

JEFFERSON COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

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ADMINISTRATORS

PREVENTION, RETENTION AND CONTINGENCY PLAN

EFFECTIVE AUGUST 4, 2016

AMENDMENT # 1-16

Jefferson County amends their Prevention, Retention and Contingency (PRC) Plan to incorporate eligibility for a one-time School Clothing Allowance. The Jefferson County Department of Job & Family Services will administer a one-time School Clothing Allowance program for families with income equal to or less than 200% of the Federal Poverty Guidelines.

The Jefferson County Department of Job & Family Services "one-time School Clothing Allowance" Program shall be funded by Prevention, Retention & Contingency funds. This program shall provide a one-time payment up to \$200.00 per eligible child (age 5 -18, but an 18 year old must be in high school or prior) for the purpose of purchasing clothing. The program will have limited time period restrictions for submission of an application. Applications will be accepted between the hours of 8:00 a.m. and 4:00 p.m. in the month of August, 2016, at the offices of the Jefferson County Department of Job & Family Services located at 125 South Fifth Street, Steubenville, Ohio 43952. Applications will be accepted on a first come/first served basis, no appointment will be required. Once this application period has expired no further applications will be accepted for this one-time School Clothing Allowance.

Applications will be accepted and processed by the Jefferson County Department of Job & Family Services, and will be administered according to OWF/PRC Guidance Letter No. 50 and/or sequent guidance materials issued by the Ohio Department of Job & Family Services.

The one-time School Clothing Allowance will be paid directly to the retail clothing store of the applicant's choosing; clothing must be for a child (as defined by TANF regulations) listed on the voucher by name and approximate size; benefits are non-transferable and non-redeemable; no change or cash refunds will be permitted; all benefits will be approved as "actual cost up to but not to exceed \$200 per eligible child" voucher is VALID until September 15, no debt will be carried by the retailer; any unused portion of the approved amount will be forfeited by the purchaser; no money will be

given to purchaser for any unused portion; clothing will be defined as articles of personal apparel including foot wear (shoes, boots, etc.); the only allowable exchange is for the correct size for the child listed on the voucher or a manufactures defect as determined by the retailer; NO OTHER EXCHANGES ARE ACCEPTABLE; only one voucher will be issued per child and may only be used at clothing retail stores; and IF LOST OR STOLEN THE VOUCHER WILL NOT BE REPLACED.

Retailer reimbursement is contingent upon two parts: 1) a completed and signed One-Time School Clothing voucher. Voucher must contain the signatures of the clothing retailer's sales representative and that of the JCDJFS approved participant and 2) a corresponding legible cash register receipt, also, containing the signature of the JCDJFS approved participant, date of transaction, name and address of clothing retailer, and final transaction value. Retailer reimbursement will be for the actual value of the transaction up to but not to exceed \$200 per voucher, excluding sales tax.

All conditions of our current plan will remain in effect for these services with the following exceptions:

1. Income eligibility limits for these services will be 200% of the Federal Poverty limit for the appropriate family size.
2. Receipt of these benefits will not count toward the PRC limits covered under any other part of this Plan.
3. Receipt of these benefits will not start or count against any time limits of any other part of the Plan.

Jefferson County also amends their Prevention, Retention and Contingency (PRC) Plan to fund the Jefferson County Juvenile Court for TANF expenses related to employing three Liaison Officers and the functions of their drug court. The Liaison Officers will work with 'at risk' students with attendance issues in local school districts with the goal of keeping these children in the home with their families. The drug court program establishes individual case and treatment plans for youths that are brought before the court, and conducts meetings to assess compliance with the assigned programs. The PRC funding will allow the drug court team to continue to maintain these programs.

Jefferson County agrees to implement the above PRC County Plan as written effective August 4, 2016.

