



**Job & Family Services
MARION COUNTY**

Prevention Retention and Contingency Plan

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Marion County Job & Family Services

Prevention, Retention & Contingency Plan (PRC)

Purpose

The Marion County Job and Family Services (MCJFS) Prevention, Retention & Contingency (PRC) Program is designed to assist low to moderate income families who may or may not currently be receiving or require OWF cash assistance. It is a tool for our community to use to develop strategies and programs to encourage families to attain and retain employment, upgrade vocational skills, prevent dependency, promote family stability and enhance economic self-sufficiency. It is also designed to reduce or eliminate specific emergent need(s) that threatens the health or safety of a family and to stabilize their situation. Benefits and services will be provided to the extent they meet the federal definition of "Non-Assistance" per 45 CFR 260.31 (b).

Goals for the PRC Program

The following goals, identified as the four purposes of the TANF Program per 45 CFR 260.20, have been adopted by MCJFS:

- Purpose #1: To provide assistance to needy families so that children may be cared for in their own home or in the home of a relative;
- Purpose #2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- Purpose #3: To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
- Purpose #4: To encourage the formation and maintenance of two-parent families.

NOTE: Goals 3 and 4 are not limited to just economically needy families. Some services under goals 3 and 4 are also available to non-needy families; however, they may have to be tracked differently. In some situations, MOE money cannot be used (only federal TANF money may be used); this would require MCJFS prior approval. For some services provided under goals 3 and 4 an application and/or the economic need standard may be waived, with prior approval from MCJFS. Specific information must still be collected on those served and may require the use of another MCJFS authorized data collection system.

Non-Assistance:

The supports provided under the PRC program are limited to non-recurrent, short-term, crisis-oriented benefits and ongoing services which do not meet the federal definition of assistance. Non-recurrent, short-term assistance addresses discrete crisis situations that do not provide for needs extending beyond four months. These benefits and services may encompass more than one payment per year, as long as the payment provides short-term relief and resolves a discrete crisis rather than meeting recurrent needs. These benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31(b). The definition of "non-assistance" includes:

- A.** Non-recurrent, short-term benefits that:
 - i. Are designed to deal with a specific crisis situation or episode of need
 - ii. Are not intended to meet recurrent or ongoing needs
 - iii. Will not extend beyond four months
- B.** Work subsidies (ie: payment to employers to help cover the cost of employee wages, benefits, supervision, and training).

- C. Supportive services such as child care and transportation provided to families who are employed
- D. Refundable earned income tax credits
- E. Contributions to, and distributions from, Individual Development Accounts (IDAs)
- F. Services such as counseling, case management, peer support, information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support

Funding

The PRC program is funded entirely by Prevention Retention and Contingency (PRC) and designated TANF funds received from the Ohio Department of Job & Family Services (ODJFS). The PRC program establishes the operational parameters for the use of PRC and designated TANF funds in Marion County. The PRC Plan is created pursuant to ORC Chapter 5108.

Eligibility Process

Eligibility for PRC Benefits and Services is conditioned upon a PRC Eligible Assistance Group's (AG's) demonstration and verification (when required) of the family's presenting emergent or non-emergent need and whether MCJFS determines: (1) the family has, at minimum, stated a plan of action and (2) providing PRC benefits and services will substantially satisfy their presenting need. The basic tenet in dealing with a crisis that threatens the health or safety of a family is to first eliminate the emergent need.

- A. PRC assistance is only available to AG's that have not received the same benefit or service beyond the monetary caps, occurrence limits, time limits and other qualifying conditions established by the plan narrative and the attached *Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions* or the *PRC Services & Benefits Contracted Third Party or MCJFS Project*.
- B. The AG must satisfy the Economic Need Standard established for each specific benefit or service in the *Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions* or the *PRC Services & Benefits Contracted Third Party or MCJFS Project*.
- C. The economic need standard may be waived for specified services provided under TANF goals 3 and 4, with approval from MCJFS.
- D. The AG's use of their liquid resources will only be implemented when mandated by the funding/regulatory source. Such conditions will be appended to this plan when applicable.
- E. Community resources may be considered in meeting their needs.
- F. The PRC eligibility determination process consists of additional elements which are defined and described in the following body of this plan.

Failure to Prevent the Occurrence of the Emergent Need - Denial of Request

Denial of the request for assistance may be appropriate in situations where it can be documented by the processing case manager that no attempt has been made to prevent the occurrence of the emergent need and the AG can present no evidence that they have experienced any extraordinary circumstances or expenses; such as, loss of employment income or loss of unearned income or increase in household expenses. Situations in which no attempt to prevent the occurrence of the emergency may include: a pattern of making no payment toward a financial obligation with the knowledge that making a minimal payment would prevent the occurrence of the emergency. Additionally, the processing case manager must be able to show the AG had discretionary income available to make payment and non-payment was caused by the member's failure to make these payments, prior to the denial of PRC under this section.

Consideration must be given to situations where housing and utility costs exceed the AG's income; however, that alone cannot be the reason for the denial of PRC under this section.

A denial of PRC benefits or services under this section is not intended to be made routinely or without careful consideration of the AG's history as documented in the running record. A denial under this section requires supervisor approval. The PRC program is intended to assist families meet infrequent emergencies of a legitimate nature that could not have been avoided by the means available to the AG.

