

**RESOLUTION NO. 15-1393
SEPTEMBER 29, 2015**

RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, OHIO CERTIFYING THAT THE MONTGOMERY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (MCDJFS) COMPLIED WITH CHAPTER 5108 OF THE OHIO REVISED CODE (ORC) IN ADOPTING A WRITTEN STATEMENT OF POLICIES GOVERNING THE MONTGOMERY COUNTY PREVENTION, RETENTION AND CONTINGENCY (PRC) BIENNIAL RENEWAL PLAN EFFECTIVE OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2017.

WHEREAS, the Montgomery County Department of Job and Family Services created the written statement of policies in accordance with ORC Chapter 5108 for the Prevention, Retention and Contingency (PRC) Biennial Renewal Plan.

WHEREAS, the written statement of policies complies with all applicable State and Federal Regulations; and

WHEREAS, the Montgomery County Department of Job and Family Services provided a thirty (30) day comment period pursuant to ORC Chapter 5108; and

WHEREAS, the Director of the Montgomery County Department of Job and Family Services conducted a review and analysis of the written statement, has affixed his signature to the written statement of policies for the Prevention, Retention, Contingency (PRC) Biennial Renewal Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Montgomery County, Ohio certify that the Montgomery County Department of Job & Family Services (MCDJFS) has complied with Chapter 5108 of the ORC in adopting a written statement of policies governing the Montgomery County Prevention, Retention and Contingency (PRC) Biennial Renewal Plan effective October 1, 2015 through September 30, 2017.

BE IT FURTHER RESOLVED that the Clerk of Commission certify this resolution and make an imaged copy of this resolution available on the Montgomery County, Ohio website at <http://www.mcohio.org/>

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Mr. Foley moved the adoption of the foregoing resolution. It was seconded by Ms. Dodge, and upon call of the roll the following vote resulted:

Mr. Foley, aye; Ms. Dodge, aye; Mrs. Lieberman, aye: Carried.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Board of County Commissioners of Montgomery County, Ohio, the 29th day of September, 2015.

THE BOARD OF COUNTY COMMISSIONERS HEREBY FINDS AND DETERMINES THAT ALL FORMAL ACTIONS RELATIVE TO THE ADOPTION OF THIS RESOLUTION WERE TAKEN IN AN OPEN MEETING OF THIS BOARD OF COUNTY COMMISSIONERS, AND THAT ALL DELIBERATIONS OF THIS BOARD OF COUNTY COMMISSIONERS, AND OF ITS COMMITTEES, IF ANY WHICH RESULTED IN FORMAL ACTION, WERE TAKEN IN MEETINGS OPEN TO THE PUBLIC, IN FULL COMPLIANCE WITH APPLICABLE LEGAL REQUIREMENTS, INCLUDING SECTION 121.22 OF THE REVISED CODE.



Montgomery County, Ohio

MONTGOMERY COUNTY PREVENTION, RETENTION AND
CONTINGENCY (PRC) BIENNIAL RENEWAL PLAN
COVER SHEET

- Background: The Board of County Commissioners of Montgomery County, Ohio must approve the Montgomery County Department of Job and Family Services (MCDJFS) Prevention, Retention and Contingency (PRC) Biennial Renewal Plan.
- Purpose: The Board of County Commissioners of Montgomery County, Ohio certifies that the MCDJFS has complied with Chapter 5108 of the Ohio Revised Code (ORC) in adopting the PRC Biennial Renewal Plan.
- Effective Date: The PRC Biennial Renewal Plan will become effective October 1, 2015 through September 30, 2017.
- Action Needed: BCC approval

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MONTGOMERY COUNTY PREVENTION RETENTION CONTINGENCY (PRC) PROGRAM

6100: Purpose

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include non-recurrent, short-term, crisis-oriented benefits and ongoing services that are directly related to the four purposes of the TANF program which do not meet the federal definition of assistance. The four purposes of TANF are:

