

JACKSON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Prevention, Retention, and Contingency Plan



Prepared by: The Jackson County Department of Job and Family Services
Tammy Osborne-Smith, Director
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Section I INTRODUCTION

Section 5108.04 of the Ohio Revised Code requires each county Department of Job and Family Services to have a PRC (Prevention, Retention, Contingency) Plan which is updated at least every two years. The Jackson County Department of Job and Family Services (JCJFS) shall administer the Jackson County PRC Program as adopted by the Jackson County Board of County Commissioners. Availability of PRC services included in this plan is contingent upon available funding from the local, state, and federal governments, and is determined by the JCJFS Director as necessary to maintain agency operations.

The PRC program is a tool to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC is defined as:

- **PREVENTION:** Services or goods that, upon issuance to an individual or family, are intended to prevent the reliance on and/or divert them from ongoing public assistance and guide them to self-sufficiency.
- **RETENTION:** Work related services or goods that help individuals obtain/retain employment to achieve or continue self-sufficiency by enhancing job skills and overcoming barriers.
- **CONTINGENCY:** Provide for a presenting or contingent need which, if not satisfied, threatens the safety, health, or well-being of the individual/family, or could result in families needing long-term public assistance.

The PRC program provides non-recurring, short-term support/relief to families of Jackson County who are in, or nearing crisis, in an effort to prevent future or ongoing public assistance. Non-recurring, short-term, PRC assistance is consistent with the federal definition of “non-assistance” as found in 45 C.F.R. 260.31. The definition of “non-assistance” includes:

1. Non-recurrent, short-term benefits that:
 - a. Are designed to deal with a specific crisis situation or episode of need;
 - b. Are not intended to meet recurrent or ongoing needs; and
 - c. Will not extend beyond four months.
2. Supportive services such as child care and transportation provided to families who are employed;
3. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support.

These supports are directly related to one of the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 C.F.R 260.20) which do not meet the federal definition of assistance.

The four purposes are:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. A service provided under Purpose 1 is dependent upon the defined assistance group’s income and other eligibility factors and requires an application.
2. To end dependence of needy parents on government benefits by promoting job preparation, work and marriage. A service provided under Purpose 2 is dependent upon the defined assistance group’s income and other eligibility factors and requires an application.
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. These services may be provided without regard to income and without the need for an application.
4. To encourage the formation and maintenance of two-parent families. These services may be provided without regard to income and without the need for an application.

Except where specified, assistance is limited to one payment per category, up to the maximum amount listed on the matrix, or the amount necessary to prevent the crisis, whichever is less per 12-month period.

VOTER REGISTRATION

Jackson County Job and Family Services provides all customers with the opportunity to register to vote. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for, receiving assistance from, or participating in the PRC program (reference ORC 329.051).

Section II ELIGIBILITY

A. PRC ASSISTANCE GROUP COMPOSITION

PRC services are available to a family assistance group (AG) which includes a child under the age of 18 or has not attained 19 years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training), and who has not attained a high school diploma or equivalent. (ORC 5107.2; OAC 5101:1-1-01); and resides with a parent, specified relative, legal guardian or legal custodian.

At a minimum, an eligible assistance group must:

1. Consist of a minor child who resides in Jackson County with a parent, caretaker relative, legal guardian, or legal custodian;
2. Consist of a pregnant woman;
3. Consist of a minor child residing with other members of the household who may or may not be related to the minor child but are acting in the place of a parent, who may significantly enhance the family's ability to achieve economic self-sufficiency, i.e., a stepparent or over 18-year-old sibling, foster child, etc.;
4. Be a non-custodial parent residing in Jackson County who is legally responsible to provide financial support as verified by Child Support Enforcement Agency (CSEA) to a minor child who resides in the state of Ohio but does not live in the same household as the minor child. Services for non-custodial parents are limited to employment and training related. PRC for non-custodial parents without other minor children is limited to those who can show a current payment history of paying child support or if not paying support, has prospective employment, or those who are court ordered to seek work and are participating in work activities through the OhioMeansJobs-Jackson County.