Exploration of and Referral to Other MCJFS Administered Benefits or Services

Anyone applying for PRC benefits or services will receive appropriate information (and referrals when warranted) for: OMJ-Marion, Medicaid, Food Assistance, Child Care and other MCJFS administered programs that provide benefits and services that could assist the family to successfully transition to economic self-sufficiency.

Community Resources

The availability of resources in the community may be explored. Consideration may be given to any known and unconditionally available community resource which may substantially satisfy or eliminate the emergent or presenting need. Additional consideration must be given to the timeliness and accessibility of any community resources for an emergent need that threatens the health or safety of a family.

MCJFS personnel determining eligibility for PRC must be aware of community resources that may be utilized to help meet customers' needs. The PRC application provides a section where an AG may indicate their attempts to locate and utilize community resources.

Right to Request Alternate Service Provider

An applicant for or recipient of PRC may object to the religious nature of an agency providing PRC services. Under the provisions of Charitable Choice an assistance group must be provided with an alternate provider within a reasonable amount of time should they object to the faith-based provider.

Benefits, Services, Time Limits, Monetary Caps, Liquid Resource Caps

The allowable benefits and services, and where applicable; the monetary caps, liquid resource caps, time limits and other specific conditions are identified in the attached *Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions* or the *PRC Services & Benefits Contracted Third Party or MCJFS Project*. There is no maximum PRC cap for the aggregate dollar amount of benefits and services issued for an individual or for an AG.

There are both universal and specific limits established for each benefit and service. Some apply to an individual and some apply to the AG. The limits and conditions have been established to operate this plan within the Federal and State Guidelines. Limits and conditions are stated in terms of (1) a dollar maximum, (2) an occurrence maximum, (3) a situational specific element, (4) a specific period of time, or (5) a combination of these elements. When a time limit is to be applied, the case manager shall begin by looking back the specified period of time from the date of application to calculate (first) what benefits or services, if any, were issued.

Ineligible Assistance Groups and Individuals

The following Assistance Groups and individuals are ineligible by Federal or State Statute:

- A. No benefits or services to an AG or family without a minor child. Exception: pregnancy prevention for young adults and childless couples (TANF Purpose #3).
- B. No benefits or services to a single Individual unless pregnant. (The unborn child of an expectant mother is considered a minor child.). Exception: pregnancy prevention for young adults and childless couples. Exception: non-custodial parent with their minor child residing outside of their home that meets the non-custodial parent qualification test in this plan.

- C. No benefits or services to an individual who is not a citizen of the United States or a qualified alien. (Section 5506 (d) of Public Law 105-33)
- D. No benefits or services to AG with a member who fraudulently received assistance under PRC or ADC/TANF/OWF, until full repayment has been made. Also includes PRC or ADC/TANF/OWF Intentional Program Violations (IPV's). (ORC 5101.83)

Assistance Group

For the purposes of the MCJFS PRC Program an eligible AG is defined as a household unit consisting of a minor child **(A)** who lives with a custodial parent, legal guardian **(C)** (ORC 2151); **or** legal custodian **(C)** (ORC 2111); **or** specified relative **(B)** (ORC 5107.01). No household unit is eligible unless they have a qualifying minor child. A pregnant adult individual may be considered a household unit. Exceptions do exist for the minor child requirement and are duly noted.

- A. Minor Child is defined as:
 - i. An individual who has not attained age 18 or
 - ii. An individual who has not attained age 19, and is a full-time student in a secondary school or in the equivalent level of vocational technical training or home school (ORC 5108.01), or
 - iii. The unborn child of an expectant mother
- B. Specified Relative means the following individuals who are age eighteen or older, related by blood or adoption:
 - i. Grandparents, including grandparents with the prefix "great, "great-great," or "great-great-great", siblings; aunts, uncles, nephews, and nieces, including such relatives with the "great," "great-great," "grand," or "great-grand;"
 - ii. First cousins and first cousins once removed.
 - iii. Stepparents and step siblings;
 - iv. Spouses and former spouses of individuals named in **(A)** or **(B)** above.

NOTE: The PRC definition of "household unit" shall be used to determine AG size.

NOTE: TANF/PRC never severs a relationship, even after a divorce or at death.

Noncustodial Parents

A noncustodial parent who does not have their minor child currently residing in their household unit may meet the minor child requirement; if **(a)**, their minor child who resides outside of their home lives in Ohio and **(b)**, they have a current child support order and **intent** to meet his/her obligations. Additionally, the noncustodial parent must meet the following conditions:

- A. The PRC benefits/services must assist the noncustodial parent in **being able to meet** their child support obligations. Questionable situations will be decided upon consultation with the appropriate CSEA Case Manager or Team Leader.
- B. The noncustodial parent resides in Marion County.
- C. The noncustodial parent is otherwise eligible.
- D. The noncustodial parent is limited to only those benefits and services specifically identified in the attached "Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions" or the "PRC Services & Benefits Contracted Third Party or MCJFS project."
- E. The noncustodian's minor child, residing outside of the noncustodian's household, may be counted concurrently in the AG size for both the noncustodian's and the custodian's household units for PRC.

Temporary Absence / Foster Care / Adoption Assistance / Court Placement

A minor child "**Temporarily Absent**" from the physical household unit of their custodial parent, legal custodian, legal guardian or specified relative may be eligible and also qualify the household they are absent from for PRC; but only if the conditions in rule 5101:1-3 -04 of the Ohio Administrative Code are met (ORC 5107.10). Additionally, if placed in the custody of the PCSA/CSB there must be a current family reunification plan. They are not an eligible member of the household unit in which they temporarily reside, nor can their circumstances be used to make the household in which they temporarily reside categorically eligible.

