

PREVENTION-RETENTION & CONTINGENCY (PRC) PROGRAM

MEIGS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES EFFECTIVE 10/01/97 As amended (see last page)

ELIGIBILITY AND APPLICATION:

The County is responsible for using objective criteria when determining eligibility and approving or denying the application within ten (10) business days after completion of the application process in a fair and equitable manner, which includes a face-to-face interview and verification of information needed to process the application. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC Program can be of benefit will be determined by the MCDJFS. Under this program an assistance group that includes at least one minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the county Department of Job & Family Services. This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF, or DA assistance group is active is not a determining factor in the consideration of eligibility for the PRC Program. In addition, the MCDJFS must inform individuals about other programs (i.e. Medicaid and Food Assistance/SNAP) that are available and hearing rights that are applicable. PRC assistance will be authorized with the expectation that the PRC AG will then be able to function without additional agency help. Services are provided to an assistance group to prevent them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis.

Services are also provided to a PRC AG to help members retain employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to meet a presenting or contingent need which, if not satisfied, threatens the safety, health, or well-being of one or more PRC AG members.

Former Family Emergency Assistance (FEA) program policies and benefits are replaced by the PRC Program. The MCDJFS shall enter the PRC AG into CRIS-E for statewide clearance and PRC authorization.

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provisions of PRC will satisfy the need. If the PRC maximum dollar amount allowed will not meet the emergent need and the PRC AG can make a co-payment and/or arrangements with the provider

for the balance due not covered by PRC, (with written verification of such submitted to the MCDJFS), then payment will be made. If such arrangement cannot be made, the PRC application must be denied because the need cannot be met.

Those households containing an adult who previously received assistance under the PRC Program within the past 15 months will be restricted from obtaining PRC assistance until 15 months of time has transpired since the last authorization of PRC benefits.

If state or federal programs are available to meet participant needs (i.e. HEAP, etc.); participants must utilize those services before utilizing PRC.

The total gross income, both earned and unearned, of all PRC AG members, must be counted. There are no deductions or exclusions allowed from any type of countable income. Except income which is federally required to be excluded when determining income eligibility i.e. monetary allowances children with covered birth defects paid under the Veteran's Benefits and Health Care Improvement Act of 2000. Any student loans/grants for any member are excluded from the gross income determination.

Written or verbal verifications of income are required. For any verification which is obtained by phone, there must be a clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income or assets, and the name of the individual who obtained the verification.

When all resources available to the PRC AG is insufficient to meet the emergent need and community resources have been reviewed and exhausted, the gross amount of the PRC AG's countable income is totaled and compared to the amount which is 200% of the Federal Poverty Guidelines amount for the PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement. **(Revised 6/10/11)**

Applicants who are ineligible include the following:

- 1) Fugitive felons and probation and parole violators.
- 2) Individuals with any outstanding OWF, PRC, Daycare or Food Assistance fraud overpayment balance. (i.e. Fraud only determined by administrative hearing or AG signs waiver as per Intentional Program Violation (IPV) Policy revised 9/94)
- 3) Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance.
- 4) AG's who are under sanction or proposed sanction on OWF or Food Assistance Program or on a Food Assistance Program penalty. If PRC can help attain/retain employment, sanction shall have no effect on eligibility.

- 5) An unmarried, non-graduate parent under 18 not attending high school or equivalent.
- 6) An unmarried parent under 18 not living in an adult supervised setting.
- 7) A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years.
- 8) Families who do not use their own resources and/or income to help meet their basic needs. Applications will be evaluated on a case-by-case basis. If a family would be OWF eligible they could potentially be eligible for PRC. If an attempt to make a payment by the applicant in the last 90 days has not been made, application may be denied.
- 9) AG's with insufficient income to pay the on-going expenses, i.e., future rent as in the case of applying for rental assistance.
- 10) Individuals who are determined not to be U.S. citizens or qualified aliens as defined in Section 5506(d) of Public Law 105-33 and OAC 5101:1-2-30. **(Revised 06/10/11)**

Any person applying for or in receipt of PRC funds or services, who intentionally withhold information or fail to report facts and circumstances in order to receive services to which they may not be entitled, may be referred to the county prosecutor to determine if a crime of fraud has been committed and if prosecution will be pursued.