(An AG with only a foster child(ren) will be ineligible as foster children in itself are not considered TANF AG's. The AG must contain other minor children as defined under this plan.)

A child may be included in both a Kinship/Relative placement's AG and the Parent's AG if the PRC assistance is needed in both AGs as identified by Child Protective Services. A reunification plan must be in place with reunification expected to occur within 180 days for the service to be available to the parent's AG. There is no time limit for the Kinship/relative placement.

PRC AG definitions will vary within the plan depending on the type of service requested. An applicant applying for "soft" services (no monetary gain to the AG) will encompass the child, siblings, and parent or guardian's income. An applicant applying for "hard" services (services with a cash value such as rent, utilities, vehicle repairs, etc.) will encompass the income of everyone in the AG. The agency will disregard excluded income as defined under the Income section below.

B. APPLICATION PROCESS

PRC applicants shall complete the Jackson County PRC application form. JCJFS is responsible for using objective criteria when determining eligibility and approving or denying the application. Eligibility is dependent upon the AG's demonstration and verification of need for assistance and/or services, and whether or not JCJFS determined PRC services will satisfy the emergent need. Applications will be evaluated on a case-by-case basis in a fair and equitable manner within five (5) business days after receipt of a completed application and all required verifications. Failure to provide necessary verifications for purposes of eligibility determination within 30 business days will result in automatic denial of the PRC application.

PRC assistance is only available to applicants who have not received PRC assistance above the monetary cap within the defined period. Families receiving assistance under another program may receive PRC assistance.

Applicants who have received PRC in another county and move to Jackson County may be eligible for PRC benefits under the Jackson County PRC Plan. However, receipt of PRC service in another county will be treated as if it was issued under the Jackson County PRC Plan.

Under this program, an eligible AG that includes at least one minor child, pregnant woman, or non-custodial parent and meets the program eligibility requirements may receive customized assistance, goods or services, as determined by JCJFS. However, the applicant's receipt of ongoing Medicaid, OWF or Disability Assistance (DA), shall not be a determining factor in the consideration of eligibility for PRC services. JCJFS will inform individuals of other programs/services available through the Agency.

NOTICE OF APPROVAL/DENIAL - The applicant shall receive Notice of Approval of Your Application for Assistance (ODJFS 4074) or Notice of Denial of Your Application for Assistance (ODJFS 7334) pursuant to the decision rendered within forty-five (45) days of the date of application. Applicant shall receive a copy of hearing rights at the time of decision.

JCJFS shall enter the PRC Assistance Group and service into the statewide PRC reporting tool for tracking. Financial expenditure data will be reported through the 2827 report, IM-RMS, and the SS-RMS.

1. **EXPLORING COMMUNITY RESOURCES**

Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of PRC, the community is defined to include areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. JCJFS shall verify community resources, which may be contracted for or otherwise utilized to help meet the need, have been explored and documented.

PRC will not be available for the AG's heating source while the Home Energy Assistance Program (HEAP) is active except when the AG's income exceeds the income guideline for HEAP but falls within the income guideline for PRC, or the service is not available through HEAP, but is available through PRC.

2. **ECONOMIC NEED**

Economic eligibility includes the combination of income eligibility and evaluation of family needs.

JCJFS shall document the circumstance/situation that led to the emergent need or crisis. The AG's inability to meet ongoing, necessary household expenses must have resulted from a change in the AG's household circumstances in which the AG would not anticipate, or could not avoid, such as loss of employment due to no fault of the AG member, illness, or an unexpected necessary expense such as vehicle repairs in which an AG member is employed. JCJFS will review all situations to determine if an emergent need is the result of an unavoidable or uncontrollable circumstance in which the AG could not anticipate.

