

KNOX COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

Prevention, Retention and Contingency Plan

Revised 12/13/2016

The PRC Program in Knox County will operate within the following guidelines and within the fiscal budget set by the Director. The Director may adjust this budget, as he feels necessary to maintain agency operations. The one time \$2,000.00 per 12-month period is for emergency situations only that show imminent health and safety risk to the family.

Section A – General

The PRC Program is not an ongoing assistance program and is not intended to meet recurrent or ongoing needs of applicants. It is meant to assist a family through a presenting crisis and not to maintain a family when long-term financial expenses exceed the ability of the family to meet those obligations.

Qualifying services are:

1. Those that have no direct monetary value to an individual family and do not involve implicit or explicit income support.
2. One-time, short-term assistance to meet a presenting need, not to exceed \$2,000.00 per 12-month period of eligibility, with an additional \$500.00 for employment-related assistance only.

PRC payments are limited to the amount actually required to meet the presenting need, up to \$2,000.00 in any 12-month period. More than one individual payment may be made during the 12-month period as long, as they are distinctive, non-ongoing occurrences and do not exceed \$2,000.00 for the PRC AG within the preceding 12 months. Approval cannot exceed \$2,000.00 in any rolling 12-month period per AG or AG member unless otherwise stated in these guidelines. This \$2,000.00 is only for emergency cases that show imminent health and safety risk to the family. Once the agency is made aware of the emergent need an application will be accepted, reviewed, and approved or denied, on a case-by-case basis subject only to management approval.

The applicant must be a member of the PRC AG and must be at least 18 years of age. A PRC Assistance Group (AG) is a group that includes all individuals residing in a household at the time of application and must contain at least one minor child (not attained 18 years of age) who is a regular member of that household AG, or a pregnant individual in their third trimester of pregnancy, or the applicant may be a Non-Custodial Parent (see section C) with a court order requiring child support to be paid. If the need requested is housing related, due to overcrowding in the present AG, or living in an 'abuse shelter', the agency may exclude income of other AG members for the sole purpose of reducing the overcrowded situation and establishing housing for the separate AG members. To be considered, an expense must be the responsibility of and in the name of a member of the household AG.

A household member serving in the Armed Forces (and not currently living in the household) is considered an "assistance group member" for the purpose of eligibility and his/her income is counted toward income eligibility guidelines.

A household member who is incarcerated at the time of application will be considered an Assistance Group Member and any income for that person is counted towards eligibility. If members of an assistance group move out of an assistance group and later apply for PRC assistance on their own, they are limited to approval of \$1,500.00 minus any amount paid to any of the assistance groups they were in during the past 12-month period.

Section B – Application Process

PRC applicants complete the Prevention, Retention, and Contingency program application to request services. Eligibility is dependent upon the AG's demonstration and verification of need for assistance and/or services and whether or not KCJFS determines PRC services will satisfy the need. Failure to provide necessary verifications for purposes of eligibility determination within a reasonable time period will result in automatic denial of the application.

[Knox PRC Plan Rev. 12/13/16]

Knox County Job and Family Services is responsible for using objective criteria when determining eligibility and approving or denying the application. Applications will be processed in a fair and equitable manner within five (5) business days after receipt of a completed application with all necessary verifications. Eligibility will be carefully evaluated on a case-by-case basis. Immediate need will be determined by KCJFS. In addition, KCJFS has the authority to designate the application process be completed by other entities based upon a contractual agreement.

Once the PRC application is approved, KCJFS will authorize and generate payment for assistance, goods, or services. Authorization may occur any time after the application is approved.

The applicant shall receive a notice of approval or denial within forty-five (45) days of the date of application. 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. Applicants shall receive a copy of hearing rights at the time of decision.

The KCJFS will offer a Voter Registration Application per 329.051 of Revised Code.

