



Licking County
Job & Family Services
Help for today. Hope for tomorrow.

Prevention Retention Contingency Policy
May 14, 2015

Licking County Job & Family Services
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Guidelines for PRC Assistance

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Section I Introduction

Section 5108.04 of the Ohio Revised Code requires each county Department of Job and Family services have a PRC Plan which is updated at least every two years. Licking County Job and Family Services is able to modify, terminate, establish new policies, and temporarily suspend PRC Services as necessary.

Licking County has provided the Prevention, Retention, and Contingency (PRC) Program since October 1, 1997. The PRC Program was established to provide temporary, short-term relief to Licking County families in or nearing crisis in an effort to prevent future or ongoing public assistance. Since 1997, PRC Services have prevented unemployment or job loss, to assisted individuals in retaining employment and/or family self-sufficiency, and to provided contingent services for families with urgent needs.

In 2009, a reduction in overall state funding sources required services provided through the PRC Program be prioritized according to the level of need. In an effort to preserve the safety and well being of children and families, the Licking County Department of Job and Family Services has developed a plan which reflects these priorities and will continue to provide limited services as funding permits.

This modified PRC Plan outlines services, eligibility requirements, and other definitions specific to Licking County for Licking County residents. This Plan has been developed, reviewed, and recommended by the Licking County Job and Family Services Planning Committee, the Licking County Board of Commissioners, and the Licking County Job and Family Services (LCJFS). The Licking County PRC Plan was developed in compliance with Sec 5108.04 of the Ohio Revised Code.

John D. Fisher
Director

Date

Voter Registration:

Licking County Job & 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. Economic Need

Economic eligibility includes the combination of income eligibility and evaluation of family needs. Income eligibility for PRC Services is based upon the Federal Poverty Guidelines (FPG) and varies per service category. Specific FPG guidelines have been established per service category and are listed per service area in Section III.

1. Income

In general, PRC applicants must provide information regarding income for the last (30) days prior to the date of application, including verification of this income if requested by LCJFS. (Income and family composition guidelines may vary according to service and TANF priority.) In order to determine income eligibility, LCJFS will compare all gross income received within the last thirty (30) days to the FPG standard for the specific service category unless otherwise stated.

LCJFS requires the inclusion of both **earned** and **unearned** income received in the last thirty (30) days prior to the date of application (unless otherwise stated). The budget period begins on the date of application (the date of application is day 30 of the budget period). *Earned* income includes wages received through employment or received in exchange for some type of goods, services, or labor provided. *Unearned* income includes any and all income received from other sources such as child support, workers compensation, unemployment, social security insurance or disability, veteran's assistance, Ohio Works First cash assistance, gifts, and any other income received in the home.

B. Assistance Group

General PRC eligibility requires that a child under the age of eighteen (18) or age eighteen (18) but attending high school or its equivalent reside in the household. Special consideration has been made for non-custodial parents, shared parenting, families where children have been temporarily removed, kinship

providers, and pregnant women in their third trimester of pregnancy.

PRC applications must be completed and signed by an authorized adult over 18 years old. Minors under the age of 18 who have a child/ren and are emancipated are eligible to apply for PRC Assistance without a parent or guardian signature. A child is emancipated if s/he is married, serving in the armed forces, or has been emancipated by court.

The method for defining the PRC Assistance Group (AG) varies by service category and is described per service area. AG determination for families where children are temporarily absent from home or shared parenting situations are described below.

1. Cases where children are temporarily absent from the home (i.e., taken into legal protective custody by the Licking County JFS), remaining household members may be eligible for PRC assistance if the following criteria apply:
 - The child has been out of the home less than a total of six consecutive months
 - The family has a Children Services reunification plan in place
 - The family is actively working toward reunification, as verified by the Children Services caseworker. Authorization of PRC services must contribute to the reunification process.