[Redacted Signature]

[Redacted Signature]

Date

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS:

[Redacted Signature]

[Redacted Signature]

Date

[Redacted Signature]

David C. Maple, Jr., Commissioner

[Redacted Signature]

Date

[Redacted Signature]

Dr. Thomas E. Graham, Commissioner

[Redacted Signature]

Date

Jefferson County Prevention, Retention and Contingency Plan as of October 01, 2015

Effective October 1, 2015 all former PRC Program policies and benefits are replaced by the following revised PRC Program. The Jefferson County Department of Job & Family Services will administer the Jefferson County PRC Plan as adopted by the Jefferson County Board of County Commissioners contingent upon available state and/or federal funding.

The Jefferson County Department of Job & Family Services shall enter the PRC assistance group into statewide automated eligibility system clearance and PRC authorization. If during the statewide clearance for PRC, it is discovered that the PRC assistance group household has received PRC benefits from another county in the last 12 months, the PRC assistance group will be ineligible to receive the PRC assistance from Jefferson County until which time the 12 month period has expired beginning with the date as inputted in the statewide automated eligibility system by the other county.

The PRC program is a non-assistance program that provides nonrecurring, short term, crisis-oriented benefits or services that are directly related to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives and to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

PRC services are: 1) services that have no direct monetary value to an individual family and do not involve implicit income support; or 2) one-time, short-term assistance which is limited to the amount actually required to meet the presenting need, up to \$500 per twelve consecutive month period of eligibility. The program is limited to one payment per assistance group during a twelve month period as long as it is a distinctive, non-ongoing occurrence up to but not to exceed \$500 per PRC assistance group. A PRC assistance group is a group of individuals containing at least one minor child and treated as a unit for the purpose of determining eligibility for the PRC program. A minor child means an individual who has not attained 18 years of age or has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training). The PRC assistant group unit for the prevention, retention and Special Services portions of the PRC program will be determined based on OWF standards filing unit procedures, unless specifically defined within the Special Services portion of this Plan. The PRC assistance group for the contingency portion will be defined as all individuals living in the same household regardless of relationships or lack thereof. For the purpose of determining whether people are living together, consideration shall be given to, but not limited to the following. Final determinations of living arrangements shall be made on a case-by-case basis, using reasonable judgment based on the circumstances of the particular living arrangement, and need not be reflective of these guidelines

should other more conclusive factors be involved.

(1) Separate address. The EW shall consider whether the persons involved have addresses that are commonly recognized as separate in the community. **(2) Separate utilities.** The EW shall consider whether the persons involved have separate utility meters and are, therefore, billed separately by the utility companies. **(3) Separate entrances.** The EW shall consider whether the persons involved have separate entrances to their living quarters, and whether such entrances require passing through one living quarter in order to gain access to another. **(4) Opinion of the landlord.** The EW shall consider whether the owner of the property considers the property to contain separate units.

ELIGIBILITY AND APPLICATION

The PRC assistance group member must complete, sign, and submit the Prevention, Retention, and Contingency Program (PRC) Application to request PRC or facsimile thereof as developed by the Jefferson County Department of Job & Family Services.

Eligibility for PRC is dependent upon the PRC assistance group's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that a provision of PRC will satisfy the need and based on the availability of Jefferson County Department of Job & Family Services funding to cover the need or service. The need must be non-deferrable, meaning that assistance to the assistance group cannot be postponed until circumstances return to normal. In order for the PRC assistance group to be found eligible, the PRC assistance group's income must be at or below 150% of the Federal Poverty Guidelines (FPG) in effect at the time of the approval of this revision and updated annually thereafter in February of each year.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within thirty (30) calendar days, beginning with the date of receipt of a signed and dated application, in a fair and equitable manner, which includes verification of information in accordance with 5101:1-2-20 of the Ohio Administrative Code. It is reasonably expected that the majority of PRC applications will be processed within ten days of the receipt of a signed application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. The ten day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with all PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten day period is not an acceptable practice. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs, whether or not the PRC program can be of benefit, will be determined by the Jefferson County Department of Job & Family Services. Under this program, an assistance group that includes at least one minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the Jefferson County Department of Job & Family Services. This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for on-going assistance. However, the fact that an ongoing Medicaid, OWF, or DA assistance group is active is not a

determining factor in the consideration of eligibility for the PRC program. In addition, the County Department of Job & Family Services must inform individuals about other programs (i.e., Child Support Services, Day Care Services, Medicaid and Food Stamp) that are available and hearing rights that are applicable.