Should the facts of the case not warrant prosecution or is declined by the proper authorities, the Meigs CDJFS retains the discretion of utilizing all administrative remedies to recover PRC funds expended to ineligible AG's and to impose a eighteen (15) month period of ineligibility for future services to the AG.

The PRC AG's members must complete the form PREVENTION, RETENTION AND CONTINGENCY PROGRAM (PRC) APPLICATION to request PRC. (Revised 01/01/2011)

MCDJFS shall make voter registration applications available to persons who are applying for, receiving assistance from or participating in any of the following programs: Disability Financial Assistance, Medical Assistance, Ohio Works First and the Prevention, Retention and Contingency program.

Eligibility requirements for TANF Summer Youth Employment Program, EMT and Digital Works are different, see section below.

EXPLORING COMMUNITY RESOURCES

Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of PRC, the "Community" could be defined to include areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need.

County personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the Agency's attempt to locate and utilize community resources. **(Revised 10/01/09)**

STATE/FEDERAL DISASTERS:

****CONTINGENT ONLY UPON AVAILABILITY OF STATE OR FEDERAL FUNDING.
NO LOCAL FUNDING WILL BE AVAILABLE.****

In the event of a declared disaster, PRC Disaster Relief Funds will be issued by MCDJFS in an amount not to exceed \$1000.00 to families whose income does not exceed 200 percent of the Federal Poverty Guidelines. In order to qualify the PRC-AG dwelling must have been adversely affected by the declared disaster. This assistance will not affect regular eligibility under PRC. All ineligibility criteria as defined in the Eligibility and Application section (1-8) do not apply.

MCDJFS will make available PRC Disaster Relief Funds to eligible PRC AG's for necessary clothing expenses; household items and furniture; appliances; home repairs; tree and limb removal; rent; emergency shelter and utilities in situations resulting from the declared emergency conditions. This assistance will be available effective immediately with the date of the declared disaster and shall remain in effect for 30 calendar days.

This assistance will not affect regular eligibility under PRC. All ineligibility criteria as defined in the Eligibility and application section (1-8) will not apply. **(Revised 10/01/09)**

JOB-RELATED-SUPPORTIVE SERVICES (TANF purpose #2, end dependence of needy parents on government benefits by promoting job preparation, work and marriage)

PRC funds can be authorized for employment-related purposes to provide goods and/or services needed to attain or retain employment for the PRC assistance group employment-seeking adult member. Employment-related services cannot be authorized to a PRC assistance group that does not have at least one employed adult member or an adult member with a bona-fide job offer (EMT and Digital Works training exempt from this requirement.) The following services are considered employment-related services and are subject to the \$100.00 limit unless otherwise specified; all other requests for employment-related services will be denied:

- (1) tools, work shoes, safety equipment, uniforms, clothing;
- (2) testing fees for state licenses, board certification and commercial driver's license;
- (3) other employment-related services as approved by the Meigs County DJFS

Director or his designee.

Transportation subsidies such as mileage reimbursement and gasoline vouchers are not permitted.

PRC payments for employment-related goods and services will be made directly to the provider and the PRC payment maximum of \$100.00 will apply or the actual cost of the goods and/or services whichever is less. The PRC adult employment-seeking member must seek assistance through all available local, state and federal programs. The PRC adult member who is currently employed must verify the employment by providing the name and address of the current employer. The PRC adult member who is newly hired must provide verification including an employer statement verifying the projected start date of employment, number of employment hours per week and the hourly rate of pay. A copy of the documentation for any item or service requested will be retained in the case record in addition to all employment verification.