Payment of rent and/or utility deposits will only be paid in the event of an emergent need to move, such as, eviction (due to circumstances beyond the AG's control such as the sale of the residence but not due to eviction, etc. where the AG is at fault) the home selling, etc., uninhabitable conditions, etc. – not just because the AG chooses to move or the AG deems it no longer "likes" their current living arrangement." For example, a PRC AG would like to move out of a relative's home; or an AG moves into the county "to be close to relatives". AG's must also have sufficient resources to meet ongoing needs. Those relying on family support will be reviewed on a case by case basis. Applicant may be required to obtain three price quotes on the service or benefit being requested.

3. **INCOME**

For the PRC assistance group to be found eligible, the PRC assistance group must have insufficient income to meet the emergent need. Income of the AG must be compared to the economic need standard established for the services requested. The economic need standards are based upon federal poverty guideline measures (FPG) which are updated annually. The attached Service Matrix addresses the applicable need standard for each type of available assistance. The most current (FPG) is used to determine income eligibility for PRC. Income which has been received by any member of the PRC AG

during the 30-day budget period is considered when determining financial need. The 30-day period begins 30 days prior to the date of application and ends on the application date. JCJFS will compare the gross income received during this period to the current FPG, except for the following excluded income in OAC 5101:1-24-20:

- a. Child support payment distributions made by the Ohio Department of Job and Family Services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001).
- b. All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.
- c. Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.
- d. Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the veteran's administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the republic of Vietnam from February 28, 1961 through May 7, 1975.

The total gross allowable income, both earned and unearned, of all the PRC AG members, must be included in the eligibility determination. Written or verbal verification of income is required. For any verification, which is obtained by phone, there must be detailed documentation in the PRC AG record 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.

In the event an AG claims no income; the original documented application will serve as self declaration. For those claiming self-employment, the individual's tax returns may be used to substantiate employment. Those claiming self-employment but who do not pay taxes, have not yet filed a tax return, or claim earnings of less than minimum wage, etc. will not be approved for employment related PRC services.

The gross amount of the PRC AG's countable income is totaled and compared to the amount of the Federal Poverty Guidelines amount (except where delineated) for the PRC AG size. If the total PRC AG income is equal to or less than the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement.

4. NECESSARY HOUSEHOLD EXPENSES

An AG is required to utilize its monthly income toward necessary basic needs. Expenses which may be applied toward the income utilization requirement include, but are not limited to: rent or mortgage payment (land contract payments if the deed is recorded at the county recorder's office); insurance (vehicle and household); food (up to the FA standard for the AG size); hygiene products; diapers; up to two vehicle payments (if at least one parent is employed); vehicle repairs; school lunches; medical; employment related; student loans; required school supplies; and a land line or cell phone payment (up to the current FA standard).

Expenses deemed not necessary include but are not limited to: internet charges; computer payments; cable costs; cell or land line phone costs over the current FA standard; credit card payments; personal loans; fines; overdraft and late fees; and any other payments which are not deemed to contribute to the health and safety of the AG.

Section III DISQUALIFIERS

Assistance Group inclusive of an individual who are ineligible include the following:

1. Creates their own emergent need.
2. Has made no attempt or sporadic attempts at regular payments such as rent and utilities.
3. Deliberate non-payment of household expenses for the purpose of receiving PRC.
4. Individuals in violation of probation, parole or fugitive felons
5. Individuals with any outstanding OWF, Food Assistance, Child Care or PRC overpayment balance. AG's identified with outstanding OWF, PRC, Food Stamp, and/or Child Care overpayments will have to sign a re-payment agreement in order to receive PRC services. AG's who have not kept current on re-payment agreements will be ineligible for PRC services until they have made at least two consecutive monthly payments.
6. Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance, including AG's which have an individual with an OWF and/or Food Stamp sanction or an AG with a sanction pending but not yet in effect. This is to be interpreted to mean Food Assistance and/or OWF is an available resource but one which the AG fails to utilize.
7. An individual found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years.
8. Families which do not use their resources to help meet their need. An applicant for PRC must utilize their income and resources to meet their emergent need. The definition of resources for PRC purposes is not the same as that in the OWF/FA manual. For the purposes of the PRC Program, resources are defined as being both liquid and available during the period which must be applied toward helping the assistance group meet the emergent need.
9. Households containing any adult or minor head of household who quits a job is ineligible for a 90-day period from date of quit except where good cause has been established per 5107.26 of the Ohio Revised Code
10. Households containing any adult or minor head of household who has been terminated from employment within 90 days of application due to willful failure actions on the employee's part to cause the employer to terminate them.
11. AG members who have taken their household income to pay fines or post bonds will be ineligible for a 90-day period following the payment(s).
12. Persons found ineligible for PRC for intentional program violations or fraud will remain ineligible until the assistance is repaid and according to 5101:1-23-75.
13. Persons who are not a citizen of the United States or a qualified alien as defined in Section 5101:1-2-30 or the Ohio Administrative Code and as outlined in Section 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