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; This purpose covers only needy families so children may live with their parents, relatives, legal guardians, or legal custodians. It does not cover children living with non-relatives. A needy family is one that meets the income and/or resource standards established by the state in its TANF plan. A state may establish a variety of income and resource standards for "assistance" and other services and benefits.
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; Help any needy parent, including a non-custodial parent or a working parent by providing employment, job preparation or training services designed to increase the non-custodial parent's ability to pay child support
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; which is not limited to needy families or individuals. Potential activities that would accomplish this purpose include family planning clinical and follow-up services, abstinence programs, visiting nurse services and programs and services for youth such as counseling, teen pregnancy, prevention campaigns and after-school programs.
4. Encourage the formation and maintenance of two-parent families. A significant share of TANF families consists of unmarried mothers with low skills who live with their children apart from low-skilled, underemployed fathers. Many of these fathers are involved in the lives of their children and provide some financial support, but would like to do much more. This purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and supervision; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

Non-recurrent, short-term assistance addresses discreet crisis situations which do not provide for needs extending beyond four months. These non-recurrent benefits and services may encompass more than one payment a year, as long as the payment provides short-term relief and addresses a discreet crisis situation rather than meeting ongoing or recurrent needs. These benefits and services are consistent with the federal definition of non-assistance as found in Code of Federal Regulations (C.F.R.) 260.31 (b). The definition of non-assistance includes:

1. Non-recurrent, short-term benefits that:
 - a. are designed to deal with a specific crisis situation or episode of need;
 - b. are not intended to meet recurrent or ongoing needs; and
 - c. will not extend beyond four months;

2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training);
3. Supportive services such as time limited drop-off child care and transportation provided to families who are employed;
4. Contributions to and distributions from Individual Development Accounts;
5. Refundable earned income tax credits;
6. Services such as counseling, case management, peer support, child welfare services, child care information and referral, transitional services, job retention, job advancement, and other employment related services that do not provide basic income support; and

Specific benefits and services provided by this plan are contained in Appendix I.

6110: Fundamental Principles

6110.1: Assistance Group Composition

PRC benefits and services are available to a family assistance group (AG) which includes a minor child or pregnant individual as defined in Sections 5108.01, 5108.06, and 5107.02 of the revised code. PRC benefits and services are also available to the non-custodial parent of a minor child. The non-custodial parent must live in the county but does not live in the same household as the minor child. Documentation is required.

Except for services targeted to meet TANF goals 3 and 4, an eligible AG must consist of a minor child who resides with a parent, caretaker relative, legal guardian, or legal custodian or consist of a pregnant individual

A child may be temporarily absent from the home in accordance with the time frames established in rule 5101:1-3-04 of the Ohio Administrative Code (OWF definition of temporary absence, child welfare-protective services) and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian, or legal custodian and other family members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency. (See Appendix II Assistance Group Composition Guide.)

6110.2 Ineligible Family AGs

Federal and State law must be adhered to when providing PRC benefits and services. Listed below are federal and state prohibitions based upon 42 U.S.C.608, section 431 of PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997) and the Ohio Revised Code:

1: No assistance for families without a minor child, except for services provided to meet TANF goals 3 and 4.

2: No assistance to a single individual, unless such individual is pregnant.

3: No benefits or services to an individual who is not a citizen of the United States or a qualified alien as defined in rule 5101:1-2-30 (A) (2) of the Ohio Administrative Code.

4: No assistance for families that fraudulently receive assistance under the OWF and PRC programs until repayment occurs. Ref. 5101.83 of the ORC

6110.3 Need

Eligibility for PRC is dependent upon the AG's demonstration of need for services and benefits. The applicant must cooperate in securing verification of all eligibility factors when applying for services and benefits which provide a direct financial benefit. A modified declaration method of eligibility determination that includes dictation documenting all eligibility factors may be used to determine eligibility for families applying for services and benefits which do not provide a direct financial benefit. Use of the modified declaration method of eligibility determination is limited to contracted services and benefits.