2. Shared Parenting

In a situation where two parents claim custody or shared parenting of child(ren) and are claiming the child to be in the home for purposes of PRC eligibility, one of the following three criteria must be verified:

Does the requesting parent receive and/or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify

- a. Does the requesting parent or the other custodial parent receive OWF cash assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent. If neither household receives cash assistance, verify (b).
- b. The parent requesting PRC services may present one of two documents to verify shared parenting. S/he may bring verification that the child is claimed as a dependent on the most recent Federal tax filing OR may bring in a signed letter from the other parent. Such letter should state that parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer's future eligibility for PRC services.

C. Disqualifiers

Disqualifiers are listed per service category and deem the applicant ineligible for services. Refer to specific service area for list of corresponding disqualifiers.

D. 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 LCJFS 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.

Samples of all PRC Applications appear in the Exhibits.

Licking 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 LCJFS. In addition, LCJFS has the authority to designate the application process be completed by other entities based upon a contractual agreement.

Once the PRC application is approved, LCJFS will authorize and generate payment for assistance, goods, or services. Authorization may occur anytime 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.

Under this Program, an eligible AG may receive customized assistance, goods, or services as determined by the Licking County Department of Job and Family Services. Ongoing receipt of Medicaid, Ohio Works First, or Disability Assistance is not a determining factor in considering an AG's eligibility for PRC services (outside of any income received through said programs). LCJFS will inform applicants of other programs/services available through the Agency.

Receipt of PRC services in another county or PRC/TANF services provided in another state shall be considered when processing a PRC application. PRC/TANF benefits and amounts received in other counties and/or states shall be considered and included in the caps.

LCJFS will pursue collection of PRC assistance which has been obtained fraudulently or that has been determined to be an overpayment.

E. PRC Program Modifications/Termination

Licking 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 the PRC Plan will be approved by the Licking County Job & Family Services Planning Committee, put in writing and forwarded to the Ohio Department of Job and Family Services with an established effective date. Licking 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.

Section III Service Area

A. Kinship Navigator Services- are designed to provide support and assistance to relatives, legal guardians or caregivers 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.

Kinship Navigator Services meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

AG definition for Kinship Navigator- A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate household members which includes the relative, legal guardian, or caregiver, spouses of the relative, legal guardian or caregiver, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG.

Eligibility: At or below 200% FPG. Eligibility is based on information gathered in Application D.

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 alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

Kinship Navigator Services	Description	Eligibility at or below 200% FPG	Caps per rolling twelve (12) month period
information and referral comprehensive information and access to legal services comprehensive information and access to child care	Kinship Navigator services provide an opportunity for the Licking County Job and Family Services to assist children and family members/care givers providing care for children who are unable to be cared for by their	At least one child in the household must be a kinship care placement. Kinship services can be provided to relatives/caregivers who are responsible for the day to day care and well being of a child(ren) on a	n/a

respite care	biological or step parents.	long term basis.	
training	(See page 5 regarding children who are temporarily absent from the home).		
comprehensive information and access to financial assistance			
evaluation and reporting			

B. TANF Child Welfare

AG definition for TANF Child Welfare consists of 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 parents 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.

TANF Child Welfare services meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

Eligibility: At or below 200% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of child/children within the AG. Eligibility is based on information gathered in Application D.

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

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

TANF Child Welfare Services	Description	Eligibility	Caps per rolling twelve (12) month period
Child welfare services allowable under the TANF program include but not limited to: emergency housing services; domestic violence services; home-based services & mentoring programs; parent education and training; post adoption finalization services;	TANF Child Welfare services provide an opportunity for the Licking County 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. (See definitions of eligible TANF Child Welfare Services)	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> If the children are out of the home, the family must have a LCJFS reunification plan in place, and actively working toward reunification, as verified by the Children Services Social Worker Authorization of PRC services must contribute to the reunification process.	n/a

respite care services; special services for alcohol and drug abusers; transportation services; voluntary or formalized court diversion activities & mediation; case management services; case management services			
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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 the Licking County 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 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 LCJFS to support, maintain and assist an adopted child or adoptive family anytime

after finalization of an adoption. (Please see Addendum A for an elaboration of appropriate use of TANF dollars for post adoption finalization type services.)