VEHICLE EXPENSES (TANF purpose #2, end dependence of needy parents on government benefits by promoting job preparation, work and marriage)

The following services are considered employment-related services and are subject to the \$100.00 limit unless otherwise specified. PRC funds for vehicle repairs are limited to:

- (1) batteries, repair or replacement of tires, and other mechanical repairs;
- (2) other employment-related services as approved by the Meigs County DJFS Director or his designee.

To qualify for the vehicle repair, the PRC adult member who is currently employed must verify the employment by providing the name and address of the current employer. The PRC adult member who is newly hired must provide verification including an employer statement verifying the projected start date of employment, number of employment hours per week and the hourly rate of pay. PRC assistance groups without an employed adult PRC member or a PRC member with a bona-fide job offer will not be eligible for employment-related services which include vehicle repairs. There must be at least one adult in the assistance group with a valid driver's license before vehicle repair can be authorized.

Participation in Work Experience Program as a condition of eligibility for Ohio Works First or FSET is not considered employment and therefore, vehicle repair is not allowed.

Authorization for vehicle expenditures will be made providing the vehicle to be repaired is the only available transportation for employment-related purposes and owned by the PRC assistance group. Also, authorization of the vehicle repair is dependent upon whether the cost of the vehicle repair is cost-effective. The MCDJFS eligibility worker will review each request for vehicle repair to verify that the vehicle to be repaired has a market value equal to or more than

the cost of the repair. Market value will be determined by the retail value listed in the current N.A.D.A. Official Used Car Guide.

The PRC adult employed assistance group member must provide two (2) written estimates of the needed repair from a legitimate repair source (the provider must have a valid vendor's license). An estimate by the applicant or a relative is not acceptable. The cost of vehicle repair is limited to a maximum of \$100.00. The MCDJFS PRC maximum of \$100.00 for Prevention and/or a PRC maximum of \$100.00 for Retention per period of eligibility apply to transportation (vehicle) expenses.

The MCDJFS eligibility worker is to review the cost of the repair and accept the estimate that best meets the needs of the applicant. If Provider A's estimate is less than Provider B's estimate Provider A's estimate generally will be authorized. An exception to this policy may occur when the applicant needs to expedite the vehicle repair to avoid a loss/termination of employment. The MCDJFS eligibility worker shall contact both providers and determine which provider can expedite the repair of the vehicle. If the provider with the more costly estimate can expedite the repair and the other provider cannot, the more costly estimate may be authorized with approval of the Supervisor or Director or his designee. All documentation shall be retained in the case record.

REPAYMENT AGREEMENT

The PRC applicant will be required to sign an acknowledgement each time they receive PRC assistance stating willful termination of employment, on the part of the PRC applicant, in the three (3) months following the issuance of the PRC, will allow the MCDJFS to pursue collection of the PRC assistance through administrative or civil action.

CHILD PROTECTIVE PROVISION: (TANF purpose #1, provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives)

The Meigs County DJFS has designed its program to help alleviate a family crisis that could lead to the removal of a child or children from their home or to help a family so that the child or children can be safely returned to their home.

The PRC program may include preventive or protective services to address treatment issues for eligible families. Services include, but are not limited to family preservation services, family reunification services, respite care services, kinship care services, case management, home based services, transportation, unmarried parent services, parent education, domestic violence services, emergency housing, referrals for drug and alcohol abusers, information and referral and community outreach.

PRC/TANF funding will also be utilized by the Meigs County Department of Job & Family Services for staffing and administering appropriate child welfare activities in accordance with the

attached Memorandum of Understanding (MOU) (**Revised 04/01/10**). Eligibility will be without regard to income by meeting the following TANF goal: #1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. (**Revised 01/01/2011**).