A minor child placed in foster care is only eligible for TANF purpose 1 & 2 if all the conditions in the above paragraph and are met and they are determined to be "Temporarily Absent". The minor foster child is not considered an eligible member of the foster care family, nor can their circumstance be used to make the foster care household in which they temporarily reside categorically eligible. A foster child may be eligible for a specific program/benefit under TANF purpose 1 & 2 if stipulated in specific guidance.

A minor child placed in foster care is eligible for TANF purpose 3 & 4.

A minor child receiving adoption assistance cannot be considered "Temporarily Absent" from the home they are absent from, nor be considered an eligible member of the household receiving adoption assistance, nor can their circumstances be used to make the family receiving adoption assistance categorically eligible.

A minor child adjudicated and placed out of their home by the Courts cannot be considered "Temporarily Absent".

Note: See also "IV-D and IV-E and Foster Care Restrictions"

Shared Parenting/Shared Custody

A minor child in a shared parenting/custody situation will be considered a member of the household unit in which the minor child spends more than 50% of their time. When questionable, the shared parenting information in OPAM 5101:1-3-041 shall be used as a guide to arrive at a prudent decision.

Economic Need Standard and Target Group

To be eligible to receive PRC benefits or services the eligible AG must satisfy the Economic Need Standard and Target Group designation identified in the attached "Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions" or the "PRC Services & Benefits Contracted Third Party or MCJFS Project" for the specific benefit or service for which they are applying. The Economic Need Standard may be waived for some services provided under goals 3 and 4, with approval from MCJFS.

Categorical Eligible Assistance Groups:

The following Assistance Groups are deemed to have met only the economic need standard and liquid resource limit, when applicable. All other eligibility elements must still be met to qualify for PRC benefits or services. Verification of Categorical Eligibility is required. Exception: MCJFS may allow self-affirmation as verification when and where self-affirmation is designated as an allowable verification by ODJFS.

A. Hard Categorical Eligibility:

- i. This applies to benefits (hard services) issued under the "Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions" unless specified otherwise.
- ii. At least one eligible member of the AG is in receipt of at least one of the following MCJFS administered benefits at time of application, approval or enrollment in PRC: OWF, Food Assistance, MCJFS approved Child Care Assistance.

B. Soft Categorical Eligibility:

- i. This applies to (soft services) issued under the “PRC Services & Benefits Contracted Third Party or MCJFS Project” unless specified otherwise.
- ii. At least one eligible member of the AG is in receipt of a specific MCJFS administered means-tested** service or benefit at time of application, approval or enrollment in PRC; or
- iii. At least one eligible member of the AG is in receipt of Supplemental Security Income (SSI) Headstart at the time of application, approval or enrollment in PRC; or
- iv. At least one eligible member of the AG is in receipt of a means-tested service or benefit from another agency at the time of application, approval or enrollment in PRC, that has the similar/equivalent or lower income eligibility ceiling as the Economic Need Standard for the service or benefit being requested, and if approval has been received in writing from MCJFS.

Note: Means-tested MCJFS administered programs for this purpose are: OWF, Food Assistance, MCJFS Child Care Assistance Program (not protective child care for PCSA/CSB), and Medicaid.

Non-Categorically Eligible Assistance Groups

The total countable gross income, earned and unearned, received by all adult members of the Assistance Group shall not exceed the Federal Poverty Guideline monetary cap for the eligible AG size (updated yearly usually in February) for the PRC benefit or service for which they are applying. This applies where specified.

Calculating Countable Gross Income & Excluded Income for Non-Categorically Eligible AGs

Total gross countable income, earned and unearned, received by all adult members of the AG during the four to six-week budget period is considered when determining financial eligibility. The retrospective budget period is the four to six-week period immediately prior to the date of application. If the countable income received during the retrospective budget period is not representative of future earnings, a prospective budget period SHALL be used. The prospective budget is determined by a projection of all countable income to be received in the four to six-week period immediately following the date of application, based upon the best available information.

Income which has terminated will not be considered. All income, earned and unearned, received by a minor in the AG is not counted. Unearned income from a means-tested program which qualifies the AG as categorically eligible, such as SSI or OWF, is not counted. Employment incentives/allowances paid via FSET, TANF, OWF, PRC or WIOA are not counted.

Actual income received or anticipated to be received or projected, that is received more frequently than monthly, is converted to monthly income as follows: The average weekly income is converted by multiplying by a factor of 4.3. The average bi-weekly income is converted by multiplying by a factor of 2.15. The average of income received twice per month is converted by multiplying by a factor of 2.00. There are no deductions or exclusions allowed from any type of countable gross income.

Written or verbal verification of income may be obtained. For any verification of income that is obtained verbally or by phone or through fax, TALX, etc., there must be a release of information signed and dated by the individual with the income, unless there is a release on the signed application. There must be clear documentation on the release and in the AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the source, amount, and frequency of receipt of the verified income, and the name of the MCJFS individual who obtained the verification. Exception: MCJFS may accept self-affirmation as verification when deemed appropriate for the most expedient and efficient delivery of services and/or an emergent need that immediately threatens the health or safety of a family.