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 include 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 or Federal TANF goals #3 and #4).
- Services available through other federal funding sources.
- Medical services with the exception of those services allowable under Ohio's 1996 IV-A state plan,

C. Kinship and Child Welfare Conditional Services

AG definition for Child Welfare Conditional Services: 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 parents and stepparents, kinship caregivers who have legal custody of a minor child, biological and step-siblings in the household. Other adult household members will not be considered part of the AG. Pregnant women in their third trimester of pregnancy-each fetus is considered a separate family member.

Kinship and Child Welfare Conditional Services meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

Eligibility:

- At or below 200% FPG.
- Eligibility is based on information gathered in Application D
- Families must working with LCJFS either through Children Services or meet the definition for kinship services, and are in need of services in order to reunite,

maintain or care for children in their home.

CAP: Kinship and Child Welfare Conditional services are not to exceed \$2,000 per family

Disqualifiers:

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

Kinship & Child Welfare Conditional Service	Description	Eligibility at or below 200%FPG
rent (excludes late fees)	to prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, or employment related out of county relocation	Rent is limited to a maximum of 4 consecutive months.
mortgage	to prevent foreclosure Mortgage assistance is limited to a maximum of 4 consecutive months.	deed and mortgage to be in applicants name, and must be the primary residence of the AG
security deposit	for necessary relocation, to alleviate an overcrowded situation (out of county relocation must be employment related)	unsubsidized and subsidized housing
utilities/deposits for utilities	gas/heating fuel cooking fuel electric water sewage basic telephone service	if the HEAP eligible applicant is requesting assistance with a heating or utility payment, the applicant should be referred to LEADS Community Action Agency during HEAP Season prior to accessing services through the PRC program
automobile insurance	To pay for insurance coverage required to operate vehicle for employment, training or health related transportation.	the vehicle must be owned or leased by the applicant Not to exceed 4 consecutive months
license plate & vehicle registration fees	To cover costs associated with vehicle registration for employment, training or health related transportation.	the vehicle must be owned or leased by the applicant Applicant must have valid drivers license and vehicle insurance

- The applicant is not a U.S. Citizen or legal alien (ineligible aliens may apply of behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators

Kinship & Child Welfare Conditional Service	Description	Eligibility at or below 200%FPG
work tools/equipment	tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources	Applicant must obtain two (2) price bids for such tools/equipment, if higher bid requested, reason must be documented. Excludes firearms
short-term payment of auto loan or lease	To keep auto from being repossessed. Auto needed for employment, training or health related transportation.	the vehicle must be owned or leased by the applicant Maximum not to exceed 4 consecutive months Applicant must have valid drivers license and vehicle insurance
short term training	short term training includes: pre-employment skills training, educational training, non-degreed or certification programs	
Household Items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens or any other necessary household item	
Family building activities	Activities such as YMCA memberships, The Works or other activities that would encourage positive interactions with family members	
Youth educational and socialization activities	Activities that encourage education and community participation	

Child Welfare Conditional services are not to exceed \$2,000 per family per rolling 12 months.

D. TANF/PRC On The Job Training Program (OJT)

On The Job Training (OJT) is a subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers who participate in the program will be reimbursed up to 50% of the eligible trainee's wage during the established training period, not to exceed \$6,000 per eligible participant.

OJT meets TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

AG definition for OJT- 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 parents and stepparents, and biological and step-siblings in the household. Other adult household members will not be considered part of the AG.

Eligibility:

- At or below 200% FPG.
- Eligibility is based on information gathered in Application B

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA.

The non-custodial parent must reside in Licking County.