JUVENILE DIVERSION PROGRAM: (TANF purpose #1, provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives)

PRC funds may be used for a diversion program administered by the Meigs County Juvenile Court to target 10-18 year old first time, TANF eligible, offenders living in 200% poverty. The Diversion Officer will work with the school, community, parents, and other agencies involved in asset building in order to reduce court recidivism and reduce custody placements by the Meigs County Department of Job & Family Services Children's Services Division. Mentoring/Tutoring services will be available for youth needing academic support or a positive role model. The Diversion Program will encourage parents to strengthen family structure, improve supervision, and to abide by diversion rules. This program will commence January 10, 2002, and continue as long as sufficient funds are available. (**Revised 10/01/09**)

TANF SUMMER YOUTH EMPLOYMENT PROGRAM (TANF purpose #1, provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives) and (TANF purpose #2, end dependence of needy parents on government benefits by promoting job preparation, work and marriage)

The TANF summer youth employment program will be administered by the MCDJFS each year that it is made available by ODJFS. The effective date and end date will be determined by ODJFS in accordance with the rules that accompany the TANF summer youth employment program. The effective dates will be incorporated herein:

MAY 1, 2015 THROUGH OCTOBER 31, 2015

This program will allow Meigs County DJFS to establish programs that enable low income TANF eligible Ohio youth to gain valuable work experience while earning a paycheck to help meet basic needs. Summer employment programs offer the opportunity for youth to develop a work history and have a current reference from an employer. Employment opportunities will come from either public or private sector employers and cover a multitude of work experiences that include, but not limited to office work, ground maintenance and other typical summer employment opportunities.

The TANF summer youth employment program funded through PRC shall only serve youth from a TANF eligible family of Meigs County. The types of youths that may be served are:

- (1) Youth ages 16-17 as long as the youth is a minor child in a needy family and is in school(youth may be 18 if they are a full time student in a secondary school);
- (2) youth 18-24, as long as they are in a needy family that also has a minor child;
- (3) youth ages 18-24 that have a minor child and are considered needy;
- (4) The youth served may be non-custodial parents as long as they are considered "needy" and have a minor child; or
- (5) Youth in a foster care setting age 16 to 17 years of age or 18 years of age if they are a full-time student in a secondary school

All participants must complete an application. No self-declarations of income will be accepted.

Eligibility for the program will be based on 200% of the federal poverty guidelines. When calculating the eligibility income standard for TSYEP, **only** earned household income will be counted for this program.

Earned income will be verified by paystub, employer verification or other acceptable documentation. In lieu of any of the above, documentation from CRISE, SETS or other ODJFS data sources will be acceptable as proof of income.

In addition to earned income verification, proof of age, residency and family size will be required from applicants. Acceptable means include but not limited to a birth certificate, utility bills, ODJFS printouts, etc.

Priority of services will be in the following order:

youth ages 18-24 that have a minor child and are considered needy;

youth 18-24, as long as they are in a needy family that also has a minor child; or

youth ages 16-17, as long as the youth is a minor child in a needy family and is in school.

Employers will be reimbursed at 100%, plus applicable fringes.

The 15 month wait period, before PRC services can be authorized again, is hereby waived for this program only.

OHIO WORKS FIRST INCENTIVE PROGRAM (TANF purpose #2, end dependence of needy parents on government benefits by promoting job preparation, work and marriage)

1. Identify the methods and processes the county agency(ies) will use to refer clients to the Workforce Investment Area or One Stop. (No more than a page)

Athens, Meigs, and Perry Counties operate both the TANF Programs and the One-Stop Services.

As Job and Family Service Agencies within Area 14, we hold ourselves responsible in providing for the basic needs of the disadvantaged residents and to assist them in becoming self sufficient.

The Ohio Works First (OWF) staff, through assessments and re-assessments, will identify potential candidates for the OWF incentive program.

Athens: All employable OWF applicants/recipients are referred to our local one-stop through the self-sufficiency assessment process.