Recurring requests for PRC services shall be evaluated on an individual basis. An application will be subject to denial if an abusive pattern of usage is established. An abusive pattern of usage is established when the following occurs: PRC request occurs routinely around the same time of the year, or the PRC request coincides with availability of PRC funds.

Section IV ERRONEOUS PAYMENTS/OVERPAYMENTS

An "erroneous payment" is defined in section 5107.76 of the Revised Code as a payment made to a group not eligible to receive the assistance. The erroneous payment may occur as a result of the following:

1. Misrepresentation, false information or the intentional withholding of information by the AG
2. An error by the JCJFS
3. An inadvertent household error by the AG

Number 2 and 3 above constitute an overpayment. JCJFS shall recover the erroneous payment in the event the PRC benefit was approved. If JCJFS determines the approval was based on number 1 of the section above, JCJFS shall refer the case to the Jackson County Prosecutor. AG's will be given proper notice and the JCJFS will follow its overpayment/erroneous payment procedures.

Section V SCOPE OF COVERAGE

A. SERVICE MATRIX

The items and services allowable under this PRC program are detailed in the attached Service Matrix. Any item or service listed is to be available to meet the needs of any family who is determined eligible for payment under the PRC program.

The amount authorized for an item or service under the program is intended to cover the total cost of the item or service. PRC is not to be used as a down payment on a more expensive item or for any item not described in the verification obtained from the provider. If the PRC AG can show the ability to pay the difference needed to satisfy the need, JCJFS may, at its discretion, allow such payment arrangements.

PRC payments are limited to the amount needed to meet the need and no greater than the amount specified for the category, whichever is less.

B. KINSHIP PLACEMENT

Services designed to provide support and assistance to legal guardians/custodians or specified relatives of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day to day care and well-being of a child(ren) on a long-term basis.

A child in a kinship/specified relative placement may be considered their own AG for services deemed necessary by the director or his/her designee for placement to continue. Any deemed income to the child will be included in the eligibility determination.

Definition of Kinship Caregiver (ORC 5101.85)

As used in sections 5101.851 to 5101.853 of the Revised Code, "kinship caregiver" means any of the following who is eighteen years of age or older and is caring for a child in place of the child's parents:

A. The following individuals related by blood or adoption to the child:

1. Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";
2. Siblings;
3. Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand";
4. First cousins and first cousins once removed.

B. Stepparents and stepsiblings of the child;

C. Spouses and former spouses of individuals named in divisions (A) and (B) of this section;

D. A legal guardian of the child;

E. A legal custodian of the child.

C. DISASTER RELIEF

Disaster relief services are available to an AG who resides in an area affected by a natural disaster that has been declared by the President of the United States, State of Ohio, or the American Red Cross. JCJFS will waive standard eligibility requirements and will authorize PRC benefits in the form of Disaster Relief for eligible assistance groups residing in the county who have suffered adverse circumstances as the result of a declared natural disaster.

The terms of this waiver will be as follows:

- Households currently under OWF sanction will be waived
- The CDJFS shall determine the PRC eligibility of people suffering adverse circumstances as a result of other state and or federally-declared disasters as guided by ODJFS-OFS directives.
- Eligibility for, and the amount of Disaster Relief benefits issued, will not be affected by any benefits issued under the non-disaster Prevention, Retention and Contingency clauses of the plan

Other than those terms included in the above waiver, eligibility for Disaster Relief benefits will be subject to all other clauses of the Jackson County PRC Plan. Any future disaster relief declared by the state will be implemented immediately. Due to the unexpected nature of a disaster, the plan is recognized as the official guideline for providing assistance to those affected and eligible.