PRC assistance will be authorized with the expectation that the PRC assistance group will then be able to function without additional agency help. Services are provided to an assistance group to prevent them from reliance on and divert them from on-going assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC assistance group to help members retain employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC assistance group to meet a presenting or contingent need which, if not satisfied, threatens the safety, health, or well-being of one or more PRC assistance group members.

PRC assistance is only available to new assistance group members who haven't received PRC assistance above the monetary cap during the previous 12 consecutive months (including but not limited to benefits received under any previous Jefferson County PRC Plans and those issued from another county). PRC eligibility may exist for new assistance group members, if the monetary cap has not been met, up to the difference between the value of benefits received in the past twelve months and the monetary cap of \$500. Families receiving assistance under another program may receive PRC assistance.

Households who have received PRC benefits and then subsequently divide into two or more potential PRC assistance groups will have their eligibility for future PRC benefits during the twelve (12) month period based on whether they were included in the original PRC assistance group. Each assistance group containing one of the original PRC individuals may be entitled to the difference between the original PRC issuance and the county's maximum benefit. If an individual moves into a household who has received the maximum county benefit and it is determined based upon the presenting need that they must be included in the PRC assistance group by definition, then the new potential PRC assistance group would be ineligible for benefits.

Non-custodial parents are now potentially eligible for PRC benefits in Jefferson County. Non-custodial parent is defined as Aa parent of a minor who:

- (1) lives in Jefferson County; and
- (2) does not live in the same household as the child.

The assistance group will contain the non-custodial parent and his or her children for whom a support obligation exists. In order to be eligible for benefits, the non-custodial parent must be cooperating with the child support enforcement process as determined by the Jefferson County Child Support Enforcement Agency or the CSEA responsible for the individual's child support case(s). Receipt of benefits by the non-custodial parent will not count against or begin any time frames that

will affect the children who are included in the non-custodial parent's assistance group but do not reside with the non-custodial parent. Services such as Paternity, Location, and Collection Services and other direct IV-D (CSEA) services are to be funded through the Title IV-D Program and are not PRC covered services.

A family may be eligible for PRC services when a child is temporarily absent from the home of a custodial parent, specified relative, legal guardian or legal custodian. The time frames established for temporary absence in rule 5101:1-3-04 of the Ohio Administrative Code (relating to OWF) are applicable for the PRC program.

Or, a child may be temporarily absent from the home for up to six months in accordance with the time periods of ORC 5107.10 (which are applicable to PRC) and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, specified relative, legal guardian, or legal custodian. The child must return to the home by the end of the six-month period. Otherwise, the child no longer resides with the parent, specified relative, legal guardian, or legal custodian.

Applicants who are ineligible include:

- 1) fugitive felons and probation and parole violators;
- 2) individuals who are not a citizen of the United States or a qualified alien;
- 3) individuals with any outstanding over-payment (i.e. OWF, TANF, ADC, Food Stamps, Medicaid, Day Care, CSEA, etc.) who were determined guilty of fraudulent receipt of such benefits or who were determined to have committed an intentional program violation (IVP) to receive such benefits;
- 4) individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance;
- 5) assistance groups containing a sanctioned individual, under any program administered by the JCDJFS, will not be eligible for Contingency benefits during the 30 day period beginning with the date the sanction has ended unless the sanctioned individual is employed at the time of the application for Contingency benefits; for PRC eligibility the sanction period shall start the date that AEOIE is updated to reflect the non-compliance regardless of the effective date established by policy;
- 6) an un-married, non-graduate parent under 18 not attending high school or equivalent;
- 7) an un-married parent under 18 not living in an adult supervised setting;
- 8) a person found to have fraudulently misrepresented their residence in order to obtain assistance in two or more states is ineligible for ten years;
- 09) an assistance group that contains an adult, or minor head of household, who has quit a job without good cause or who has been terminated from a job for willful actions on their part is ineligible for *PRC* benefits for 60 days beginning with the date of the quit or termination.