Meigs: All new OWF applicants are initially assigned to the one-stop employment and training Center for a four week work readiness assignment, per the self-sufficiency contract. During the time, the one-stop staff will be able to assess each candidate and work with them individually to gain employment, including soft skills. A form will be developed to include individual demographics pertinent to their skills, job exploration activity, job placement, and follow-up.

Perry: All OWF applicants are assigned to a four week JS/JR assignment through the Self-Sufficiency assessment process. During this time, a WIA case manager will be assisting the Participant to gain employment.

2. Indicate the type of employment and “work readiness” activities your agency will offer to clients. (No more than a half of a page)

Athens: Work readiness and employment activities offered through the local one-stop includes, but not limited to, resume preparation, computer training, independent job search, job search classes, Adult Basic Literacy Education (ABLE) for GED preparation, and other partner activities.

Meigs: One-Stop staff is responsible for providing a four-week work readiness activity with OWF recipients. Activities include, but not limited to, classroom workshops such as job club (budgeting, time management, interview skills, completing an application), resume development, basic computer skills, and internet job searching. These workshops are hand

on activities with the clients at a computer station. Will also discuss how to dress appropriately when job searching. The one-stop has a career closet available for any person needing clothing for job search activity, interview, and/or employment.

Perry: OWF recipients will be participating in a four-week work readiness activity. Our One-Stop staffs provide the following work readiness activities to any (Resource Room) visitor. Registration on OWCMS, Set-up an email account and register on Ohio Means Jobs, Complete a resume, complete applications on-line.

3. Describe the One-Stop intake and assessment procedure for new clients. (No more than a page)

Athens: An Employment Service Counselor meets each new client to discuss employment possibilities and activities associated with the one-stop. A TABE assessment (Test of Adult Basic Education) on reading and math will be given to new clients to determine if intervention is needed. All OWF applicants/recipients are assessed by social workers and assigned through self-sufficiency contracts (SSC) for work participation through OWF. A release of information is signed by the client to provide sharing of information between CDJFS and one-stop partners.

Meigs: Once referred by the OWF staff, the One-Stop Job Developer will collect intake information by assessing client's needs, skills, abilities, and barriers. TABE test will be administered to determine current educational levels, as this will help in the identification of job referrals. Job developer will also administer Barriers to Employment assessment and an occupational skill assessment to determine the client's skills and help overcome any barriers in gaining employment. A release of information is signed by the client to provide sharing of information between CDJFS and one-stop partners/employers.

Perry: When a participant is referred by the OWF worker, the WIA coordinator will assess the client's needs, skills, abilities, and barriers. A TABE test will be administered. A release of information will be signed by the client to provide sharing of information between CDJFS and one-stop partners/employers.

4. Identify and describe your methods for identifying and addressing client's barriers to employment. (No more than a page)

Athens: All OWF applicants/recipients are assessed by social workers and assigned through individualized SSC for work participation through OWF, which identify client's barriers to employment. All available supportive services are offered to assist in the reduction of barriers at the time of the SSC signing.

Meigs: In addition to the Barriers to Employment assessment being administered by job developer, the one-stop acknowledges and utilizes the expertise of one-stop partners. The one-stop will partner with BVR (Bureau of Vocational Rehabilitation) when disabling barriers are present. The one-stop will also partner with ODJFS Veterans Program for a collaboration of services when working with veterans looking for employment. One-Stop will also use the SSC to identify barriers listed.

Perry: All OWF applicants are accessed through a SCC by the OWF worker, who will along with the WIA coordinator. If barriers are defined the worker would use a community collaboration to assist with any supportive services that can assist in the reduction of these barriers.

5. Identify methods and processes that will be used for ensuring participant success in maintaining participation in unsubsidized employment (i.e. what types of case management, check-in points, follow-up will be conducted). (No more than a page)

Athens: Once the SSC/P and release have been signed by the OWF participant, they will be referred to the one-stop for all services, including the Ohio Works Incentive Program. An Employment Service Counselor (ESC) will provide case management for participants in the Ohio Works Incentive Program. Once a participant obtains employment, verification of that employment will be shared between CDJFS and the ESC. Follow-up activities will be conducted by the ESC to include check-in points by the participant at the 7 day, 90 day, and 180 day intervals. ESC will contact client to ensure tracking if necessary.