Section VI JCJFS VOUCHER PROCEDURES

A. VOUCHER PROCESS

The approved PRC application (authorized by caseworker and supervisor) serves as authorization for a PRC voucher to be written. The voucher shall be sent to the vendor for completion of the following: Name, Address, Signature, and dollar amount accepted as payment. The completed voucher is to be returned to JCJFS to complete the payment process. If all information is not obtained by JCJFS, the vouchers shall be voided 90 days from issuance.

Once the final approved paperwork is received by JCJFS, payment will be facilitated through the agency fiscal process which meets all state and county auditing requirements. The County Auditor shall issue a check to the vendor within approximately three weeks.

Payments for home mortgages, vehicle insurance and vehicle payments will be made with a county issued check when vouchers will not be accepted by provider.

The amount shown on the PRC voucher is the amount that will be honored. If additional funding is required, the applicant may return to JCJFS for a review of circumstances. This does not guarantee additional funding.

B. VOID VOUCHER FOLLOWING ISSUANCE

If a client requests that a voucher be voided following authorization and issuance of the voucher, the client shall return the unsigned voucher to the agency. If the voucher is not able to be retrieved, the client shall be required to sign an affidavit stating that the good or service was not received and, therefore, no payment should be remitted to the vendor.

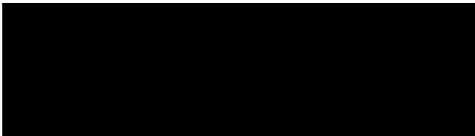
Section VII PRC PROGRAM MODIFICATIONS/TERMINATION

JCJFS reserves the right to modify or terminate PRC services or eligibility requirements for any reason, including (but not limited to) reduction of funds, changes in State or Federal regulations, and the need to address appropriate emerging needs within the agency. Any modification or termination of the PRC Plan will be approved by the Jackson County DJFS Planning Committee, the Jackson County DJFS Director, and the Jackson County Commissioners. The PRC Plan will then be forwarded to the Ohio Department of Job and Family Services with an established effective date.

Jackson County Job and Family Services agrees to operate the PRC program as written.

**Section VIII
SIGNATURES**

Jackson County Job and Family Services



Tammy Osborne-Smith, Director

3/25/2019

Date

Jackson County Commissioners

Ed Armstrong

Date

Paul Haller

Date

Jon Hensler

Date

SERVICE MATRIX

Assistance Groups are subject to a \$1,000 cap in all categories with a rolling 12-month period, unless otherwise noted. Payment is subject to the maximum amount of each cap or the amount necessary to prevent the crisis, whichever is less.

