a direct payment) and does not involve implicit or explicit income support. Any number of individual services can be provided or payments can be made during the twelve-month eligibility period following the date of application as long as each is a distinctive, non-ongoing occurrence.

Applicants Ineligible for PRC

- Single childless individuals, childless couples, or households without a minor child as defined in the assistance group composition are ineligible for PRC.
- Individuals who are fugitive felons and/or probation/parole violators;
- A person who is not a U.S. citizen or a qualified alien;
- An Assistance Group with a member who has any outstanding OWF or TANF/PRC IPV's or overpayments due to fraud for which a repayment plan has not been established;
- An Assistance Group with a member who has been found to have fraudulently misrepresented residence in order to obtain assistance in two or more states (ineligible for ten years);
- Individuals ineligible for other programs due to non-compliance with terms of their assistance, i.e. PRC applicants who are under a sanction or job quit in the OWF, Food Stamp, or applicants/households on PRC sanction in any other county.
- Families giving false or incorrect information.
- An unmarried, non-graduated parent under 18 years of age not attending high school or its equivalent.
- Because the PRC program is funded with federal Title IV-A block grant funds, no medical expenses for applicants are covered except pre-pregnancy family planning services.
- A PRC household who fails or refuses to repay or volunteer time for repayment of an advance shall be ineligible for PRC until the ADVANCE has been repaid.

Agency Requirements

- Eligibility will be determined within 10 business days unless periods may not be met due to unavoidable delays with receiving proper verifications. Eligibility will be determined on a case-by-case basis in consideration of the "presenting need" of the PRC AG.
- PRC applicants will be informed about applicable hearing rights and other available programs and community resources.
- Voter registration applications will be available to persons applying for or participating in the PRC program.

- If eligibility is established, an agency representative will authorize payment for assistance, goods and/or services. Actual payment may be done at a later date in accordance with procedures in place at HCDJFS.
- Appropriate information will be available for audit trail.
- Notice of approval or denial shall be issued to the assistance group at the time of determination of eligibility.

SECTION II

HCDJFS TANF Enhanced Services

TANF funds have been made available, in whole or in part, through federal funds under the Personal Responsibility and Work Opportunity Act of 1996, commonly known as Temporary Assistance for Needy Families (TANF). TANF services satisfy one or more of the overarching principles of the TANF program.

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

In all cases, the goal of the TANF program is to promote self-sufficiency. It is a tool to encourage families to attain and retain employment, prevent dependency, and promote family stability. By helping families address both short and long-term needs, services will be provided with the expectation that families will overcome barriers to achieve and maintain self-sufficiency. A variety of community agencies and organizations provide TANF services through contracts with the Department.

Eligibility

Eligibility for TANF enhanced services may be based on the self-declaration of income for financial assistance and/or services as reported upon the TANF application. Due to the multiple services offered, the type of application required will be contained in the contractual agreement between HCDJFS and the provider of services.

The applicant/family must complete an application for services on an annual basis to determine ongoing economic need eligibility under TANF purposes one and two. The applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process.

TANF purposes three and four do not require an income eligibility test and do not require the agency to take an application from each participant. As a result, programs that are offered under purposes three and four that do not have an income eligibility test are not required to collect social security numbers from participants.

Continued receipt of TANF services through a contracted provider does not prohibit the family from making an application for other services or assistance, which may be available through TANF or HCDJFS. The receipt of TANF services through a contracted provider will not count toward the family's eligibility limit for TANF assistance. In these instances, no annual dollar limit exists regarding the total monetary value of services that are provided.

Enhanced TANF programs will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract.

Services

- **Breaking the Barriers**
(TANF Goals 1, 2, 4)
Breaking the Barriers emphasizes job support, short term education services, services to at risk youth, mentoring, social supports, job readiness, pre-employment career assessment, family service aides, transportation, assessment and testing, job search, job readiness, work ethics, identification of barriers to employment, job coaching, case management, and services that lead to self-sufficiency and personal responsibilities. These services are not all inclusive, the level and type of services shall be determined via the contract with the selected provider. Services are provided to families that are at or below 200% of the federal poverty level.

- **TANF Supplement for Youth**
(TANF Goals 1 & 2)
The Prevention, Retention and Contingency Plan for Holmes County has been amended to reflect participation in the Workforce Investment Act programming for younger and older youth in Holmes County. This programming meets the ten purposes of WIA youth. This program will support current HCDJFS initiatives and strengthen families by providing services to TANF eligible families/youth. These services are not all inclusive, the level and type of services shall be determined via the contract with the selected provider. Services are provided to families that are at or below 200% of the federal poverty level.