Ohio Works Incentive participants will be tracked on a spreadsheet created specifically for tracking the various payment points. Participants will be required to contact the program coordinator with verification of employment income in order to receive the 90 or 180 day incentive payment. The program coordinator will actively collaborate with income maintenance staff to reduce the reporting burden on the participant if the information is already available to ACDJFS. The program coordinator will contact participants by phone, mail or other avenues to follow up at 2 week intervals to offer supportive services to ensure employment retention.

Contingent upon available TANF funding, supportive services will be offered to program participants to reduce barriers to employment. Program participants may be eligible for up to \$1000 every twelve months in supportive services designed to help them obtain and retain employment including, but not limited to, gas vouchers, car repairs, the monthly payments

required to reinstate driving privileges, car insurance or the equivalent bond in lieu of insurance, and work-required clothing or tools. Supportive services paid to participants of this program are in addition to any regular PRC benefits or subsidized child care and do not apply toward the Family Emergency Assistance benefits \$300 cap.

Meigs: To ensure participant are engaged in this program, incentives are provided to the clients to obtain and retain unsubsidized employment. Incentives will be given to the employer and the employee after one week of employment, three months, and six months. Follow-up will be established every two weeks for the first month and then monthly until clients reaches six months employment. Contact can be phone calls, emails, and on-site visits. Job developer will provide follow-up to both employer and employee. Supportive services will be identified with clients to ensure gaining/retaining employment, such as referral to child care and other community services. Ohio Works Incentive participants will be tracked on a spreadsheet created specifically for tracking the various payment points. Participants will be required to contact the program coordinator with verification of employment income in order to receive the 90 or 180 day incentive payment. The program coordinator will actively collaborate with income maintenance staff to reduce the reporting burden on the participant if the information is already available to MCDJFS.

Contingent upon available TANF funding, supportive services will be offered to program participants to reduce barriers to employment. Program participants may be eligible for up to \$100 every fifteen months in supportive services designed to help them obtain and retain employment including, but not limited to, car repairs, work-required clothing or tools, work related licensing and/or certificate fees (not including driver's license).

Perry: Participants that stay engaged in the program will receive incentives to obtain and retain unsubsidized employment. Incentive will be given to the participant after a week of employment, 90 days, and 180 days. Follow-up activities will be conducted throughout the six month employment. Ohio Works Incentive participants will be tracked on a spreadsheet created specifically for tracking the various payment points. Participants will be required to contact the program coordinator with verification of employment income in order to receive the 90 or 180 day incentive payment. The program coordinator will actively collaborate with income maintenance staff to reduce the reporting burden on the participant if the information is already available to PCDJFS. The program coordinator will contact participants by phone, mail or other avenues to follow up at 2 week intervals to offer supportive services to ensure employment retention.

Contingent upon available TANF funding, supportive services will be offered to program participants to reduce barriers to employment. Program participants may be eligible for up to \$500 every twelve months in supportive services designed to help them obtain and retain employment including, but not limited to, gas vouchers, car repairs, rent relocation (closer to employment) and work-required clothing or tools. Supportive services paid to participants of this program are in addition to any regular PRC benefits or subsidized child

care and do not apply toward the Family Emergency Assistance benefits \$500 cap.