Section C – TANF/PRC Purpose

The PRC Program is designed to help overcome immediate non-ongoing barriers to achieving or maintaining self-sufficiency thereby preventing the need for ongoing public assistance. Participants will be assisted through a presenting crisis or will be provided services to help them overcome immediate barriers to obtaining or retaining employment in order to achieve self-sufficiency. Services may also be provided to meet a need which if not satisfied threatens the safety, health or well-being of one of the members. All PRC services will meet one or more of the following objectives: 1) To provide assistance to needy families so children can be cared for in their own home. 2) Reduce the dependency of needy parents by promoting job preparation, work and marriage. 3) Prevent and reduce the incidence of out of wedlock pregnancies. 4) to encourage the formation and maintenance of two-parent families.

Section D - Applicants Not Eligible

Applicants who are ineligible include: 1) fugitive felons and probation and parole violators; 2) individuals with any outstanding fraud overpayment balances; 3) individuals ineligible for other federal and/or state funded programs due to non-compliance, without good cause, with the terms of their assistance. This includes any Metro Housing ineligibility; 4) AG's who are under, or *pending* a sanction or ineligibility on any state or federal program; 5) an unmarried, non-graduate parent under 18 not attending high school or equivalent; 6) an unmarried parent under 18 not living in an adult supervised setting; 7) a person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years; 8) any person who voluntarily quits a job is not eligible for 60 days from date of quit; 9) families who do not use their own resources or other available resources to help meet their need (see Section D1 below); 10) members of the assistance group 18 years of age or older who are not willing to improve the household's financial situation by increasing household income through improved or additional employment. This willingness or unwillingness means participation in/with the Opportunity Knox job search program; 11) anyone who is not available to meet the requirements of the PRC application process; 12) a person who is found to have made unauthorized use of PRC vouchers or letters of authorization will be ineligible for PRC assistance for a period of one year for amounts under \$50.00 and two years if amount is over \$50.00, from the date of the unauthorized use, 13) Individuals who have an overpayment for which payment arrangements have not been made with the agency, or arrangements have been made but not adhered to. 14) Applicant must be living in Knox County, otherwise they are not eligible. 15) If a provider will not accept a pledge (promise to pay within 7-14 days) request will be denied. 16) Individuals who falsify information in any way during the application process will be denied and remain ineligible for 6 months from the date of application. 17) An application may be denied during the application process if contact is lost with the applicant. 18) If an individual moves out of a household in which there was a sanction or an ineligibility on that assistance group that was not directly caused by the individual, that individual must wait 30 days after leaving that household to be eligible for PRC benefits provided that individual does not have a sanction or ineligibility of their own. If a 'failed' Assistance Group (AG) member is no longer in the household and is not expected to return, then eligibility will be restored to those AG 30 days

after 'failed' member leaves that household. The ineligibility however stays with the 'failed' member and is applied to any assistance group he/she is a member.

Section E- Income & Available Resources

An AG must use all resources available to them to meet the current need. If available resources will meet the current need then there is no PRC eligibility. PRC, if eligible, can only be applied to the difference in need and the available AG resources. Example of available resources (list not all inclusive): any/all checking & savings accounts, tax refunds received within 60 days of application, Certificates of deposit (CD), all types of bonds or cash equivalent, even if it results in a penalty for early withdrawal to the AG. Applicants may be required to apply for and accept, if eligible, any/all types of assistance such as OWF, food stamps, Metro Housing, if it is deemed that the AG monthly expenses exceed the AG monthly income by more than \$100.00. Each application is reviewed on an individual basis.

The agency has the right to ask applicant to verify where income was spent. Example: In the last 60 days, you received a \$5,000 tax refund plus you had \$2,000 in earned income – how was that money spent? This is to determine if resources are available to meet the requested need.

Income tax refunds – If resources were available from a tax refund within 60 days of a due date for the requested need(s), that need is ineligible for approval unless the AG can document the resources were used to pay other required bills due at or during that time.