Disqualifiers:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

Qualifying OJT Activities	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
Payments to employers to help cover up to 50% of the eligible trainee's wage during a specified training period not to exceed \$6,000 per eligible participant/employee Pre-employment assessments as required by the employer Recruitment and development of employers for the program Supervision of the OJT program Case Management activities related to the program	OJT is designed to provide employers an incentive to hire PRC eligible participants. Job Seekers must be determined eligible <u>prior</u> to being hired by the employer. The employer is expected to hire the job seeker for full time, non-seasonal employment. The length of the training period will be based on the trainee's skill level and aptitude and the skills required for the	Participant/employee must be PRC eligible, which means they must meet family composition and income guidelines <u>prior</u> to entering into an OJT agreement with the employer.	Caps are negotiated through contractual agreements between LCJFS and participating OJT employers based upon the PRC participants knowledge level, training needs, wages and benefits

<p>PRC funding can not be used to reimburse employers for medical benefits.</p>	<p>position as determined by the employer.</p> <p>Employers are required to offer the OJT participant the same compensation and benefits as workers in similar positions.</p>		
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E. TANF/PRC Summer Youth Programs

Summer Youth Programs meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

AG definition for Youth Programs

In order for youth to meet family composition guidelines they must meet any one of the following guidelines:

- Youth ages 14-17, 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);
- 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.

* For TANF/PRC eligibility, the definition of *minor child* is as follows:

- An individual has not attained age eighteen(18); or
- An individual who eighteen and is a full-time student in a secondary school (high school) or enrolled in a high school level of vocational or technical training.

AG definition for Kinship providers is as follows: A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate household members which includes the relative, legal guardian, or caregiver, spouse of the relative, legal guardian or caregiver, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG. See page 7 for additional kinship definitions.

Eligibility for Foster Children

Licking County youth in the temporary or permanent custody of Licking County Job and Family Services who are placed in a licensed foster care setting between the ages of 14 and 17 or 18 years of age and are enrolled full time in secondary school are not subject to family composition or income guidelines. Eligibility gathered in Application E.

Youth in the temporary or permanent custody of another Public Children Services Agency who are placed in a licensed foster care setting in Licking County between the ages of 16 and 17 or 18 years of age and enrolled full time in secondary school are not subject to family composition or income guidelines. Eligibility gathered in Application E.

Eligibility: At or below 200% FPG- Eligibility based upon information gathered in Application E. Presumptive financial eligibility for youth who are part of an OWF or Food Assistance AG can be used in lieu of income verification. Foster Child verification of custody by Licking County JFS, or other Public Children Services Agency, may be used in lieu of required verifications.

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

services:

- The youth participant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators
- Any members of the AG have an existing Intentional Program Violation (IPV)

Qualifying Youth Activities	Description	Eligibility at or below 200%FPG	Cap 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>Ancillary services such as: uniforms, tools, licenses or certifications, program related case management, training, job coaches and mentors</p> <p>Workers compensation, FICA</p> <p>Direct supervision and training costs work clothing, transportation to and from the worksite, background checks.</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>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>Licking County Foster Children ages 14-18</p> <p>Foster Children placed in Licking County by another Public Children Services Agency, ages 16-18</p>	<p>Program time period determined by ODJFS policies</p> <p>Accrual time period determined by ODJFS policies.</p> <p>Third party providers are bound by the contractual agreement with LCJFS</p> <p>Training may be available as part of the Summer Youth Program.</p>

F. OWF Diversion

OWF Diversion meets TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

AG definition for OWF Diversion Services- Follows the AG definition for OWF cash assistance as defined in section 5101 of the Ohio Administrative Code.

Eligibility: Eligibility for Diversion Subsidies is based upon information gathered in the Request for Cash Assistance Form JFS7200; and based upon OWF eligibility as defined by section 5101 of the Ohio Administrative Code.