SERVICE or BENEFIT	CAP	ASSISTANCE GROUP	NEED STANDARD	TANF PURPOSE
<p><u>Shelter Expense</u> Limited to: -Ongoing Mortgage or rent -Temporary housing for homeless families -Permanent housing for homeless families -Emergency shelter -Uninhabitable conditions</p> <p><u>Security Deposit</u> Limited to: -Court-ordered eviction -Uninhabitable conditions -For permanent housing when homeless -To gain HUD housing</p>	<p style="text-align: center;">\$500</p> <p>Eligible PRC AG may only receive one payment per period for emergency shelter; same for other shelter</p>	<p>Parents or specified relatives with a minor child living in the home</p> <p>(Sanction/ineligibility status applicable to service)</p>	<p style="text-align: center;">200%</p>	<p style="text-align: center;">1</p>
<p><u>Ongoing Utilities</u> Utility bills (electric, gas, water, sewer, trash) Heating (electric, gas, propane, kerosene, coal, wood or any other heating source) Utility deposit Restoration of service</p> <p>(During HEAP season, PRC for utilities shall be suspended except when the AG's income exceeds the HEAP guideline but falls within the PRC guideline)</p>	<p style="text-align: center;">\$500</p> <p>Eligible PRC AG may only receive one payment per period</p>	<p>Parents or specified relatives with a minor child living in the home</p> <p>(Sanction/ineligibility status applicable to service)</p>	<p style="text-align: center;">200%</p>	<p style="text-align: center;">1</p>
<p><u>Appliances</u> Limited to: -Heating stove -Cooking stove -Refrigerator</p>	<p style="text-align: center;">\$300</p> <p>limited to one lifetime purchase or repair per AG</p>	<p>Parents or specified relatives with a minor child living in the home</p> <p>(Sanction/ineligibility status applicable to service)</p>	<p style="text-align: center;">200%</p>	<p style="text-align: center;">1</p>
<p><u>Clothing</u> Loss must be due to a natural disaster such as fire, flood, tornado, blizzard or chemical disaster OR due to a state of civil disorder as declared by the Governor of Ohio</p>	<p style="text-align: center;">\$500</p>	<p>Parents or specified relatives with a minor child living in the home</p> <p>(Sanction status not applicable to service)</p>	<p style="text-align: center;">200%</p>	<p style="text-align: center;">1</p>

SERVICE or BENEFIT	CAP	ASSISTANCE GROUP	NEED STANDARD	TANF PURPOSE
<p><u>Transportation Expense</u> -Mechanical repairs only (cannot exceed trade-in value) -Tires (up to \$90 per tire), plus required installation and disposal fees associated with the purchased tires -Battery -One-month car payment -Car insurance (three-month maximum or the least amount which is accepted) -Driver's license reinstatement fee (Excludes applicant with a DUI conviction) -Driver's license/permit package -License plates</p> <p>NO FINES SHALL BE PAID</p>	<p>\$600</p> <p>Eligible PRC AG may only receive one payment per period</p> <p>DL reinstatement limited to a maximum of \$50/month, up to three months, per individual, per lifetime</p>	<p>Parents or specified relatives with a minor child living in the home; non-custodial parents</p> <p>LIMITED FOR EMPLOYMENT PURPOSES ONLY</p> <p>(Sanction/ineligibility status applicable to service with the exception of use for employment purposes for those who have <u>never</u> accessed PRC in the past)</p>	<p>200%</p>	<p>2</p>
<p><u>Employment Related Gas Vouchers</u> Maximum of \$100 issued in \$10 or \$25 increments in the minimum amount required to meet the need to obtain, accept or retain employment for the minimum amount needed at the beginning of employment and/or to return to work if the break was due to circumstances beyond the AG's control.</p>	<p>Eligible PRC AG may only receive one payment per period</p> <p>\$100</p>	<p>Parents or specified relatives with a minor child living in the home; non-custodial parents Limited for employment purposes only</p> <p>(Sanction/ineligibility status applicable to service)</p>	<p>200%</p>	<p>2</p>
<p><u>Employment Related Expenses</u> Limited to: -Tools -Short term education expenses -Training -Testing fees -Licensing fees -Membership dues -Safety equipment -Employment Transportation -Pre-Employment testing -Services necessary to retain safe employment without enhancing the value of personal property -Soft skills services to include, job readiness training, workplace</p>	<p>\$1,000</p> <p>Eligible PRC AG may only receive two payments per period</p>	<p>Parents or specified relatives with a minor child living in the home; non-custodial parents for direct employment purposes only with the exception of court ordered seek work participants on a case by case basis. Any subsequent training must be directly related to the original training to continue up the career ladder.</p> <p>(Sanction/ineligibility status applicable to service)</p>	<p>200%</p>	<p>2</p>
<p><u>Incidentals</u> Items necessary to obtain/retain employment: -Hair cuts -Clothing (maximum of 3 outfits) -Shoes</p>	<p>\$150</p> <p>Eligible PRC AG may only receive one payment per period</p>	<p>Parents or specified relatives with a minor child living in the home; non-custodial parents for direct employment purposes only with the exception of court ordered seek work participants on a case by case basis.</p> <p>(Sanction/ineligibility status applicable to service)</p>	<p>200%</p>	<p>2</p>