Section F - Eligibility and Application

Application is considered submitted only when the KCDJFS has received a properly completed, signed and dated application. Applicant's residence during the application process must be in Knox County. The KCDJFS will inform applicants about other programs such as Medicaid, OWF, DA, Food Stamps, Child Support services, HEAP, and SSI that are available. Receipt of assistance from other ongoing programs does not disqualify an individual for consideration of PRC eligibility. Failure to apply for other programs of assistance that will assist the family financially may result in ineligibility for PRC assistance.

The PRC AG's member(s) must complete the Prevention, Retention, and Contingency Program (PRC) application to request PRC. The applicant must be a member of the AG listed on the application. Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that providing PRC will satisfy the presenting need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect at the time of application and there must be at least one child under age 18 in the AG who is a regular* member of that household, or a pregnant individual. PRC assistance is available to members of an AG, if eligible, up to a maximum of \$2,000.00 in the previous 12 months for any/all members of the AG.

If the total PRC AG income is equal to or less than 200% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement. To determine eligibility of 200% or less, all income for the previous 30 days, not counting the day of application will be used. Any income that is excluded when exploring eligibility for federal needs programs is also excluded when determining PRC eligibility. The ONLY allowable deduction from the countable income is legally obligated child support payments paid via a wage withholding or bank withholding by a member of the PRC AG to or for a non-household member. Other resources received after the application date but during the application process will also be explored in determining need; i.e. income tax refunds (See Section D1 above), checking/savings accounts and any other current available assets).

The total amount of PRC assistance received by any member of the PRC household may not exceed \$2,000.00 in the previous twelve (12) months. At no time will any person or AG be eligible for more than \$2,000.00 in a rolling 12-month period unless otherwise stated in these guidelines

The county is responsible to ensure that objective criteria are used when determining eligibility. Approval or denial of the application will be within 10 business days after completion of the application interview.

An extension may be given if time is required for additional verification or documentation. This includes verification of income, resources, and need. Eligibility will be evaluated on a case-by-case basis. The assessment interview must take place within four business days from the date of application. Interviews not conducted within 4 days of application will result in denial of said application unless otherwise scheduled.

Approval outside the stated limits requires 'administrative' approval from the director or his designee. The final determination of approval of the PRC is at the discretion of the KCDJFS. Failure for an individual to provide information, verification, and documentation as requested will deem the AG ineligible and thus result in denial of the application.

Section G - Assessment Interviews

The PRC intake assessment interview must be with the applicant and/or another member of the AG that is at least 18. If an applicant fails to show for their scheduled interview and does not contact the agency with good cause by noon of the next business day, the AG will be denied and be ineligible for reapplication for 30 days from the date of failure. If an applicant/AG requests to reschedule an interview and the reschedule date is more than 5 business days from the date of application, a new 30 day income period will be used which begins 30 days prior to the date of the rescheduled interview but not counting the day of interview.

Section H - CRIS-E Entry

The KCDJFS worker will enter the PRC AG information into CRIS-E for statewide clearance and PRC authorization. The system will track all individuals included in an AG.

Section I - Required Information

All income, which has been received by any member of the PRC AG during the 30-day budget period, is included when determining financial need and eligibility. The 30-day period is the 30 days prior to the date of application, not including the date of application (see exception in Section F). The income received during this period will be used in the computation of financial eligibility and need. This includes the total gross income, both earned and unearned, of all the PRC AG members. No income is exempt, disregarded, excluded, or deducted when determining financial eligibility for PRC except as follows: The *ONLY* allowable deduction from the countable income is legally obligated child support payments paid via a wage withholding or bank withholding by a member of the PRC AG to or for a non-household member. The applicant must disclose all information regarding the reason for the financial need or service. Failure to disclose all information may result in a denial of PRC and assistance and may be subject to fraud investigation. See Section E1 for Income Tax refund resources.

Any falsification of requested information which is used to determine eligibility and which would have resulted in denial/ineligibility will be determined as fraud and will result in an ineligibility period of 24 months from the date of the falsification for PRC programs. Failure to report all Household (Assistant Group) members is considered fraud.