6. Will clients that complete a program milestone successfully receive a monetary incentive? (No more than a page)

Athens:

Track	Placement	Retention – 90 days	Retention – 180 days
A OWF Recipient	\$1,000	\$1500	
B Off OWF due to Employment	\$1500	\$2,000	\$1,000

Meigs and Perry

Track	Placement	Retention – 90 days	Retention – 180 days
A OWF Recipient	\$500	\$500	
B Off OWF due to Employment	\$500	\$500	\$500

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INCENTIVE BREAKOUT

MEIGS COUNTY ONLY

Track A (OWF Recipient)

	Placement (\$1000)	90 day (\$1500)	180 day (\$0)
Client	\$500	\$500	-
Employer	\$250	\$750	-
MCDJFS	\$250	\$250	-

Track B (Off OWF due to employment)

	Placement (\$1500)	90 day (\$2000)	180 day (\$1000)
Client	\$500	\$500	\$500
Employer	\$500	\$1000	\$500
MCDJFS	\$500	\$500	-

Effective January 1, 2014

Original plan will remain in effect until December 31, 2013

7. Will any sub-grantees be used for this project (i.e. will funds be dispersed to a county agency)? (If yes, please describe the procurement process and the timeline to accomplish procurement.)

(No more than a half of a page)

Athens: There will be an agreement between the board and the county DJFS. The procurement process and timeline will depend on the type of agreement used.

Meigs: There will be an agreement between the board and the county DJFS. The procurement process and timeline will depend on the type of agreement used.

Perry: There will be an agreement between the board and the county DJFS. The procurement process and timeline will depend on the type of agreement used.



8. How will the One-Stop and County Departments of Job and Family Services work together to ensure:

- 1. proper verification is received to confirm a participant is actively engaged in unsubsidized employment at least twenty hours or more per week (at least 86 hours per month);**
- 2. if the individual is still receiving Ohio Works First; and**
- 3. if the individual is no longer receiving Ohio Works First that the benefit stopped due to earned income, the date benefits stopped and the monthly benefit amount prior to termination? (No more than a page)**

As mentioned previously, Athens, Meigs, and Perry Department of Job & Family Services operates both the OWF and WIA services. Since the one-stop is part of CDJFS, collaboration between income maintenance programs and the one-stop will ensure proper verification by program participants will be maintained. The One-Stop has access to the income maintenance staff and can access participant files, including income verification, through our scanning software and CRISE.

9. What number of Ohio Works First participants do you estimate to enroll in this program by county? (No more than a page)

Athens: 500+ OWF participants are expected to enroll in the Ohio Works Incentive Program in Athens County.

Meigs: The WIA staff will project an enrollment of 20 client (who are able to work) with a 75% placement rate and 50% six month retention rate.

Perry: Over the time frame of this grant, we are anticipating serving 40 individuals. We will enroll 300+ OWF eligible individuals through a training process.

To ensure Area 14 fiscal agency is receiving the accurate data for invoicing, each county will submit a bi-weekly invoice to the fiscal agency that will reflect participants name, case number, track category, and placement/retention. Verification of employment will be attached to the invoice may include, but not limited to, employer verification, paystub, CRISE printout, Work Number/TALX. All invoices will be reviewed and approved by county directors/designee before invoice is submitted to fiscal agency. Form attached.

EMERGENCY MEDICAL TECHNICIAN (EMT) (TANF purpose #2, end dependence of needy parents on government benefits by promoting job preparation, work and marriage)

Under this program an assistance group that includes at least one minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the county Department of Job & Family Services.

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance.

Eligibility for the program will be based on 200% of the federal poverty guidelines. When calculating the eligibility income standard for EMT, **only** earned household income will be counted for this program.

Earned income will be verified by paystub, employer verification or other acceptable documentation. In lieu of any of the above, documentation from CRISE, SETS or other ODJFS data sources will be acceptable as proof of income.

Those served may be non-custodial parents as long as they are considered "needy" and have a minor child.

In addition to earned income verification, proof of age, residency and family size will be required from applicants. Acceptable means include but not limited to a birth certificate, utility bills, ODJFS printouts, etc.

EMT is an in-demand occupation in Meigs County.

Cost is approximately \$1,000.