SERVICE or BENEFIT	CAP	ASSISTANCE GROUP	NEED STANDARD	TANF PURPOSE
<p><u>Child Protective Services</u> Services deemed necessary to alleviate a family crisis that could lead to the removal of children from their home and/or help a family so children can be safely returned to the home.</p> <p>Services deemed necessary for the well-being of the family unit in the event of specified relative placements.</p> <p>Services deemed necessary for the well-being of the minor child so placement may continue in a specified relative placement.</p>	<p>\$3,500</p> <p>Cap to be excluded from the overall PRC Cap except the Cap for Kinship and Child Protective Conditional Services (Total of \$3,500 for both categories)</p>	<p>Parents or specified relatives with a minor child living in the home</p> <p>Sanction status not applicable.</p> <p>Minor child in specified relative placement.</p> <p>The child/ren has been out of the home less than 6 consecutive months. (If child/ren out of home, the family must have a reunification plan in place, and actively working toward reunification as verified by JC CPS.</p>	<p>200%</p>	<p>1</p>
<p><u>Kinship and Child Protective Conditional Services</u> -Work tools/equipment -Auto loan/lease payment- limited to 4 consecutive months -Short term training -Household items (appliances, beds, cribs, linens, mattresses, or any other necessary household items) -Family building activities -Youth educational and socialization activities -Rent, limited to 4 consecutive months (excluding late fees) -Mortgage (deed and mortgage in applicant’s name) -Security deposit -Utilities (including deposit) -Automobile Insurance -License plate and vehicle registration fee</p>	<p>\$3,500</p> <p>Cap to be excluded from the overall PRC Cap except the Cap for Child Protective Services (Total of \$3,500 for both categories)</p>	<p>Parents or specified relatives with a minor child living in the home.</p> <p>See “Definition of Kinship Caregivers” on page 8 of the PRC Plan.</p> <p>(Sanction status applicable to “hard” services (those having a cash value) – not applicable to “soft” services – no cash value to the AG.)</p> <p>Family must be working with CPS or meet the definition of kinship services, and are in need of services to reunite, maintain, or care for children in their home</p>	<p>200%</p>	<p>1</p>
<p><u>Kinship Caregiver Program (KCP)</u> Reasonable and necessary relief of Child Caring Functions include: - Respite care for the kinship caregiver - Family support services and activities that enable kinship caregivers to provide and maintain a home for a child placed in their care. - Costs and services related to employment, training, and job search and readiness focused around Child Care. - Any other costs and services necessary to allow the kinship caregiver to provide and maintain a home for a child placed in the care of the kinship caregiver.</p>	<p>No Cap</p>	<p>Each child is a child-only assistance group. (An application must be submitted for each child, not per household.)</p> <p>Child must be placed in with a Kinship Caregiver as outlined in ORC 5101.85.</p> <p>Sanction status not applicable.</p>	<p>200%</p>	<p>1</p>