Section J - Verification of Information

Written verification of all information is required when practical. If written verification is not practical, the KCDJFS may obtain verbal verification through whatever means is necessary. Documentation of verbal information obtained will be recorded in the PRC AG record. The name and position of the person contacted should also be recorded as well as the name of the KCDJFS worker who obtained the information. The applicant will be required to sign a 'Release of Information Form' in order for the agency to obtain required verification to process the application. Members of the AG are responsible for submitting verification as requested by the KCDJFS. Approval of vehicle repair will require verification of ownership and registration of an AG member, and proof of insurance as required by law. If verification cannot be obtained, or a vendor/provider will not cooperate for any reason, the application will be denied.

Section K - Exploring Community Resources

Every effort will be made to explore the availability of resources within the local community prior to the authorization of PRC and may include areas outside 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 present or future need. The KCDJFS will use all

appropriate resources within the community to assist the applicant. An AG who will not/does not utilize other resources will be ineligible. (Ref D-10 above)

Section L - Services Provided/Purpose

- **Transportation:** Transportation related expenses must be related to employment. Auto repairs, MOTA tickets, car loan payments and insurance, driver's license registration fee. Vehicles must be owned, titled, and registered to the applicant or other regular member of the AG group. Owner must have a valid U.S. Driver's license and proof of vehicle insurance is required. If the cost of vehicle repair exceeds the value (NADA book value), the request may be denied. The total combined repairs for a vehicle over a 3-year period cannot exceed the NADA value for the vehicle. If the PRC funds available will not repair the vehicle to working order, no funding will be approved. If more than one vehicle is owned, but only one AG member is employed, then only one vehicle repair may be considered. Vehicle repairs can only be performed at a county approved vendor and cannot have been completed prior to the application or approval by the KCDJFS. This follows purpose 1, 2 of the four TANF purposes.
- **Housing:** mortgage, rent payments, and in some instances rent deposits for an applicant living in the abuse shelter, or deposit cannot be otherwise arranged. If a deposit is paid for any reason, there is a limit of a one-time payment within any 4-year period. This follows purpose 1, 2 of the four TANF Purposes.
- **Utility bills** - Will pay up to 2,000.00 to restore service or to avoid shut off of service. This includes connect and reconnect fees. Heating oil and propane gas eligibility will be determined by the amount needed for a 30 day supply, based on the time of year requested. This follows 1, 2 of the four TANF Purposes.
- **Job related** expenses - tools, safety equipment, and uniforms. This follows 1 and 2 of the four TANF Purposes.
- **Short-term training**, pre-employment screenings and/or testing. This follows 2 of the four TANF Purposes.

The following items are **NOT** covered expenses for PRC: Trash pickup, cable, vehicle purchase, general vehicle maintenance items (such as oil change/lube, wiper blades, tire rotation, light bulbs, gas, fluids, cosmetic repairs) Court imposed fines or fees, divorce fees, legal fees, bankruptcy fees, home improvements, business liability insurance, Re-occurring requests within a 12 month period without extenuating circumstances that the client is not able to alter or control, rent/deposit due as a result of the AG moving for reasons other than urgent/necessary, fees/tuition for long term schooling (3 months plus), past/overdue school fees, washer/dryer without extenuating circumstances, flood insurance, home/renters insurance, home purchase, down payment or closing costs, property improvements, 2nd mortgage/home equity loans, credit card accounts, or personal/business loans, any item covered by auto/home insurance, taxes of any type, etc. No medical expenses are permitted. Past due phone service or reconnect fees are NOT eligible unless there is a verified, life-threatening medical condition of one of the PRC AG members that requires a phone. In such circumstances, the agency may choose to provide a prepaid cell phone in place of paying a past due bill that exceeds \$150. The determination of 'life threatening' as opposed to 'convenience' of the user is at the agency's discretion.