OWF Diversion Services	Description	Eligibility	Caps per rolling twelve (12) month period
<p>Short term payments, equivalent to the eligible cash assistance grant, to assist individuals with short term need due to the inability to work due to short term medical conditions or other extenuating circumstances as determined and verified by LCJFS.</p>	<p>OWF eligible Families experiencing a short term break of employment due to a documented medical condition, or other verified extenuating circumstance, can receive up to four (4) monthly payments equivalent to their potential monthly cash assistance grant.</p> <p>Payments are made in lieu of receiving OWF cash assistance.</p>	<p>Individuals must be employed but unable to work because of a short term medical condition/extenuating circumstances <i>and</i> eligible for OWF cash assistance. Participant must demonstrate an emergent need for assistance</p> <p>Employer must verify that employment will continue after leave is completed.</p> <p>Eligibility is based upon eligibility for OWF cash assistance.</p> <p>Verification of the medical condition or the extenuating circumstance by a qualified professional, such as a licensed physician, is required. Verification must include the estimated return to work date.</p>	<p>Up to 4 months within a rolling 12 month period. Monthly payments shall not exceed the maximum OWF grant amount for the AG size.</p>

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

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

G. Ohio Works First Incentive (OWFI)

Ohio Works First Incentive: Can be authorized to those individuals who reduce or eliminate their Ohio Works First (OWF) assistance due to gaining or increasing employment. OWFI meets TANF Priorities 1 & 2: 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

OWFI Definition: Follows the AG definition for OWF cash assistance as defined in section 5101 of the Ohio Administrative Code.

Eligibility: Eligibility for OWFI is based upon information gathered in the Request for Cash Assistance Form JFS7200; and based upon OWF eligibility as defined by section 5101 of the Ohio Administrative Code.

OWFI Services	Description	Eligibility	
Incentive for gaining or increasing employment	<p>\$250 incentive is issued to OWF AG members who gain or increase employment that produces income that reduces or eliminates their OWF case assistance.</p> <p>Designed to assist families cover expenses associated with gaining employment.</p>	<p>Eligibility is based upon reduction or elimination of OWF assistance based on employment/earned income gains.</p> <p>Participant must be working at least 20 hours per week or 86 hours per month.</p> <p>Verification of employment gain or increase is required.</p>	
Incentive for retaining increased or gained employment for 30 days	<p>\$250 incentive is issued to OWF AG members who retain gained or increased employment that produces income that reduces or eliminates their OWF cash assistance for 30 days.</p> <p>Designed to assist families cover expenses associated with maintaining employment.</p>	<p>Eligibility is based upon maintaining employment for 30 days that reduced or eliminated OWF assistance.</p> <p>Participant must be working at least 20 hours per week or 86 hours per month.</p> <p>Verification of employment gain or increase is required.</p>	
Incentive for retaining increased or gained employment for 90 days	<p>\$250 incentive is issued to OWF AG members who retain gained or increased employment that produces income that reduces or eliminates their OWF cash assistance for 90 days.</p> <p>Designed to assist families cover expenses associated with maintaining employment.</p>	<p>Eligibility is based upon maintaining employment for 90 days that reduced or eliminated OWF assistance.</p> <p>Participant must be working at least 20 hours per week or 86 hours per month.</p> <p>Verification of employment gain or increase is required.</p>	
Incentive for retaining increased or gained employment for 180 days	<p>\$250 incentive is issued to OWF AG members who retain gained or increased employment that produces income that reduces or eliminates their OWF cash assistance for 180 days.</p> <p>Designed to assist families cover expenses associated with maintaining employment</p>	<p>Eligibility is based upon maintaining employment for 180 days that eliminated OWF assistance.</p> <p>Participant must be working at least 20 hours per week or 86 hours per month.</p> <p>Participant must no longer be in receipt of OWF cash assistance</p> <p>Verification of employment gain or increase is required.</p>	

H. TANF Workforce Services

AG definition for TANF Workforce Services consists of 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 parents 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.