If the AG's total countable gross income is equal to or less than the Federal Poverty Guideline monetary cap for

the specific benefit or service for the appropriate AG size as found in the attached “Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions” or the “PRC Services & Benefits Contracted Third Party or MCJFS Project”, the AG meets the Economical Need Standard for the specific benefit or service.

Except for income excluded under this section or under the section “Income Excluded from PRC by Law”, the Ohio Food Assistance Program Manual shall be used to define excluded income and the methods for projecting income.

Income Excluded from PRC by Law

Please see OAC Section 5101:1-24-20 in the Cash Assistance Manual for income specifically excluded from PRC.

Examples of Unearned Income

The following are examples of unearned income which must be counted. These are examples only and are not meant to be an all-inclusive list:

- RSDI Benefits
- alimony and child support (unless paid directly to a minor)
- veteran administration benefits
- workers' compensation benefits
- lump-sum payments received during the income budget period (including tax refunds)
- unemployment benefits
- pension and retirement benefits
- strike benefits - (See special eligibility conditions and income computation method under “Strikers” on page 15)
- investment income received on a regular schedule (dividends, interest)
- rental income

NOTE: When questionable, the Ohio Food Assistance Program manual shall be used to define unearned income.

Examples of Earned Income

Earned income is income in which the AG member must perform some type of labor or service to receive. The following are examples of earned income. This is not intended to be an all-inclusive list:

- earnings from work as an employee
- earnings from self-employment
- strike benefits (if striker is required to perform services in order to receive them)
(See special eligibility conditions and income computation method under “Strikers” on page 15)

NOTE: When questionable, the Ohio Food Assistance Program manual shall be used to define unearned income.

Liquid Resources

The only time a liquid resource limit will be applied is when a mandatory liquid resource cap is attached to a specific benefit or service by the funding or regulatory source; such as, with a declared disaster, etc. This plan shall adopt, append and apply such an identified liquid resource cap, unless the resource cap is voluntary. Notice shall be issued whenever a resource cap is effective. When applicable, the available liquid resources of all adult members of the AG are added together and the total is compared in the established liquid resource limit for the specific service or benefit. Any liquid resources available in excess of the limit are to be applied to the emergent or presenting need prior to the issuance of PRC. An applicant’s statement of the AG’s liquid resources shall suffice as initial verification; however, MCJFS and its agents shall maintain the right to request

additional verifications at any time and as otherwise allowed by law.

Liquid resources, for purposes of the PRC Program, are defined as adult assistance group member's assets that can be converted into cash within 10 days from the date of application or request for a service or benefit.

Retirement funds, insurance cash value and trusts are excluded resources. The liquid resources of minors are also excluded. Categorically eligible assistance groups are not subject to the liquid resource limits.

Application

An application is required to receive most PRC benefits and services. A MCJFS PRC application shall be used with the following exceptions:

- A. If the entire AG is in receipt of a specific MCJFS means-tested **** service** or benefit at the time of application, approval or enrollment in the PRC benefit or service, that programs' application shall suffice to meet the application requirement only; **or**
- B. If the entire AG is in receipt of a means-tested service or benefit from another agency at the time of application, approval or enrollment in the PRC benefit or service, that has the same/similar/equivalent income eligibility ceiling as the Economic Need Standard for the service or benefit being requested, and if approval has been received from MCJFS, that programs' application shall suffice to meet the application requirement only; **or**
- C. Another application format that has received approval from MCJFS***; **or**
- D. The requirement for an application may be waived by MCJFS under specific circumstances and to the extent allowed by the governing authority. TANF goals 3 and 4 often waive an application. Such waivers shall always be in writing****.
 - i. Means-tested MCJFS programs for this purpose are: OWF, Food Assistancess, Medicaid and MCJFS approved Child Care Assistance (except protective child care for PCSA/CSB).
 - ii. All substitute applications must provide the data sets required by MCJFS **and** ODJFS **or** another document must be developed to collect and track the required information.
 - iii. If the requirement for an application is waived, another document must be developed to collect and track the information required by MCJFS and ODJFS.

Note: All information on an application or substitute document is subject to actual verification at any time by request of MCJFS and its agents, the funding source, and as otherwise allowed by law.

Social Security Number

The Social Security Number must be provided for all members of the AG. Client statement will suffice as initial verification, however; MCJFS and its agents may request additional verification at any time, and as otherwise allowed by law. The Social Security Number shall be used for the purposes designated under Ohio Law and authorized under Section 1137 (a) of the Social Security Act.

Residency

To receive PRC benefits or services the recipient must be a resident of Marion County. Residence is established by living in Marion County voluntarily with the intent to remain permanently or for an indefinite period. Residence is also established by an applicant who is not receiving assistance from another county and entered Marion County with a job commitment or seeking employment, whether or not currently employed. Assistance Groups must have an independent living arrangement and must not be residents in a county home, city infirmary, jail or other public institution. Client statement will suffice

as initial verification, however; MCJFS and its agents may request additional verifications at any time, and as otherwise allowed by law.

Applicant Responsibility

An applicant for PRC benefits or services is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. An applicant/AG must utilize their readily available income (and liquid resources when appropriate) as designated in the attached "Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions" or the "PRC Services & Benefits Contracted Third Party or MCJFS Project", in meeting the presenting or emergent need. There is no PRC eligibility if the Assistance Group fails to make use of their readily available income (or liquid resources when appropriate) as designated in the attached "Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions" or the "PRC Services & Benefits Contracted Third Party or MCJFS Project", that are in an amount sufficient to meet a portion of, or the entire amount of the presenting or emergent need.