Section M - Child Protective Services

PRC funds may be used for child protective services. The PRC Program can be used to provide assistance to help alleviate a family crisis that could lead to the removal of children from their home, or to help a parent(s) so that the children can be safely returned to their family. For reunification purposes, PRC may be approved for either/both parent(s) up to the maximum of \$2,000.00 combined, in any 12-month period. This follows 1, 2 and 4 of the four TANF Purposes.

Section N- Payments

Once eligibility for PRC is established, the KCDJFS Director or designee will authorize and generate payment for assistance, goods and/or services. Payment will be facilitated through the normal agency fiscal process, which meets all state and county auditing requirements. Payments will be made to the vendor(s) or the provider(s) as appropriate.

Section O- Notice of Approval/Denial

If it is determined that an application for PRC is approved, the KCDJFS shall mail or otherwise deliver the ODHS 4074, 'Notice of Approval of Your Application for Assistance.' If it is determined that an application for PRC is denied, the KCDJFS shall mail or otherwise deliver the ODHS 7334, 'Notice of Denial of Your Application for Assistance.'

Section P - PRC Program Modifications/Termination

Knox County reserves the right to modify or terminate the PRC Program at any time. Modifications may encompass any or all areas of the county PRC Plan. Any modification or termination of PRC Plan will be approved by Knox County Job & Family Services Director, put in writing and forwarded to the Ohio Department of Job and Family Services with an established effective date. Knox County 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.

Sections Q , R, S and T stand-alone and do not apply to the \$2,000.00 cap of other PRC Payments.

Section Q-PRC Funded Programs

The following contracted services will use 200% of poverty income guidelines and the household must contain a child under the age of 18 or a pregnant individual. The programs do not count toward the \$2,000.00 cap of regular emergent PRC. Contracted programs may use self-declaration as eligibility verification. These services align with TANF purpose in section C.

- **Interchurch** – School clothes, school supplies, Taxable items, rent, house payment, utilities
- This follows 1, 2 of the four TANF Purposes.
- **Kno Ho Co** – utilities, rent, house payment. This follows 1, 2 and four of the four TANF purposes.
- **KAT** – Transportation. This follows 1 and 2 of the four TANF purposes.
- **Salvation Army** – Winter Sanctuary (Homeless Shelter) School supplies, school clothes, Taxable items, rent, house payment, utilities, summer youth program. This follows 1 and 2 of the four TANF Purposes.
- **Jobs For Ohio Graduates (JOG)** – Summer youth program. This follows 2 of the four TANF Purposes.

Section R - TANF Child Welfare

AG definition for TANF Child Welfare- A child under age eighteen (18) age eighteen (18) and still attending high school or its equivalent, and immediate family members in the household. Immediate family members include biological and stepparents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG. These services follow TANF Purpose 1, 2 and 4 of the four TANF Purposes.

Eligibility: At or below 200% FPG. (Self-declaration) Child welfare services activities must meet a documented and specified purpose for the well-being of a child/children within the AG.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- Any members of the AG have outstanding OWF or PRC fraud overpayment balances, the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal
- The applicant is not a U.S. citizen or legal alien
- Any members of the AG are fugitive felons or probation/parole violators

TANF Child Welfare Services	Description	Eligibility at or below 200% FPG self-declaration-application D	Caps per rolling twelve (12) month period
<p>Child welfare services allowable under the TANF program include but not limited to: These services follow 1, 2 and 4 of the TANF purposes.</p> <p>emergency housing services; domestic violence services; home-based services & mentoring programs; parent education and training; post adoption finalization services; respite care services; special services for alcohol and drug abusers; transportation services; Voluntary or formalized court diversion activities & mediation; case management services.</p>	<p>TANF Child Welfare services provide an opportunity for the Knox County Department of Job and Family Services, Children Services Division to provide services to assist in family reunification or to prevent children from being removed from the home.</p> <p>(See definitions of eligible TANF Child Welfare Services)</p>	<p>Child/ren may reside in the family home or the child has been out of the home <u>less than a total of six consecutive months</u></p> <p>If the children are out of the home, the family must have a Children Services reunification plan in place, and actively working toward reunification, as verified by the Children Services caseworker.</p> <p>Authorization of PRC services must contribute to the reunification process.</p>	<p>No cap</p>

Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services. The following services are also allowable TANF Child Welfare Services under our PRC Plan:

Emergency Housing

Providing case management or supportive services as it relates to emergency housing needs including: making referrals, arranging for, and planning for emergency housing needs and services.