- **Family Preservation and Reunification Services**
(TANF Goals 1, 2, 3 & 4)
Holmes County Department of Job and Family Services may provide the following Child Welfare services: Family Preservation and Reunification Services to a child and his parent, guardian or custodian as the agency determines necessary and subject to the availability of funds. Activities include: screening and providing program information, referral and linking to services such as family preservation services, domestic violence services, parenting training, substance abuse treatment, counseling; family preservation services to reunite a child, activities which are undertaken to prevent removal of a child. Support the management of care of services; planning or supervising care of services referral or arranging for care of services; planning or supervising care or services; supporting access to care or services; assessing results of care or services; an performing a case assessment; emergency assistance; assessments; case management and wrap-around; prevention; post-finalization services or post-finalization adoption services which are services provided or arranged by Children Services to support, maintain and assist an adopted child or adoptive family any time after finalization of an adoption. Respite care; and other services which, in the judgment of the Holmes County staff, will prevent the need to remove a child from his or her home, or to facilitate reunification of a child with his or her family. These services are not all inclusive, the level and type of services shall be determined via the contract with the selected provider. Services are provided to families that are at or below 300% of the federal poverty level.

- **Transportation Services**
(TANF Goals 1 & 2)
Transportation services are provided for employment related activities. This program enables the clients served to become personally responsible, accountable and have work opportunities enabling economic self-sufficiency and family stability. These services are not all inclusive, the level and type of services shall be determined via the contract with the selected provider. Services are provided to families that are at or below 200% of the federal poverty level.

- **Summer Youth Employment Program
(TANF Goals 1 & 2)**

A summer youth employment program for eligible youth from a TANF eligible family. The Program will provide each eligible youth with a paid employment experience with wages being capped at \$10.00 per hour. Pre-employment competencies inventory and a post-employment competencies inventory may be required for all participating youth. The program will include the new OHIOMEANSJOBS requirements. The program may operate in the months and years the program has funding available. These services are not all inclusive, the level and type of services shall be determined via the contract with the selected provider. Services are provided to families that are at or below 200% of the federal poverty guidelines. The program will follow state and federal TANF and PRC requirements. Additional eligibility criteria may vary from year to year if determined by the state.

Dependent upon funding, participants approved for the Summer Youth Employment Program, may be issued clothing vouchers and or vouchers for school supplies.

- **University of Akron/Wayne College/Holmes Higher Education Summer Camps
(TANF Goals 1 & 2)**

Scholarships to attend educational day camps may be granted to those Holmes County children who live in TANF eligible households with income at or below 200% of Federal Poverty Guidelines. The camps will provide eligible children ages 6 to 14 years of age with fun activities designed to provide hands on learning to encourage teamwork, decision making skills and improve communication skills. Specific applications will be used for this program to determine eligibility and self-declaration of income will be accepted. The applicant will attest to providing accurate information on application and will receive "Notice Regarding PRC Fraud".

- **PRC Disaster Assistance/State Declared
(TANF Goals 1 & 2)**

In situations when the Governor of Ohio declares Holmes County a disaster county. This program will provide a non-recurrent short-term benefit that: 1) is designed to deal with a specific episode of need and: 2) is not intended to meet recurrent or ongoing and to provide assistance to needy families that are victim(s) due to an emergency situation arising from adverse weather conditions. An eligible household may be eligible for up to \$1500 per dwelling. Services are provided to families that are at or below 200% of the federal poverty level. Once these specially designated disaster assistance funds are expended, no additional disaster assistance will be approved. County funds will not be used to supplement this program.

- **PRC Disaster Assistance/County Declared
(TANF Goals 1 & 2)**

In situations when the Holmes County Commissioners declare Holmes County a disaster county. This program will provide a non-recurrent short-term benefit that: 1) is designed to deal with a specific episode of need and: 2) is not intended to meet recurrent or ongoing and to provide assistance to needy families that are victim(s) due to an emergency situation arising from adverse weather conditions. An eligible household may be eligible for up to \$1500 per dwelling. If TANF funding is available services are provided to families that are at or below 200% of the federal poverty level.

- **Clothing Voucher Program
(TANF Goal 1)**

TANF eligible households may receive clothing voucher(s) to be used for the purchase of clothing items for children ages 0 to 18 years of age. Clothing items include shoes, boots, socks, underwear, coats, gloves, hats. Services will be provided to families at or below 200% of the Federal Poverty Guideline. A TANF Application must be completed for each household and required documentation provided. Income must be verified for the 30 days prior to the date of application. Income eligibility may also be verified if they have been in receipt of public assistance in the past 30 days.