TANF Workforce Services meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Eligibility: At or below 200% FPG. Eligibility is based on the information gathered in Application C.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA.

The non-custodial parent must reside in Licking County.

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

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

TANF Workforce Employment Services	Description	Eligibility	Caps per rolling twelve (12) month period
Workforce services allowable under the TANF program include but not limited to: TANF Administration/Eligibility, Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment	TANF Workforce Services provide an opportunity for the Licking County Job and Family Services, Workforce Division to provide services to assist in TANF Administration/Eligibility, Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment (See definitions of eligible TANF Workforce Services)	at or below 200% FPG-application C	n/a

Definitions of Eligible TANF Workforce Services

Eligible services for TANF/PRC include certain direct services and case management or supportive services. The following services are also allowable TANF Workforce Services under the Licking County PRC Plan:

TANF Administration/Eligibility Determination

Includes activities related to general administration and coordinator of TANF programs, including eligibility determinations, administering sanctions, eligibility screening interviews, intake review of household reports, eligibility review, benefit changes, appeal hearings, recordkeeping changes, overpayment preparation, and IEVs activity.

TANF Case Management

Activities related to case management, including providing program information to clients and screening for barrier to employment and assessments.

TANF Work Activities

Includes all work activities that include work activity programs, development of employability plans, community service activities, on the job training, job search and job readiness, job skills training, employment counseling, coaching, job development, information and referral, and outreach to business and community organizations.

TANF Education and Training

Services provided to improve knowledge of daily living skills and enhance opportunities. Education and training may include, but are not limited to, instruction in consumer education, health education, community protection, literacy education, or English as a second language. Also includes services or activities related to screening, assessment, testing, individual or group instruction, counseling, and referral to community resources.

TANF Work Subsidies/Subsidized Employment

Activities related to work subsidies and subsidized employment.

I. Employment Services/Work Supports

Employment Services: Employment Services can be authorized to those individuals who meet the definition of employment. Employment Services meet TANF Priorities 1 & 2: 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

Employment definition: The AG meets the definition of employment if at least one adult member of the household is working a minimum of twenty (20) hours per week or is working fewer than twenty (20) hours per week but receives compensation equal in value to working twenty (20) hours per week at minimum wage. If a member of the AG has received a bona-fide offer of employment, the AG must provide verification of hours to be worked and must demonstrate that the employment opportunity is expected to last a minimum of thirty (30) days (e.g., a one week temporary assignment does not qualify) and provide at least twenty (20) hours per week of paid employment (or compensation equal in value to working twenty (20) hours per week). Seasonal employment and self-employment do not meet the definition of employment.

AG definition for Employment Services: 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 step parents, designated guardians, and biological and step siblings (18 years old and younger) in the household. Other adult household members will not be considered part of the AG. Pregnant women in their third trimester of pregnancy (during the third trimester each fetus is considered a separate family member).

Eligibility:

Eligibility for Employment Services must be at or below 150% FPG for AGs which meet employment. Eligibility for employment services is based on information gathered in Application B.

Total approved requests for Employment Services shall not exceed \$500.00 per

rolling 12 months.

Can only be authorized to support the adult household member(s) who meet the definition of employment.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA.

The non-custodial parent must reside in Licking County and must be working at least 20 hours per week, or the equivalent of 20 hours per week at minimum wage, in an effort to provide financial support to his/her children. Seasonal employment and self-employment do not meet the definition of employment.