When the assistance group members are ineligible in accordance with the provision set forth in the above paragraph with an outstanding over-payment (i.e. OWF, TANF, ADC, Food Stamps, Medicaid, Day Care, CSEA, etc.) who were determined guilty of fraudulent receipt of such benefits or who were determined to have committed an intentional program violation (IPV) to receive such benefits, the caretaker(s) and the child(ren) remain ineligible until the fraudulent payment is repaid. If the child(ren) subsequently cease to reside with the ineligible caretaker(s), the ineligibility period ceases for the child(ren).

All income of an ongoing nature which has been received by any member of the PRC assistance group during the 30 day budget period is considered when determining financial need. The 30 day period begins 30 days prior to the date of the application and ends on the day proceeding application date. The ongoing income received during this period is used in the computation of financial eligibility.

The following types of income are excluded as income and resources in determining financial eligibility for PRC benefits and services, as per 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) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code. (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) below. (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. (E) All 2008 IRS Stimulus Payments will not count toward or negatively impact any other income-based government benefits.

With the above exception, the total gross income, both earned and unearned, of all the PRC assistance group members, must be counted. There are no deductions or exclusions allowed from any type of countable income.

Verification of all eligibility factors is required to establish initial and continuing eligibility for PRC, including earned and unearned income received by the assistance group and documentation

contained in the case record. Verification is not an eligibility requirement in its own right, but a method for assuring that an eligibility requirement is met. Required verification includes, but are not limited to, proof of citizenship, social security number, and identification for each member of the assistance group. Verification need be obtained only once if the eligibility factor is not subject to change. When the assistance group's own statement on the application form establishes that the assistance group is ineligible for PRC, verification is not required. Written consent to secure verification/information from private sources such as employers, banks, and landlords must be obtained each time verification of an eligibility factor is required. For any verification which is obtained by phone [with written consent], there must be clear documentation in the PRC assistance group's record concerning the name and position of the information provider, his telephone number, and full name of the business the individual represents, the date the verification was obtained, a detailed description of the verification obtained, and the name of the individual who obtained the verification. For full verification requirements see 5101:1-2-20 of the Ohio Administrative Code.

Once the total gross countable ongoing income of a PRC assistance group is determined and verified, the amount is compared to the 150% Federal Poverty Guideline for the appropriate PRC assistance group size. If the total PRC assistance group income is equal to or less than 150% of the Federal Poverty Guideline amount for the applicable PRC assistance group size, PRC assistance group meets the income requirement.

Any applicant giving false or misleading information in order to obtain PRC benefits may have their application denied. If it is discovered after authorization of benefits that information was falsified or incomplete, the applicant will be subject to all TANF rules and regulations governing establishment of and repayment of any overpayment and the recovery procedures by the Benefit Recovery Unit.

Voter registration applications shall be made available to persons applying for or participating in the PRC Program as per section 329.051 of the Revised Code.

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 could be defined to include areas beyond the county's boundaries. A PRC assistance group is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. Failure on behalf of the applicant to accept or utilize community resources will be grounds for denial of a PRC application. County personnel determining eligibility for PRC should be aware of community resources which may be contacted or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the agency's attempt to locate and utilize community resources.

AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount required to meet the presenting need. Only one payment can be made during the 12 month period as long as it is a distinctive, non-ongoing occurrence and does not exceed \$500 for the PRC assistance group. ALL PAYMENTS MUST PROMOTE SELF-SUFFICIENCY OF THE PRC ASSISTANCE GROUP. The Jefferson County Department of Job & Family Services reserves the right to deny a PRC application based upon program criteria in relation to the PRC assistance group's need and financial situation. The need must be non-deferrable, meaning that assistance to the assistance group cannot be postponed until circumstances return to normal.