All information required to make an informed decision in issuing PRC benefits or services is subject to verification at any time at the request of MCJFS and its agents, and as otherwise allowed by law.

Verification may be required for, but not limited to; quality control purposes, program reviews, audits, case monitoring, questionable circumstances, etc.

Standard of Promptness

The CDJFS is responsible for using objective criteria in a fair and equitable manner when determining eligibility and approving or denying a PRC application. In most cases this should be completed within 10 (ten) business days, however in some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. The assistance group record should contain sufficient documentation of the case activity. In no situation should the PRC application remain pending longer than 30 days unless there are extenuating circumstances that are well-documented. Additional PRC benefits applied for by the AG during the pendency of an application will be processed by the initial processor.

When a PRC application is received, the processing individual shall promptly make an objective investigation (and record) of the AG's circumstances in order to ascertain the facts surrounding the emergent or non-emergent presenting need, and to request such other information as may be required. All additional information requests must be made within three days of receiving the PRC application. Additional information may be requested via phone, text, or mailing a checklist requesting the additional information required. Case manager should select the most expeditious route to gather the information needed. In most cases this should be via phone.

An AG shall be given a minimum of (10) ten business days to provide any requested information in most situations. This time period can be extended due to extenuating circumstances in obtaining the information. This time period may be less depending on the specific time requirements to satisfy an emergent need; such as, a shut off notice deadline. Eligibility or ineligibility, for emergency benefits or services shall be determined as soon as possible after all information required to make a determination is provided. Eligibility or ineligibility, for non-emergency benefits or services shall be determined within (10) ten business days after all required information is provided.

Notices

All applicants shall be notified of their approval / denial for benefits or services. If it is determined that an application for PRC is approved, the ODJFS 4074, "Notice of Approval of your application for assistance" shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODJFS

7334, "Notice of Denial of Your Application for Assistance" shall be mailed or otherwise delivered. Substitute formats for notification may be used if authorized.

Period of Continuous Eligibility

Once eligibility is properly established and a family or an individual is properly enrolled in a specific benefit or service, they shall remain eligible for the normal period of time generally accepted for delivery of said service or benefit; unless otherwise stipulated in the attached "Case Manager Tool – PRC Schedule of Benefits, Limitations & Special Conditions" or the "PRC Services & Benefits Contracted Third Party or MCJFS Project".

All contracted benefits and services or specific projects shall delineate the normal duration of time generally accepted for delivery of a specific service or benefit and the frequency of a required redetermination of eligibility. Benefits and services for short term educational purposes shall indicate the specific time they cover.

Changes in AG configuration or financial eligibility or resources shall not affect delivery of services or benefits during this designated time. The conditions under "Ineligible Assistance Groups and Individuals" are still applicable.

Authorization of Payment

Once eligibility for PRC is established and the provider of the services is willing to accept and has agreed to the methodology of payment, the MCJFS director or designee will authorize and generate payment for the assistance, benefits, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved and extending for 30 calendar days from that date. If authorization has not occurred by that time, the agency may require the AG to reapply for assistance. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at MCJFS. All PRC payments are made by MCJFS to the vendor. Gas cards, cards for employment readiness needs, and transportation tokens are the only current exceptions and may be given directly to the AG. Written procedures shall be established to fully account for their distribution. In no situation will PRC be knowingly issued directly to a blood relative, including those of half-blood:

- A. Parent, grandparent and other direct ancestors through great-great-great grandparent,
- B. Aunt or uncle, nephew or niece,
- C. Brother or sister,
- D. First cousin,
- E. Current in-laws of those listed above, spouse,
- F. Biological parent of an adopted child, and stepfather, stepmother, stepbrother or stepsister.

NOTE: TANF/PRC never severs a relationship, even after a divorce or at death.

Fraudulent Receipt of PRC Benefits or Services

The MCJFS shall recover fraudulently obtained PRC benefits and services as overpayments as defined in the MCJFS Fraud Plan. The overpayment cannot exceed: (1) In the case of unreported resources, the amount total resources exceeds the applicable resource caps and (2) in the case of unreported income, the amount the total income exceeds the applicable Federal Poverty Guideline and (3) in the case of an unreported eligibility element that renders the AG ineligible, all benefits and services issued during the period of ineligibility and (4) in the case of unreported eligibility elements that renders only an individual ineligible, all benefits and services issued solely to the ineligible individual during their period of ineligibility or the individuals portion if the benefit or service was for the assistance group.

Hold Harmless

It is understood that the Ohio Department of Job and Family Services and their agents, the Marion County Job & Family Services and their agents, and the Board of the Marion County Commissioners and their agents, shall be held harmless against any and all liability, loss, damage and/or related expenses incurred through the provision of the PRC program.

Tracking Benefits and Services

Data collection and tracking is required for MCJFS and/or any service providers using PRC funds. The data to be collected and tracked is determined by 1) Federal Guidelines, 2) ODJFS Guidelines, and 3) by the limits imposed by MCJFS. To make the tracking process as user friendly as possible each category of benefits and services in the attached "Case Manager Tool - PRC Schedule of Benefits, Limitations & Special Conditions" or the "PRC Services & Benefits Contracted Third Party or MCJFS Project", will indicate if they will be tracked and the acceptable method. Subsequent changes in reporting/tracking methods requested by the ODJFS will take precedence and will be initiated as soon as practical.