TANF eligibility does not guarantee acceptance into training program as applicants must meet certain other criteria of the industry such as back ground checks, etc.

Re-payment agreement applies to this program.

DIGITAL WORKS (TANF purpose #2, end dependence of needy parents on government benefits by promoting job preparation, work and marriage)

Effective November 18, 2014

Under this program an assistance group that includes at least one minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the county Department of Job & Family Services.

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance.

Eligibility for the program will be based on 200% of the federal poverty guidelines.

Earned income will be verified by paystub, employer verification or other acceptable documentation. In lieu of any of the above, documentation from CRISE, SETS or other ODJFS data sources will be acceptable as proof of income.

Those served may be non-custodial parents as long as they are considered "needy" and have a minor child.

In addition to earned income verification, proof of age, residency and family size will be required from applicants. Acceptable means include but not limited to a birth certificate, utility bills, ODJFS printouts, etc.

This program will allow TANF eligible Meigs County residents to receive training, placement services, and mentoring services in order to gain employment in the growing industry of Teleworking.

To be eligible:

- 1) All applicants must complete an application;
- 2) All applicants must reside in Meigs County;
- 3) No self-declarations of income will be accepted, verification of income must be provided; applicants must be under 200% of poverty; for this purpose only the following income shall be counted: earnings from work, self-employment, strike benefits, training allowances, unemployment compensation, workers compensation or retirement benefits;
- 4) Must have a child under the age of 18 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), pregnant individual with no other children or non-custodial parent who lives in the state, but does not live with his/her minor child or children; and
- 5) Meet the other criteria listed for PRC services, not already spelled out above.

Estimated cost per approved applicant: \$3,140.

TANF eligibility does not guarantee acceptance into training program as applicants must meet certain other criteria of the industry such as back ground checks, etc.

Re-payment agreement applies to this program.

FINANCIAL MANAGEMENT:

Meigs County will limit the provision of PRC services based on the availability of funds to cover the services. Should funds become limited, the MCDJFS will do the following:

Reduce the FPG from 100% to suspending all applications.

FINAL PROCESS' APPROVAL/DENIAL:

Once eligibility for PRC is established, the MCDJFS Director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payments will be made to vendors according to the procedures in place at the MCDJFS. All PRC payments are made by the MCDJFS to the vendor. The MCDJFS will ensure that its policies meet all auditing requirements. The MCDJFS Director may, at his discretion, deviate from the eligibility guidelines when deemed necessary.

Notice of Approval/Denial: If it is determined that an application for PRC is approved, the MCDJFS shall mail or otherwise deliver the ODJFS 4074, "Notice of Approval of Your Application for Assistance." If it is determined that an application for PRC is denied, the MCDJFS shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of Your Application for Assistance." **(Revised 10/01/09)**

The Meigs County Department of Job & Family services agrees to implement the PRC Program as written above.

Christopher T. Shank, Director
Meigs County Department of Job & Family Services

Date

Amended 10-24-12 (effective January 1, 2013) PRC Services

Amended 3-5-13 (effective 5-15-13 through 8-31-13) TANF summer youth

Amended 4-19-13 (summer youth to be effective 5-15-13/8-31-13
and voter registration language to be effective 4-19-13)

Amended 10-1-13 to include OWF incentive program, TANF purposes for each category, Remove FCFC and added summer youth extension and coverall all language for effective dates of program operation)

Amended 11-6-13 to be effective 1-1-14 OWIP incentive breakout page 14 more clearly defined

Amended March 11, 2014 to incorporate minimum age from 14 to 15 and change effective date to run May 1, 2014 through October 31, 2014 TSYEP

Amended April 23, 2014 to move minimum age from 15 back to 14 as per Family Assistance Letter #133

Amended 6-17-2014 to include the EMT training provision.

Amended 11-18-14 to include Digital Works training.

Amended 5-1-15 to incorporated 2015 summer youth update.

Amended 10-1-15, 2 year review