Children Services Case Management

Case management services including: making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children.

Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to: meals, transportation, housing referral services, legal advocacy, children's counseling and support services and other services to victims of

[Knox PRC Plan Rev. 12/13/16]

domestic violence and their dependents. Other eligible services include providing case management or supportive services including: making referrals, arranging for and planning for care or services, planning, supervising and assessing results of care as it relates to domestic violence services.

Home Based Services

Home Based Services are those services provided to families in their own homes or community, which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs, examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, child care and transportation services. Home based services also include direct (face-to-face) education and counseling, referral and linkage to other community services and case management.

Parent Education Services

Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case management, making referrals to, arranging for services, planning, supervising, and assessing results of Parent Education Services.

Post Adoption Finalization Services

Post-finalization services or post-finalization adoption services means services provided or arranged by Children Services to support, maintain and assist an adopted child or adoptive family anytime after finalization of an adoption.

Respite Care Services

Eligible services include case management, making referrals to, arranging for services, planning, supervising, and assessing results of Respite care activities and the provision of Respite care. Respite Care services are services designed to provide temporary relief of child-caring functions, which may include, but are not limited to, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child placed in a foster home or with a relative as well as for a child in his own home.

Special Services for Alcohol and Drug Abusers

Services to provide a rehabilitation program for alcohol and drug dependent persons.

Service activities include:

- Work with the individual, family members, and appropriate social service agencies to develop and carry out an individual rehabilitation plan.
- Providing or arranging for individual, family and group counseling.
- Services to assist the individual to recognize the danger of continued substance abuse.
- Case management services including; making referrals to, arranging for rehabilitation services, planning, supervising, and assessing results of services provided to alcohol and drug abusers.

Transportation Services

Transportation Services includes arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision of escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and monitoring visits.

The following services are not PRC eligible

- Foster care and out of home maintenance payments.
- Juvenile justice services.
- Any costs associated with children who do not live with a custodial parent or other adult caretaker relative, legal guardian, or legal custodian (Except for the 180-day provision of Federal TANF).
- Services available through other federal funding sources.
- Medical services with the exception of those services allowable under Ohio's 1996 IV-A state

Section S – TANF Summer Youth Employment Program

The TANF Summer Youth Employment Program meets the first two purposes of TANF:

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

This Program will work with needy families that have a minor child in their homes ages 14-24 to overcome employment barriers by connecting them to subsidized employment. Subsidized employment provides valuable skills and work experience for young people and serves as a stepping stone to unsubsidized employment.

This program will provide summer employment opportunities on a work crew or as customized individual placements. Preferred work site locations are public non-profits or government entities, but may include private sector worksites.

TANF Summer Youth Employment Programs will allow eligible low income youth the opportunity to gain valuable work experience while earning a paycheck to help meet basic needs. Program will pay for ancillary services such as: uniforms, tools, licenses or certifications, program related case management, job coaches and mentors, etc. Youth will range in age of 14-24 and meet income/support needs qualifications. Youth will be paid up to \$10 per hour

Eligibility:

Eligibility for the TANF Summer Youth Employment Program is based on income at 200% of the federal poverty level, and specific “age” criteria, as defined in the FAL #133.