PREVENTION AND RETENTION SERVICES:

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

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

Examples of some of the general categories of assistance, goods, and services which are provided via PRC are as follows:

- Automotive repairs, parts, service, towing charges, etc. (proof of insurance, valid driver license, and ownership required)
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- Relocation expenses for employment (out of County or out of State only)
- Purchase of special tools, e.g. wrenches for a car mechanic (as verified from employer)
- Purchase of work boots, tool belts, etc.(as verified from employer)
- Safety equipment, e.g. back supports.
- Drivers' education courses, drivers' license fees, license plate fees.
- Testing for State licenses, board certification, commercial driver's license, etc .
- Higher education expenses, e.g. costs of books, lab fees, registration fees.

- Specialized training classes and/or seminars.

**All services are contingent on the lack of available grants or loans, full time student status, and/or confirmation that the cost of services is not available through the employer.

CONTINGENCY SERVICES:

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

Resources within the community must be considered from any available means to meet or to help meet presenting needs. For each PRC request, the assistance group record must contain documentation of the agency's attempt to locate and utilize any other resources prior to the issuance of PRC. Space is provided on the Jefferson County PRC Assistance Application for written verification that this requirement has been met.

- 1) The following items are subject to replacement and/or repair only when they are lost or destroyed 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. The nature of the disaster must be documented in the assistance group's record. Three estimates of the needed item/service must be obtained if more than one provider is available and cannot be subject to repair or replacement by homeowner/rental insurance. Ownership or legal responsibility must be verified in the assistance group's record. Replacement of any item below can be approved only if repair is not cost effective.
 - # Home repair including purchase or repair of furnace or water tank; repair of items affecting basic home structure such as walls, roofing, plumbing, water supply, flooring, or water/sewage system.
 - # Appliances including purchase or repair of stoves, refrigerators, heating stoves, air conditioners, fans, repair of telephone, washer or dryer.
 - # Furniture including purchase of bed, bed frame, mattress, box springs, kitchen table, chairs, etc.
 - # Household expenses including purchase of bedding, linen, cooking and eating utensils, vacuum cleaner, brooms, cleaning products.
 - # Disaster assistance (e. g. floods, tornados, blizzards) including cash payments to assistance groups.
- 2) Non-disaster installation and/or repair of a telephone or purchase of air conditioners, fans, washer or dryers may only be an eligible covered PRC item/service if it is needed due to a verified medical disability of an assistance group member. Verification from a certified physician is required regarding the reasons why the requested appliance/service is necessary as it relates directly to the disability factor and how/or if the lack of the requested appliance/service would worsen the medical condition.

3) Payments of delinquent rent may be made only when there is a legal court ordered eviction pending or when the conditions of the home causes it to be uninhabitable and with sufficient documentation to support the request. Payment of delinquent rent is contingent that the available PRC payment will stop the court ordered eviction and verification must be obtained prior to approval of PRC eligibility.

4) Prior to the issuance of any PRC assistance payment for heating fuel or utilities, it must be verified that the amount is sufficient to prevent the shut-off or restore service. Any available home heating assistance program must be utilized before PRC assistance can be issued. Payments to home heating or utility providers will be made by a direct warrant to the provider.

Utility assistance payments to prevent gas, electric or water shut-off; purchase of bulk fuel for heating; or to have service restored.

Any other expense or service which the County Department of Job & Family Services believes will help a PRC assistance group obtain self-sufficiency.

Applicants who receive benefits under the PRC program on an annual basis or exhibit a pattern of PRC request may be required to attend credit counseling or some form of education program. Refusal on part of the applicant may result in future denial of a PRC request.

If an applicant applies for the same utility for three consecutive years, the third request creates a pattern and therefore the application will be denied.

If the amount available from PRC assistance is not sufficient to meet the presenting need, PRC assistance cannot be issued.

The Jefferson County Department of Job & Family Services Director or his designee will have the final decision on all benefits issued to an assistance group through the PRC program.

Once eligibility for PRC is established, the Jefferson County Department of Job & Family Services director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the County Department of Job & Family Services. All PRC payments are made by the Jefferson County Department of Job & Family Services to the vendor. The county must ensure that policies meet all auditing requirements.