Benefits or services subject to shall be tracked by the PRC Assistance Group individual(s) receiving or directly benefitting from the specific benefit or service. Examples: Rent or utilities benefits the entire Assistance Group, thus each individual in the Assistance Group would be tracked. A pair of shoes or tuition would benefit an individual, thus be tracked by the appropriate individual.

Coordination with Self-Sufficiency Contract

All Providers of any training component, when contractually included, shall coordinate any and all training programs for OWF recipients with MCJFS to ensure all provisions of said individuals Self-Sufficiency Plan and Contract remain in compliance with applicable codes, rules and regulations. This shall be done prior to the start of any training program. MCJFS alone shall determine the sequence of training and any other work activities for OWF recipients with a Self-Sufficiency Plan and Contract.

Processing PRC Program/Plan Changes

Changes to the PRC Program may be made by amendment, addendum or appending. The MCJFS Director shall have the authority to make changes to the Plan, with the exceptions of the Biennial Plan and any changes deemed "significant" by the Marion County Board of Commissioners.

State Hearing /Administrative Appeal

When a State Hearing or Administrative Appeal under ORC Section 5101.35 is held regarding the PRC Program; the hearing officer, the Director of ODJFS or the Director's designee shall base the decision in the hearing or appeal on the policies for the specific program, written statement of policies adopted under section 5108.08 of the revised code, and any amendments adopted to the statement. (ORC 5108.09)

Civil Rights

The PRC Program shall be operated in accordance with the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and any subsequent amendments. There shall be no discrimination against any person(s) because of race, color, sex, family status, religion, age, disability or national origin and the right to and method of appeal will be made available to all persons served under PRC.

Confidentiality

PRC applicants, recipients and their records are confidential and shall be afforded the appropriate protections under the Ohio Revised Code and the applicable Federal Laws.

Voter Registration

In accordance with the National Voter Registration Act (NVRA) of 1993, the Voter Registration application and Voter Declination-Notice of Rights document, shall be made available to persons who are applying for, receiving assistance from, or participating in the PRC program. (ORC3503.10&329.051)

Records

The PRC application / enrollment form and any other information gathered, including benefits or services issued, shall be kept in the open OWF, Food Stamp, Jobs, Child Care or Medicaid AG record. If not in receipt of OWF, Food Stamps, Jobs, Child Care or Medicaid a separate PRC file shall be created for the AG. No voucher shall be issued on behalf of any individual or family unless a case number exists; with the exception of a special project serving numerous individuals or families.

Non-Supplanting of Existing Funding for Services

PRC cannot be used to replace existing funding for services. PRC may be used to enhance or expand current services.

Restrictions on Medical Services, Pre-Employment Physicals/Background Checks & Drug Testing

- A. No benefit or service can be provided under the PRC Program if it is a Medicaid covered service regardless of an individual's eligibility or non-eligibility for Medicaid. Exceptions are: Pre-pregnancy Family Planning Services (Re-check before allowing) and any other subsequent exception that may be allowed.
- B. PRC cannot be used to pay for Medicaid covered services beyond what Medicaid covers. (i.e., If Medicaid pays for three days of detoxification - PRC cannot be used for additional days.)
- C. PRC cannot be used for Dental Services.
- D. PRC cannot be used to purchase Health Insurance.
- E. PRC cannot be issued to purchase Eyeglasses.
- F. PRC cannot be issued to purchase Pre-employment Physicals
- G. PRC cannot be issued to purchase Pre-employment Drug Screenings or Background Checks

Note: This list is not all inclusive. Additional benefits or services are continuously added or removed by State and Federal policies.

Strikers

Strikers are only eligible for PRC benefits or services in accordance with the conditions in sections 5101:4-6-07 (A) (B) and (C) of the Food Stamp Certification Handbook.

Restrictions on Child Care Services

PRC funds may not be used for the provision of child care services. Ohio has a statewide child care program with income and eligibility requirements established in state law and Ohio Administrative Code rules. ODJFS reserves the right to hold the TANF funds dedicated to child care services at the state level to maximize every opportunity to expand services.

IV-D and IV-E and Foster Care Restrictions

Although counties have considerable flexibility to expend PRC funds consistent with the purposes of TANF, 41 U.S. C. 602 requires that the state certify that it will continue to operate the child support enforcement, foster care, and adoption assistance programs under titles IV-D and IV-E of the Social Security Act.

- A. PRC use for PCSA services has additional specific limitations which are currently identified in

OWF/PRC Guidance Letter 25.

- B. PRC cannot be used for CSEA IV-D activities. Some activities with the noncustodial parent are permitted; such as job readiness skills, etc.

Note: This list is not all inclusive. Additional benefits or services are continuously added or removed by State and Federal policies. Also see “Temporary Absence/Foster Care/Adoption Assistance/Court Placement”.

Educational Restrictions

Basic Education - TANF dollars, including PRC funds of any kind, cannot be used for basic educational functions that are the responsibility of the Department of Education; such as, but not limited to hiring a teacher, etc.

Note: This list is not all inclusive. Additional benefits or services are continuously added or removed by State and Federal policies.