Disqualifiers:

- The applicant loses employment prior to PRC approval.
- Recurring requests for PRC services will be evaluated on a case by case basis. An application will be subject to denial if an abusive pattern of usage is established.
- Any member of the AG has an outstanding OWF or PRC fraud overpayment balance.
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens can apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators

Employment Service	Description	Eligibility	Limitations
rent	to prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, employment related relocation, or housing issue	at or below 150% FPG Rent is limited to a maximum of 4 consecutive months.	Per rolling 12 months Limited to a maximum of 4 consecutive months, excludes late fees
Mortgage	mortgage to prevent foreclosure LCJFS will encourage those seeking mortgage assistance who face the risk of foreclosure to contact savethedream.ohio.gov and Southeast Ohio Legal Services at 740.345.0850	Mortgage assistance is limited to a maximum of 4 consecutive months.	deed and mortgage to be in applicants name, and must be the primary residence of the AG
utilities/deposits for utilities	gas/heating fuel cooking fuel electric water	if the HEAP eligible applicant is requesting assistance with a heating or utility payment, the applicant should be referred to	Limited to a maximum of 4 consecutive months,

	sewage basic telephone service	LEADS Community Action Agency during HEAP Season prior to accessing services through the PRC program	excludes late fees
automobile insurance	to pay for insurance coverage required to operate vehicle	the vehicle must be owned or leased by the applicant	Limited to 4 months, excludes fines or late fees
license plate & vehicle registration fees	to cover costs associated with vehicle registration	Vehicle must be owned or leased by the applicant; Applicant must have valid drivers license and vehicle insurance	Excludes fines or late fees
short-term payment of auto loan or lease	to keep auto from being repossessed	the vehicle must be owned or leased by the applicant Applicant must have valid driver license and vehicle insurance	Limited to 4 months, excludes fines or late fees
transportation services	to provide short term transportation to and from employment (e.g., bus fares, gas coupons, taxi tokens/fees, drivers education)	must have long term transportation plan to meet future need	Limited to a maximum of 4 consecutive months
employment licensing fees	to pay for licensing as required by an employer-	excludes self-employment	Excludes fines or late fees
work clothes/uniforms	clothing necessary and required for employment (employer must verify) which cannot be obtained through other community resources.		
work tools/equipment	tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources	Applicant must obtain two (2) price bids for such tools/equipment, if higher bid requested, reason must be documented.	Excludes firearms

Maximum Approved Requests for Employment Related Services May Not Exceed \$500.00 per rolling 12 months.

J. Employment Related Short-Term Training

Employment Related Short-Term Training Services: Employment Related Short-Term Training Services can be authorized to assist eligible individuals with employment related short-term training. Employment Services meet TANF Priorities 1 & 2: 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

AG definition for Employment Related Short-Term Training Services: 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 step parents, designated guardians, and biological and step siblings (18 years old and younger) in the household. Other adult household members will not be considered part of the AG. Pregnant women in their third trimester of pregnancy (during the third trimester each fetus is considered a separate family member).

Eligibility:

Eligibility for Employment Related Short-Term Training must be at or below 150% FPG for AGs. Eligibility for Employment Related Short-Term Training is based on information gathered in Application B.

Total approved requests for Employment Related Short-Term Training shall not exceed \$5,000.00 per rolling 12 months.

Can only be authorized to support in-demand occupations as determined by LCJFS. Short-term training is defined as lasting less than 12 months.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA.

The non-custodial parent must reside in Licking County.

Disqualifiers:

- AG has not reasonably used existing resources or income to meet or prevent the occurrence of need (excluding Diversion Subsidies)
- The applicant loses employment prior to PRC approval.
- Recurring requests for PRC services will be evaluated on a case by case basis. An application will be subject to denial if an abusive pattern of usage is established.
- Any member of the AG has an outstanding OWF or PRC fraud overpayment balance.
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens can apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators

Employment Service	Description	Eligibility	Limitations
short term, employment related training	provides training needed to gain, maintain, or advance in employment	at or below 150% FPG must demonstrate that training will increase chances for obtaining employment, maintaining employment, or advancing in employment	Per rolling 12 months \$5,000.00, excluded from cap associated with other Employment Services/Work Supports

Maximum Approved Requests for Employment Related Training Services May Not Exceed \$5,000.00 per rolling 12 months.