A Summer Youth Employment Program funded through PRC shall only serve persons from a TANF-eligible family. The types of persons that may be served are:

- Youth ages 14-17, as long as the youth is a minor child in a needy family and is school (youth may be 18 if they are a full-time student in a secondary school);
- Youth ages 18-24, as long as they are in a needy family that also has a minor child; or
- Youth ages 18-24 that have a minor child and are considered needy.

The youth served may be non-custodial parents as long as they are considered “needy” and have a minor child. “Needy” is not specifically defined by state or federal regulation but may be no greater than income at 200% of the federal poverty level.

Minor Child and Families are defined in federal and state regulations:

Minor child means an individual who: (1) Has not attained 18 years of age; or (2) 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).

Families are defined by federal regulations and state law as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lives in the state, but does not reside with his/her minor child(ren).

Foster Care: Youth in a foster care setting age 14 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. The United States Department of Health and Human Services, Administration for Children and Families (ACF) has provided guidance

respective to the Summer Youth Employment Program. This guidance is only applicable to the TANF Summer Youth Employment Program and no other TANF or PRC program.

Qualifying Youth Activities/Services	Description	Eligibility at or below 200% FPG self-declaration- application-D	Caps per rolling twelve (12) month period
<p>Youth wage subsidies (up to \$10.00 per hour)</p> <p>Payment to third parties to provide summer youth programs</p> <p>Recruitment and development of employers</p> <p>Workers compensation, FICA</p> <p>Ancillary services such as: uniforms, tools, licenses or certifications, program related case management, job coaches and mentors</p> <p>TANF funds will provide wages, supportive services, and related supplies/equipment/training as identified per the work site</p> <p>Direct supervision and training costs, work clothing, transportation to and from the worksite, background checks</p> <p>Soft skills training including, but not limited to, how to write a resume/cover letter, interviewing skills, job etiquette, registering on OhioMeansJobs website</p>	<p>Program to help low income PRC eligible youth gain valuable work experience while earning a paycheck to help meet basic needs</p> <p>Estimating wage range of \$8.50 to \$10.00 - but will vary according to site</p> <p>Summer wages earned by minor youth through the TANF summer youth program are not included in household income calculated to determine OWF cash or Food Assistance</p> <p>Summer wages earned by non-minor youth or a minor parent are included in household income calculations for OWF and Food Assistance</p>	<p>Minor children 14-17 (or 18 and still enrolled in secondary school)</p> <p>Youth ages 18-24 that are in a family with a minor child (e.g. minor sibling, or step sibling)</p> <p>Youth ages 18-24 that have a minor child (includes non-custodial parents)</p> <p>Knox County Foster children ages 14-18</p> <p>Agency will offer a Voter Registration Application per 329.051 of Revised Code</p> <p>Individuals will be informed in writing of their right to request a State Hearing by Approval/Denial letter sent for all applicants and given a 4059 with application</p> <p>Childs earnings will be excluded per Rule 5101-1-23-20.1</p>	<p>Generally, summer youth programs are limited to subsidized employment programs June 1 - August 31. Accrual time period may be adjusted by ODJFS policies.</p> <p>Third party providers are bound by the contractual agreement with KCJFS</p>

Related Costs - Youth Provider Contract/ Day to Day Operation/Supervision/Supportive Services

This includes program supervision, job coaches, monitoring, site coordinators for daily/weekly follow up, support services needs for the youth, technical support to the work sites, payroll, OSHA Safety training, financial literacy, "world of work" orientation, short-term training directly related to the certifications needed for employment – for example First Aid/CPR for anyone working at a daycare, employee/supervisor hand books, work site supervisor training, provide direct youth supportive services to retain participation and completion, follow up activity(ies), etc.

Section T – Workforce

Working with the Workforce unit of KCDJFS in a person centered case management approach the following will be some of the strategies to remove barriers of the low income population toward becoming more self-sufficient in all area of their lives: All services in this section align with Section C TANF purpose.

Costs related to contracting with employers for OJTs. Not to exceed the training time generally used to train under normal situations. This follows purpose 2 of the 4 TANF purposes.