Notice of Approval/Denial: If it is determined that an application for PRC is approved, the Jefferson

County Department of Job & Family Services shall mail or otherwise deliver the ODHS 4074, A Notice of Approval of Your Application for Assistance. If it is determined that an Application for PRC is denied; the Jefferson County Department of Job & Family Services shall mail or otherwise deliver the ODHS 7334, A Notice of Denial of Your Application For Assistance.

SPECIAL SERVICES

Disaster Relief: In the event Jefferson County receives special Disaster Relief funding the Jefferson County Department of Job & Family Services will authorize Prevention, Retention and Contingency Benefits in the form of Disaster Relief for eligible resident of the county who has suffered adverse circumstances as the result of a natural disaster as declared by the Governor of Ohio and/or representatives of the Federal Government. Eligibility and services will be contingent upon the terms and conditions established with receipt of the special funding and shall be reviewed, modified and enacted expeditiously.

Summer Youth Employment and Training: Services provided to eligible individuals through the Summer Youth Employment and Training Program, via contract with the Jefferson County Community Action Council, Inc., as funded by Workforce Investment Act Supplemental Incentives Funds [WIA/TANF] will be considered covered services under our Prevention, Retention, and Contingency Plan.

This program will provide summer work experience and academic instruction, for a maximum of 6 months. This Summer Youth Program meets the first two purposes of TANF which is to provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives and to end dependence of needy parents on governmental benefits by promoting job preparation and work habits.

The types of persons that may be served are:

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

Youth in a foster care setting age 16 to 17 years of age or 18 years of age if they are a full-time student in a secondary school may be served under the TANF Summer Youth Employment Program. This guidance is only applicable to the TANF Summer Youth Employment Program and no other TANF or PRC program.

All conditions of our current plan will remain in effect for these services with the following exceptions:

The application and eligibility determination process shall be the responsibility of the service provider and shall be conducted according to terms of the contract.

The income eligibility limit for all services will be 200% of the Federal poverty limit for the appropriate assistance group size.

The receipt of these benefits will not count towards the PRC benefit limits covered under any other part of our plan.

The receipt of these benefits will not start or count against any time limits of any other part of our plan.

The provider of services is required to submit a report by the 10th of each month at <https://syep.jfs.ohio.gov>.

Ohio Works Incentive Program: (OWIP): *The Jefferson County DJFS, in partnership with WIA Area 16 (Belmont, Carroll, Harrison and Jefferson Counties) is participating in the Ohio Works Incentive Program. This program will assist OWF cash customers with cash incentives by achieving and maintaining unsubsidized employment. The goal of OWIP is to reduce dependency on the OWF Program while strengthening Ohio's Workforce. All eligibility rules apply as outline in the May 14, 2013 Ohio of Family Assistance/Office of Workforce Development Letter. Receipt of OWIP earnings/incentives does not have any effect on the PRC Cap (\$500).*

This program will be available to all individuals receiving Ohio Works First (OWF). The individual must be an Ohio Works First recipient at the time of initial work as verified by the county agency. The individual must be employed at least 20 hours per week at federal minimum wage in order to be eligible for this incentive program.

Incentives will be issued to OWF recipients or recipients who are no longer eligible for OWF because of earned income. If a client retains unsubsidized employment and off of Ohio Works First for 90 consecutive calendar days, they may be eligible for \$1000.00 lump sum payment. Also, an incentive of \$500.00 can be achieved if the participant remains in unsubsidized employment for 180 consecutive calendar days.

Multiple pay points may be achieved for the same individual and each incentive application must be reviewed and be made to move the individual toward self- sufficiency.

PRC Funds under this Ohio Works Incentive Program may be used for additional work support that may be needed by our customers as deemed necessary by their case manager to maintain employment and remove barriers: such as GED test fees, transportation vouchers, and other employment-related services as approved by the Jefferson County DJFS Director or her designee.

By my signature below, I, Jodi Schertz, Director of the Jefferson County Department of Job and Family Services Planning Council hereby affirm that the Jefferson County Statement of Prevention, Retention and Change Policy Plan was approved by the committee on

September 15, 2015

Jodi Schertz

Director

Jodi Schertz

Date

The Jefferson County Department of Job and Family Services agrees to implement the above Jefferson County Plan as written effective October 1, 2015.