SERVICE or BENEFIT	CAP	ASSISTANCE GROUP	NEED STANDARD	TANF PURPOSE
<p><u>In-Home Mental Health Intervention</u> In-home mental health intervention to assist families with youth at risk for out of home placement; or returning home within 30 days.</p> <ul style="list-style-type: none"> Community Support Program 	No Cap	<p>Minor child living in the home of their parents or specified relatives Pregnant and parenting individuals age 18 through 21.</p> <p>(Sanction/overpayment/ineligibility status not applicable)</p>	<p>200% May be increased to 300% only when a reasonable explanation is provided and a determination is made that the service is necessary to ensure the well-being and safety of the child, to support all reasonable efforts are being made, to meet the best interest of the child.</p>	1
<p><u>Other Supportive Services</u> -Youth work experience – dependent upon available funding. A work experience program for PRC eligible youth may be offered in conjunction with WIOA, CCMEP, and /or state and federal funds including Stimulus funds and will follow the issued state/federal guidelines pertinent at the time funding is issued.</p>	No Cap	<p>Minor children as defined.</p> <p>(Sanction/overpayment/ineligibility status not applicable.)</p>	<p>200% Only the income of the specific TANF eligible AG will be counted.</p>	2
<p><u>Disaster Relief</u> -Food assistance and/or other assistance for TANF eligible families if declared by state/federal officials. Approval and amendments to the plan by local elected officials will be secured as soon as possible. -Food or other assistance to qualifying elderly and disabled individuals if so declared</p>	<p>Amount to be designated by the state Or Maximum amount available determined by JCJFS based on the availability of disaster funding</p>	<p>(Sanction/overpayment/ineligibility status not applicable.)</p>	<p>200% or as deemed by the state</p>	1 & 2
<p><u>School Clothing and Shoes</u> Vouchers for school clothing and shoes for students in grades K-12 (home-schooled students will not be eligible) in an amount to be determined and based on available funding HH income must be verified. Designed to promote school engagement and truancy prevention.</p>	Each child may receive up to \$75 twice, not to exceed \$150 per child, per academic/school year	<p>Minor children enrolled in grades K-12 living with a parent, legal guardian, or specified relative.</p> <p>(Sanction/overpayment ineligibility status not applicable)</p>	200%	1 & 2

* This section is only an internal reference guide for CCMEP services.

SERVICE or BENEFIT	CAP	ASSISTANCE GROUP	NEED STANDARD	TANF PURPOSE
<p>CCMEP Admin/Eligibility, Case Management, Work Activities, Education & Training, Work Subsidies/Subsidized Employment, Transportation services, Employment related short-term training, Self-Sufficiency Assessment and Planning, Tutoring, Dropout recovery services, Leadership development activities, Mentoring, Guidance and Counseling, Follow-up, Financial literacy, Entrepreneurial skills training, Labor market information review, Transition services, referral services</p>	No Cap	<p>Required OWF Recipients: Follow the AG definition for OWF cash assistance as defined in section 5101 of Ohio Administrative Code</p>		
<p>CCMEP Work Supports Must be employed (no minimum hours required) *Self-employment does not meet definition of employment Work Supports include: Utilities/utility deposits, rent, auto insurance, vehicle registration fees, short-term payment of auto loan or lease, employment licensing fees, equipment and uniforms</p>	Work supports cannot exceed 4 consecutive months; Limited to up to \$2,000 in work supports per rolling 12 months (excluded from caps associated with other services)	<p>Required WIOA Recipients: Child 18 or under and still attending high school or its equivalent and immediate family members in the household. (Immediate family members include biological parents, stepparents, biological siblings, and step-siblings. Other adult household members will not be considered part of the AG.</p>		
<p>CCMEP Paid and unpaid work experience Summer employment opportunities, employment opportunities throughout the school year, Pre-apprenticeship programs, Internships and job shadowing, On-the-job training opportunities</p>	Paid work experience, except OJTs and unsubsidized employment, cannot exceed 4 consecutive months	<p>PRC Volunteers: Child 18 or under and still attending high school or its equivalent and immediate family members in the household. (Immediate family members include biological parents, stepparents, biological siblings, and step-siblings. Other adult household members will not be considered part of the AG.</p>	200%	1 & 2
<p>CCMEP Occupational skills/Short-term training Occupation related short-term education (less than 24 months) that leads to recognized postsecondary credentials that are aligned with in-demand industry sectors as determined by JCJFS</p>	Occupational/Short-term training shall not exceed \$6,000 per rolling 12 months (excluded from caps associated with other services)			
<p>CCMEP Supportive Services Utilities/utility deposits, rent, auto insurance, vehicle registration fees, short-term payment of auto loan or lease, employment licensing fees, equipment and uniforms</p>	Supportive Services cannot exceed 4 consecutive months; Limited to up to \$2,000 in supportive services per rolling 12 months (excluded from caps associated with other services)	(Sanction/overpayment/ineligibility status not applicable.)		