Costs related to maintaining employment which may include but is not limited to: minor car repair, required clothing, shoes, transportation, help with day care, short-term training directly related to the certifications needed for employment – an example would be: First Aid/CPR for anyone working at a daycare, STNA training for anyone trying to gain employment in a nursing facility -- certificate training of almost any kind in order to provide documentation of training to employer. This follows purpose 2 of the 4 TANF purposes.

Costs for background checks. Costs for GED test vouchers. This follows purpose 2 of the 4 TANF purposes, as most employers required GED certification (or high school diplomas), along with background checks.

Costs incurred in order to facilitate referrals to remove barriers, which might include transportation to drug and alcohol counseling, Behavioral Health Partners, any agency providing help with improved life skill attainment. This follows TANF purpose 2 relating to removal of barriers to employment and attainment of positive life skill sets.

Costs for Bridges out of Poverty training, Getting Ahead in a Just getting by World training. This follows the purposes of 1, 2 and 3 of the 4 TANF purposes. This is counseling as well as evidence based training for low income individuals – ex felon population and is tied directly to Knox JFS job search component.

Including:

CCMEP

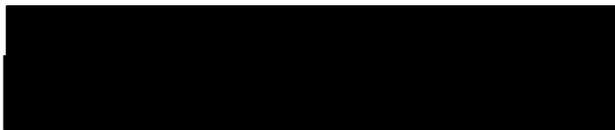
1. Unsubsidized employment.
2. Subsidized employment.
3. Work experience.
4. On-the-job training.
5. Job search.
6. Community service.
7. Vocational education training.
8. Job skills training directly related to employment.
9. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency.

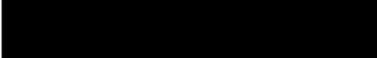
[Knox PRC Plan Rev. 12/13/16]



10. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate.
11. Internships.
12. Summer employment.
13. Job shadowing.
14. Pre-apprenticeship opportunities. This includes programs or a set of strategies designed to prepare individuals to enter and succeed in registered apprenticeship programs and have a documented partnership with at least one, if not more, registered apprenticeship programs.
15. Career counseling. This includes a facilitated exploration of occupational and industry information that will lead to a first, new, or better job for the program participant.
16. Adult mentoring.
17. Entrepreneurial skills training.
18. Tutoring, study skills training.
19. Job readiness training.
20. Parenting classes.
21. Life skills classes.
22. Participation in an alcohol or drug addiction program certified by the department of mental health and addiction services under section 5119.36 of the Revised Code.
23. Finding a home in the case of a homeless assistance group.
24. Residing in a domestic violence shelter, receiving counseling or treatment related to the domestic violence or participating in criminal justice activities against the domestic violence offender.
25. Attending English as a second language course.
26. Mental health treatment.
27. Rehabilitation activities.
28. Financial literacy education.
29. Other workforce activities.
30. Activities within OhioMeansJobs.com
31. The learning, earning and parenting (LEAP) program for individuals required to participate in accordance with rule 5101:1-23-50 of the Administrative Code.
32. For veterans with a significant barrier to employment, a referral to the disabled veterans outreach program (DVOP) specialist as part of the jobs for veterans.

The Knox County Department of Job & Family Services will administer this program as above.




Date _____

MONTHLY FEDERAL POVERTY GUIDELINES

Any new FPG in effect at the time of application will be used to determine eligibility and will supersede the chart below.

The monthly Federal Poverty Guideline amount is used to determine income eligibility for PRC. The total gross income of all members of the assistance group for the preceding 30 days must be equal to or less than 200% of the Monthly Federal Poverty Guideline amount for the appropriate assistance group size.

As of March 3, 2016

Assistance Group Size	200% Guidelines
1	\$1980
2	\$2670
3	\$3360
4	\$4050
5	\$4740
6	\$5430
7	\$6122
8	\$6815
9	\$7509
10	\$8202

For each additional person over 10 add \$693.00