Elizabeth Faxon

Elizabeth Faxon, Director

[Signature]

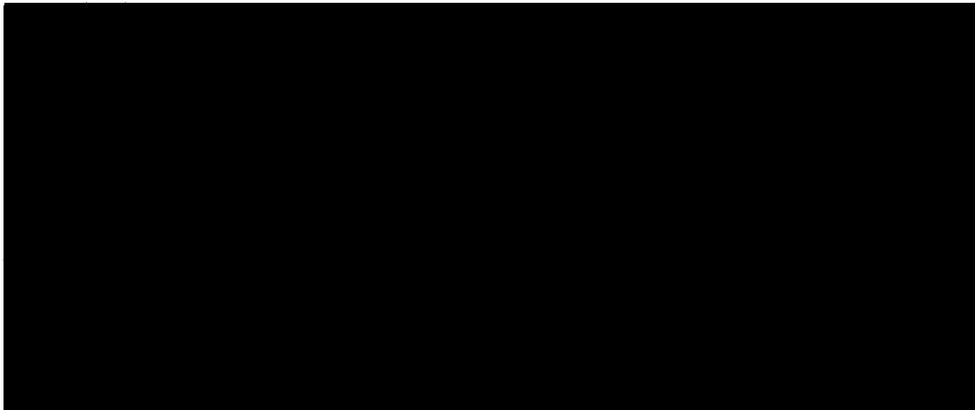
Date

Name of Prosecuting Attorney

Office of Prosecuting Attorney

Date

JEFFERSON COUNTY BOARD OF COMMISSIONERS



SUMMARY OF
JEFFERSON COUNTY
DEPT. OF JOB AND
FAMILY SERVICES
PRC SERVICES AND
BENEFITS

JEFFERSON COUNTY PRC LIST OF SERVICES AND BENEFITS

CONTINGENCY SERVICES	CAP	ECONOMIC NEED STANDARD	TARGET GROUP/ELIGIBILITY CRITERIA
<p>The following items are subject to replacement and/or repair only when they are lost or destroyed 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> <ul style="list-style-type: none"> • Home repairs including purchase of furnace or water tank, repair of items affecting basic home structure such as walls, roofing, plumbing, water supply, flooring or water sewage system. • Appliances including purchase or repair of stoves, refrigerators, heating stoves, air conditioners, fans, repair of telephone, washer or dryer. • Furniture including purchase of bed, bed frame, mattress, box springs, kitchen table, chairs, etc. • Household expenses including purchase of bedding, linen, cooking and eating utensils, vacuum cleaner, brooms, cleaning products. 	<p>\$500.00 maximum in a 12-month period for all services.</p>	<p>150% of the Federal Poverty Guidelines.</p>	<p>Contingency services are provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.</p> <p>Purpose is to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.</p>

JEFFERSON COUNTY PRC LIST OF SERVICES AND BENEFITS

<ul style="list-style-type: none">• Disaster assistance (e.g. floods, tornados, blizzards) including cash payments to assistance groups. <p>Non-disaster installation and/or repair of a telephone or purchase of air conditioners, fans, washer or dryers may only be an eligible covered PRC item/service if it is needed due to a verified medical disability of an assistance group member.</p> <p>Payment of delinquent rent may be made only when there is a legal court ordered eviction pending or when the conditions of the home causes it to be uninhabitable and with sufficient documentation to support the request.</p> <p>Utility assistance payments to prevent gas, electric or water shut-off, purchase of bulk fuel for heating or to have service restored.</p> <p>Any other expense or service which the Jefferson County Dept. of Job & Family Services believes will help a PRC assistance group obtain self-sufficiency.</p>			
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JEFFERSON COUNTY PRC LIST OF SERVICES AND BENEFITS