- **After School Programs**
(TANF Goals 1 & 2)
 TANF funds will be used to supplement/expand current services offered in local After School Programs. Programs are currently in place at the elementary and middle school level in the West Holmes School District. Students enrolled in these programs will receive developmental services which include tutoring/homework assistance. TANF funds will also be available for transportation to those families in need. Targeted economic standard need will be those families at or below 200% of the Federal Poverty Guidelines. The PRC Application for this program to determine economic need will be a copy of the families current **Free and Reduced Lunch Application**. Approval letters and voter registration information will be mailed to those families determined TANF eligible by receipt of their approved application for Free and Reduced Lunch.
- **TANF Individual Training Scholarships**
(TANF Goal 2)
 TANF scholarships will be available for short term training opportunities to those individuals who meet TANF eligibility as defined by the Holmes County DJFS. Scholarships will be awarded on a first come first serve basis to assist with the cost of tuition and book assistance. TANF funding may also be available to assist with approved WIA supportive services such as uniforms and short term transportation costs to and from training. Services will be provided to low income families at or below 200% of the Federal Poverty Guideline. Income eligibility will be based on the last 30 days household income as stated in the PRC plan. A TANF application and other required TANF verifications must be provided to meet eligibility. Individuals will meet with the WIA/PRC case manager to apply for assistance where a career assessment and/or Individual Employment Plan may be completed prior to approval of a training program if deemed necessary. The goal of this program is to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
- **Domestic Violence Services**
(TANF Goals 1 & 2)
 Case management services may be provided to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not limited to: transportation, housing, referral services, legal advocacy fees, counseling other supportive services. Case management services will be provided by the local domestic violence organization and will be provided to eligible TANF families at or below 200% of the Federal Poverty Guidelines.
- **Utility/Heat and Rental Assistance**
(TANF Goals 1, 2)
 Contingency services may be provided by the Kno Ho Co/HEAP office to help families deal with emergent needs that threaten the health, safety, or living arrangement of the family. Financial assistance to meet a non-recurrent crisis or episode of need with utility shut-offs, and the purchase of bulk fuel may be approved. Families may also be assisted with past due rental payments to avoid eviction or first month's rental assistance and security deposits to help secure permanent housing. Families must meet TANF guidelines and be at or below 200% of the Federal Poverty Guidelines.

Diversion Benefit Program
(TANF Goals 1, 2)

- A need has been identified to provide a short term cash benefit to TANF eligible families meeting certain guidelines.

The target population will be:

- 1) AG's with a short term loss of income due to a disability or pregnancy, as medically verified or workers under federally protected mandated leave (FMLA) not to exceed 12 weeks.
- 2) Employment prior to the onset of disability, pregnancy FMLA leave must be documented.
- 3) Individual with disability, pregnancy or on FMLA, is expected to resume employment or have some other type of viable income to resolve the crisis within 4 months.

The cash benefit is intended to meet one or more of an AG's identified specific monthly expenses. Payment must be specific to the AG's total monthly expenses not to exceed 4 episodes of need in a 12 month period.

Individuals will be required to cooperate with requirements listed in the application as defined by the Holmes County Department of Job and Family Services.

This program does not count toward any other PRC caps or toward the OWF time limits.

Section III HCDJFS PRC FRAUD PLAN

PRC Fraud is defined as the intentional withholding, altering or falsification of information necessary to make a proper determination of eligibility for PRC. Examples would include but are not limited to; income, number of family members, ages of family members and residency. If it is determined that an applicant has falsified this or any other information the application will be denied.

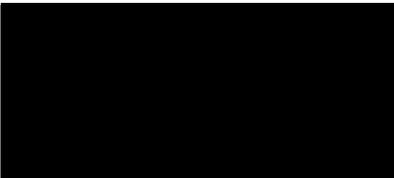
PRC Fraud can further be defined as the improper disposing of PRC assistance, goods or services. Examples of this would include but are not limited to; selling or giving away goods or services to others for which the benefit was not issued to. If it is discovered that a PRC Assistance Group has improperly disposed of goods or services they will be required to reimburse the Holmes County Department of Job and Family Services for the full cost of the benefit and may be subject to prosecution.

The Holmes County Department of Job and Family Services shall work with the Holmes County Prosecutor in deciding which cases involve PRC fraud. Those cases shall be referred by the Holmes County Department of Job and Family Services representative to the Holmes County Prosecutor. The County Prosecutor will determine which cases of alleged fraud shall be prosecuted.

Any applicant giving false or misleading information in order to obtain PRC benefits may have their application denied and will be subject to overpayment and recovery procedures by the Benefit Recovery Unit.

APPROVAL
Sections I, II, III

Department of Job and Family Services



Date

County Commissioner Certification:

The Holmes County Department of Job and Family Services complied with the provisions set forth in Ohio Revised Code Section 5108.07 and are adopting this PRC plan as their statement of policies.