K. Employability/Self-Sufficiency Assessment and Planning

Definition for Employability/Self-Sufficiency Assessment and Planning – Include the testing,

evaluation, assessment, and planning of adult household members seeking public assistance. The assessment and planning process may include foundational skills assessments, TABE/GED, career interest inventories, and industry specific testing as determined and recommended by LCJFS Workforce Development staff.

AG definition for Employability/Self-Sufficiency Assessment and Planning consists of 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 parents 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.

Employability/Self-Sufficiency Assessment and Planning meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Eligibility: At or below 200% FPG. Eligibility is based on the information gathered in Application C.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA.

The non-custodial parent must reside in Licking County.

Assessment and Planning	Description	Eligibility	Limitations Per rolling 12 months
assessments and planning as recommended by workforce development staff	provides assessment and planning associated with gaining, maintaining, or advancing in employment	at or below 200% FPG with minor children	n/a

L. Disaster Services for Licking County Residents

Definition for Disaster Services- Disaster Services are Contingent upon the Governor or ODJFS director declaring a disaster and/or provision of disaster funds in Licking County. The assistance group will not receive disaster assistance for an item already provided by another agency, program or insurance benefit.

Disaster Services meets TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

NOTE: Funds are limited. Services will be offered until funds are expended

AG Definition/eligibility for Services:

PRC: A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent living with an adult relative/guardian and all other members of the household. Pregnant women in their third trimester of pregnancy are also eligible for services.

Eligibility: at or below 200% FPG . Eligibility is based on information gathered in Application B. Verification of income sources will be required.

Disqualifiers:

- 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 alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

GRF: For elderly and/or disabled residents of Licking County without minor children

Individuals must be Age 55+ AND at or below 200% of poverty level

OR

Recipient of a disability benefit (SSI, SS Disability, VA Disability, etc.) AND at or below 200% of poverty level

Disaster Service	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
<p>MAXIMUM amount available per service per household will be determined by LCJFS based upon the availability of disaster funding</p> <p><u>Emergency Shelter</u></p> <p><u>Rent/Security Deposits</u> – needed for necessary relocation due to disaster damage</p> <p><u>Transportation</u> assistance- due to loss of transportation caused by disaster</p> <p><u>Homeowners' Insurance Deductibles</u> –to offset repairs needed to the primary dwelling due to disaster damage (Requires proof of home ownership & residence)</p> <p><u>Tree/debris removal</u></p> <p><u>Alternative energy source-flash lights, batteries, fuel for generators, propane for cooking, (generators excluded)</u></p> <p><u>Ice</u></p> <p><u>Food replacement</u> <i>Note: Individuals/families receiving food assistance (food stamps)- PRC Funds can be used to reimburse the difference between loss of food minus the amount of their maximum food replacement amount not to exceed the maximum cap established for food assistance.</i></p>	<p>To provide financial assistance to low income families for specific damages caused by a declared disaster.</p> <p>Applicant must provide documentation to verify income eligibility. Self declaration of disaster related loss will be accepted for individuals/families included in the declared disaster area.</p>	<p>Verification of income 30 days prior to the date of application (pay check stubs, verification of assistance or disability benefits, etc.). If records were lost or destroyed due to the disaster and cannot be verified from other sources, self-declaration of income based on the past 30 days will be accepted</p> <p>Assistance will only be provided for the services listed to help offset costs for direct damage caused by a declared disaster.</p> <p>Applicants must provide proof of Residence (rent stub, electric bill, gas bill, etc.) Household must have sustained disaster-related damage or loss to be eligible for services</p> <p>The assistance group will not receive disaster assistance for a service provided by another agency program or insurance benefit.</p> <p>Applicants will be required to provide the Department of Job & Family Services any records they can produce necessary to process the request for assistance.</p>	<p>To be established by LCJFS contingent upon the availability of funding</p> <p>Caps established are per household.</p> <p><i>Previous PRC expenditures are excluded</i></p>

Exhibits