Procurement: The Procurement Policy of MCJFS shall be applied where appropriate.

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.

Eligibility

Eligibility for Employment Related Short-Term Training must be at or below 200% FPG for AGs. Eligibility for Employment Related Short-Term Training is based on information gathered in the PRC application. Total approved requests for Employment Related Short-Term Training shall not exceed \$8,000.00. Training can only be authorized to support in-demand occupations as determined by MCJFS. Short-term training is defined as lasting less than 12 months.

Requirements to participate in the Short-Term Training program include:

- A. Applicants are required to complete an assessment and a basic skills evaluation. This process will demonstrate an ability to succeed in the program.
- B. Applicants are also required to sign the Individual Training Account form.

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 Marion County.

Disqualifiers:

- A. Any member of the AG has an outstanding OWF or PRC fraud overpayment balance.
- B. Any member of the AG are fugitive felons or probation/parole violators

Employment Service	Description	Eligibility: at or below 200% FPG	Limitations \$8,000 Life Time Cap
Short term, employment related training	<p>Provides training needed to gain, maintain, or advance in employment.</p> <p>Training shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with state and local in demand industry sectors or occupations</p>	Must demonstrate that training will increase chances for obtaining employment, maintaining employment or advancing in employment	\$8,000.00, excluded from cap associated with other employment Services or Work Supports

Approved Requests for Employment Related Training Services May Not Exceed \$8,000.00.

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 six months**), not to exceed \$8,000, 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 the government benefits by promoting job preparation, work and marriage.

AG definition for Youth OJT

No household unit is eligible unless they have a qualifying minor child. Exceptions do exist for the minor child requirement and are duly noted.

- A. Youth ages 18-24, as long as they are in a needy family that also has a minor child; or
- B. Youth ages 18-24 that have a minor child and are considered needy.

Individuals 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. Completion of an application is required.

Eligibility

- A. At or below 200% FPG.
- B. Eligibility is based on information gathered in the PRC application.

Requirements to participate in the Short-Term Training program include:

- A. Applicants are required to complete an assessment and a basic skills evaluation. This process will demonstrate an ability to succeed in the program.
- B. Applicants are required to complete an employment plan.

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 Marion County.

Disqualifiers

- A. Any member of the AG has an outstanding OWF or PRC fraud overpayment balance
- B. Any members of the AG are fugitive felons or probation/parole violators

Qualifying OJT Activities	Description	Eligibility: at or below 200% FPG	Cap: \$8,000
Training period: Will be based on the trainee's skill level and aptitude and the skills required for the position as determined by the employer Pre-employment assessments as required by the employer Recruitment and development of employers for the program Supervision of the program Case Management activities related to the program PRC funding cannot be used to reimburse employers for medical benefits	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 to full time, non-seasonal employment Employers are required to offer the OJT participant the same compensation and benefits as workers in similar positions	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 MCJFS and participating OJT employers based upon the PRC participant's knowledge, training needs, wages and benefits.

TANF/PRC Subsidized Year-Round Employment Program for Youth:

The year-round employment youth employment program is a subsidized program that offers an opportunity to provide youth age 16 to 24, with employment and training supports. It allows TANF eligible youth age 16 through 24 gain valuable work experience while earning a paycheck.

The Ohio Youth Program 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 the government benefits by promoting job preparation, work and marriage.

AG definition:

A child under 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 the biological and step-siblings in the household. Other adult household members will not be considered part of the AG. No household unit is eligible unless they have a qualifying minor child. Exceptions do exist for the minor child requirement and are duly noted.

- A. Youth ages 16-17, as long as the youth is a minor child in a needy family and is in school (youth may be 18 if they are a full-time student in a secondary school);
- B. Youth ages 18-24, as long as they are in a needy family that also has a minor child; or
- C. Youth ages 18-24 that have a minor child and are considered needy.
- D. Individuals 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. Completion of an application is required.

Eligibility:

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

Requirements to participate in PRC Subsidized Year-Round Employment Program:

- A. All youth participating in the program must register for an account on the OhioMeansJobs website.

Ohio Youth Works Program (Time Limited Project, 5/1/2017-9/30/2017, FAL #159)

The Ohio Youth Works Program is a subsidized program that offers an opportunity to provide 14 and 15 year old youth with educational, employment and training supports. This program allows low income TANF-eligible Ohio youth age 14 and 15 to gain valuable work experience while earning a paycheck.

The Ohio Youth Program 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 the government benefits by promoting job preparation, work and marriage.

Eligibility

An Ohio Youth Works program funded through PRC shall only serve persons from a TANF-eligible family.

The types of persons that may be served are:

- A. Youth ages 14-15, as long as the youth is in a needy family and is in school.
- B. 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.
- C. Family is defined in federal and state law and regulations 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).
- D. Foster Care: Youth in a foster care setting age 14 to 15 years of age if they are a full-time student in a secondary school may be served under Ohio Youth Works. This guidance is only applicable to the Ohio Youth Works and no other TANF or PRC program.