WORK RELATED SERVICES	CAP	ECONOMIC NEED STANDARD	TARGET GROUP/ELIGIBILITY CRITERIA
<ul style="list-style-type: none"> • Automotive Repairs, parts, service, towing charges, etc. (Proof of insurance, valid driver's license, and ownership required) • Relocation expenses for employment (Out of County or out of State only) • Purchase of special tools, e.g. wrenches for a car mechanic (as verified from employer) • Purchase of work boots, tool belts, etc. (as verified from employer) • Safety equipment, e.g. back supports • Drivers' education courses, drivers' license fees, license plate fees. • Testing for State Licenses, board certification, commercial driver's license, etc. • Higher education expenses, e.g. costs of books, lab fees, registration fees. • Specialized training classes and/or seminars. 	<p>\$500.00 Maximum in a 12-month period for all services.</p>	<p>150% of the Federal Poverty Guidelines.</p>	<ul style="list-style-type: none"> • Households with minor children living with specified relative, caregiver, or custodian. • Must be currently employed a minimum of 20 hours per week at minimum wage or have a verified job opportunity to work a minimum of 20 hours per week at minimum wage/or be a student participating in a certified program or higher educational classes. • Current residents of Jefferson County that are relocating out of county or state due to secured employment. • Resident of Jefferson County. <p>Purpose of this service is to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p>

All services are contingent on the lack of available grants or loans, full time student status, and/or confirmation that the cost of services is not available through the employer.

JEFFERSON COUNTY PRC LIST OF SERVICES AND BENEFITS

SUMMER YOUTH EMPLOYMENT PROGRAM	CAP	ECONOMIC STANDARD OF NEED	TARGET GROUP/ELIGIBILITY CRITERIA
<p>The Jefferson County Summer Youth Employment Program will be in effect per State guidelines</p>	<p>No effect on total PRC Cap.</p>	<p>The income limit for all services will be 200% of the Federal poverty limit for the appropriate assistance group size.</p>	<ol style="list-style-type: none"> 1. Youth ages 16-17, as long as the youth is a minor child in a needy family and is in school (youth may be 18 if they are a full-time student in a secondary school); 2. Youth ages 18-24, as long as they are in a needy family that also has a minors child; or 3. Youth ages 18-24 that have a minor child and are considered needy. 4. Youth in foster care setting age 16 to 17 years of age or 18 years of age if they are a full-time student in a secondary school. <p>Purpose is to provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives and to end dependence of needy parents on governmental benefits by promoting job preparation and work habits.</p>

JEFFERSON COUNTY PRC LIST OF SERVICES AND BENEFITS

OHIO WORKS INCENTIVE PROGRAM (OWIP)	CAP	ECONOMIC STANDARD OF NEED	TARGET GROUP/ELIGIBILITY CRITERIA
<p>The Ohio Works Incentive Program is available through Area 16 (Belmont, Carroll, Harrison and Jefferson Counties) This program will assist OWF cash customers with cash incentives by achieving and maintaining unsubsidized employment. The goal of OWIP is to reduce dependency on the OWF Program while strengthening Ohio's Workforce. All eligibility rules apply as outline in the May 14, 2013 Ohio of Family Assistance/Office of Workforce Development Letter.</p> <ul style="list-style-type: none"> • If a client retains unsubsidized employment and off of OWF for 90 consecutive calendar days, they may be eligible for \$1000.00 lump sum payment • If a client remains in unsubsidized employment for 180 consecutive days, they may be eligible for \$500.00 lump sum payment. • PRC funds under OWIP may be used for additional work support that may be needed by our customers as deemed necessary by their case manager to maintain employment and remove barriers. 	<p>Receipt of OWIP earnings/incentives does not have any effect on the PRC Cap (\$500.00) or yearly limit.</p>	<p>In receipt of OWF cash payments as determined by Jefferson Co. DJFS</p>	<p>The individual must be an Ohio Works First recipient at the time of initial work as verified by the county agency.</p> <p>The individual must be employed at least 20 hours per week at federal minimum wage in order to be eligible for this incentive program.</p> <p>Multiple pay points may be achieved for the same individual and each incentive application must be reviewed and be made to move the individual toward self-sufficiency.</p> <p>Purpose of this service is to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p>