Requirements to participate in the Ohio Youth Works Program:

- A. Participants must complete a comprehensive assessment of the youth's employment and training needs using the JFS 03006 "Comprehensive Case Management and Employment Program (CCMEP) Assessment Tool- Secondary School".
- B. Participants must develop a CCMEP individual opportunity plan.
- C. All youth participating in the Ohio Youth Works program must register for an adult account on the OhioMeansJobs website. Parental or legal guardian consent is required for youth to register in OhioMeansJobs

Reporting Requirements:

Reporting and data entry will be through the Ohio Workforce Case Management System (OWCMS) and may be accessed at <https://owcms.ohio.gov/whatsnew/home.do>. The following items must be completed in OWCMS no later than thirty days from a youth entering the program: Basic Intake screens, CCMEP Assessment Tool Secondary School and Individual Opportunity Plan. All data, including updated information on employer,

average weekly hours, and hourly wage must be entered in OWCMS by October 20, 2017. The TANF Summer Youth Reporting Tool will no longer be used for this program.

Additional Requirements:

Please be aware that all child labor laws and regulations do apply. An overview of child labor requirements can be referenced at <http://www.dol.gov/dol/topic/youthlabor/>.

Comprehensive Case Management and Employment Program (CCMEP) (TANF Purpose #2)

Marion County Job and Family Services may use TANF funds to provide indirect services through the CCMEP in accordance with Ohio Administrative Codes 5101:14-1-02 (E)(1-4) and 5101:14-1-05 (C)(1-32).

Reinstatement Fee Amnesty Initiative Program (HB 336 Program, beginning 1/31/2019 thru 7/31/2019)

Marion County Job and Family Services will begin providing services in support of Reinstatement Fee Amnesty Initiative on 2/25/2019 and the support will run thru 7/31/2019. Eligible PRC applicants will also be offered assistance with vehicle insurance in conjunction with this program. There is no Work Requirement to participate in the program. All applicants must meet all PRC and HB 336 eligibility requirements. MCJFS will begin providing these services March 4th, 2019.

Reporting Requirements: All data will be entered into ODJFS Prevention, Retention and Contingency Tracking System Reporting Requirements: All data will be entered into ODJFS Prevention, Retention and Contingency Tracking System

Kinship Caregiver Support Program

TANF/Program Purpose: Kinship Caregiver Support 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".

Marion County Job and Family Services has established a Memorandum of Understanding (MOU) with Marion County Children Services. The MOU defines the procedures for Marion County Children Services to apply for and receive funding to support the Kinship Caregiver Support Program.

Services provided through the Kinship Caregiver Support Program are designed to provide support and assistance to legal guardians/custodians or specified relatives of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day to day care and well-being of a child(ren) on a temporary basis as designated by the Marion County Public Children Services Agency.

Definition of Kinship Caregiver: For the purpose of this program, only kinship placements facilitated by Marion County Children Services are eligible for the Kinship Caregiver Support Program. Kinship caregivers are defined in section 5101.85 of the Ohio Revised Code as follows:

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

- A.** The following individuals related by blood or adoption to the child:
 - (1) Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";
 - (2) Siblings;
 - (3) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand";
 - (4) First cousins and first cousins once removed.
- B.** Stepparents and stepsiblings of the child;

- C. Spouses and former spouses of individuals named in divisions (A) and (B) of this section;
- D. A legal guardian of the child as defined in section 5107.02 of the Revised Code means, an individual that is granted authority by a probate court pursuant to Chapter 2111 of the Revised Code, or a court of competent jurisdiction in another state, to exercise parental rights over a minor child to the extent provided in the court's order and subject to residual parental rights of the minor child's parents.
- E. A legal custodian of the child as defined in section 5107.02 of the Revised Code means, an individual who has legal custody, as defined in section 2151.011 of the Revised Code, of a minor child or comparable status over a minor child created by a court of competent jurisdiction in another state.

AG definition for Kinship Caregiver Support Program: For the purpose of this program, each child living with a kinship caregiver shall constitute an assistance group of one. To qualify, the child(ren) must be eighteen years of age or younger. The designated kinship caregiver must apply for services on behalf of the eligible minor child(ren).

Income Eligibility: At or below 200% FPG for a household of one.

Disqualifiers: Any one of the following circumstances 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)
- Applicant is a fugitive felon or probation/parole violator.

Limitations: This program is limited to available funding as allocated to Marion County Job and Family Services for this purpose. The Kinship Caregiver Support Program shall not continue beyond June 30, 2019 unless otherwise authorized by the Ohio Department of Job and Family Services.

Kinship Caregiver Support Services

Benefit/Service	Description	Frequency	Monetary Cap
Child Care	Child care as provided by licensed center, home based provider, or other setting as determined suitable by the caregiver and in agreement with Marion County Public Children’s Services Agency. Necessary for caregiver to engage in work, education/training, or other necessary activities.	As Needed	Not to exceed publicly subsidized child care rates as established by ODJFS.
Kinship Caregiver Support Payment	Payment(s) to assist caregivers with unexpected needs because of caring for relative children in their home. Examples of needs include but are not limited to the purchase of necessary household items, clothing/personal care items, increased utility costs, transportation expenses, or other reasonable and necessary items required by the caregiver to provide and maintain a home for the relative child(ren). Kinship caregivers will be required to provide documentation of expenditures to Marion County Children Services to be eligible for payment.	As Needed	Not to Exceed \$1000 per child per rolling 12-month period.

The Prevention, Retention and Contingency Plan in Marion County, otherwise known as PRC will be operated in accordance with the enclosed revisions as amended March 22, 2019

Authorized by:  _____ 04/01/19 _____ Date:

Roxane G. Somerlot, Director
Marion County Job & Family Services