Families not in receipt of benefits under a Federal need-based program must meet the economic need standard for the benefit/service requested. The economic need standards are based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining income eligibility for the PRC AG to receive benefits or services, the AG income must be equal to or less than the economic need standard. (List of Services and Benefits, Appendix I)

6110.4 Sufficiency and Suitability

PRC contingency benefits will be authorized with the expectation that the PRC AG will be able to function without additional agency help. Services and benefits shall be provided which directly lead to or can be expected to lead the family in becoming self-sufficient by accomplishing one of the four purposes of TANF as referenced in 6110.1:

There are basic minimum educational standards for participation in training or education programs. The Job and Family Services Specialist inform the applicant that they must take a comprehensive assessment and testing with a MCDJFS approved vendor to determine their functional educational level. After the results from the comprehensive assessment and testing the applicant must consult with the Workforce Investment Opportunity Act (WIA) WIOA Unit to determine their suitability for training and/or education. Results of WIA's WIOA's determination of suitability for training and/or education will dictate the approval/denial of the PRC application by the Job and Family Services Specialist.

6110.5: Relationship to Other Programs

Receipt of assistance from programs such as Ohio Works First (OWF), Disability Financial Assistance (DFA), and entitlement programs such as Medicaid and Food Assistance does not preclude eligibility for receipt of benefits and services within the PRC program. MCDJFS will ensure that applicants and recipients of PRC who may not already be receiving assistance receive appropriate information about referrals to, and access to Medicaid, Food Assistance, Child Care, and other programs that provide benefits that could help them successfully make the transition to work.

6110.6: Program Operation

To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of policy and procedure as set forth within this chapter as long as PRC funds remain available. The covered benefits or services or the amounts specified for the benefits and services listed in Appendix I detailing the scope of coverage may not be reduced, limited, or restricted unless the program is amended. Program termination due to lack of PRC funds will occur immediately and without prior notice.

6120: Accessing PRC Services and Funds

Pursuant to Chapter 3 of the PRC reference guide, PRC services and benefits can only be accessed through MCDJFS by one of the following methods:

6120.1: Application

An application is required to determine eligibility for PRC funds connected to any service or benefit that has a financial need eligibility requirement. This includes all benefits, services, and programs targeted to meet TANF goals 1 and 2.

6120.2: Certification

An application is not required to determine eligibility for PRC funds connected to a service or benefit, defined in Appendix I, to not have a financial need eligibility requirement. These benefits, services, and programs can only be targeted to meet TANF goals 3 and 4, and must adhere to guidelines set forth in the contract with the specified agency.

6120.3: Non-Administrative Program Operational Activities

Certain benefits and services do not require an application for assistance as they do not provide a direct service linked to an individual family. These benefits and services must fall under the classification of non-administrative program operation costs and must be in accordance with the contract of the specified agency. Such activities may include but are not limited to employer recruitment, information and referral, public service announcements and Community and Economic Development initiatives.

6130: Application Processing

6130.1: Filing a PRC Application

The applicant must complete, sign, and date a PRC application. The form MCDJFS 9630-D will be used by individuals applying for PRC benefits and services with MCDJFS at the Job Center. MCDJFS also contracts with several organizations to provide benefits and services to families under the PRC program. These contractors will secure a signed MCDJFS 9633 application and any required documentation. MCDJFS will use objective criteria to determine PRC eligibility. At the time of application, individuals must be informed of their right to request a state hearing. This will be done by providing a copy of the JFS 04059 "Explanation of State Hearing Procedures.

6140: Eligibility Determination

6140.1: Economic Need

Except for benefits and services targeted to meet TANF goals 3 and 4, eligibility, benefits, and/or services under PRC is dependent upon economic need. An AG may meet the eligibility criteria of Economic Need by one of two ways. Verification or documentation of these eligibility factors is required. The auditor's office requires an original invoice. No copies will be accepted.

6140.2: Income

Eligibility for PRC services and benefits which provide direct financial benefit to the applicant is dependent upon the AG's demonstration and verification of need for financial assistance and/or services. In order for eligibility to be determined, the income of the AG must be compared to the economic need standard established for the benefits and services requested. The economic need standards are based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining income eligibility for the PRC AG to receive benefits or services, the AG income must be equal to or less than the economic need standard. (List of Services & Benefits Appendix I)

The total gross monthly income, both earned and unearned, of all members of the PRC AG shall be counted except for gross earnings of a minor child as defined in rule 5101:1-23-20 (A) (2) of the Administrative Code This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF) or Disability Financial Assistance (DFA). All income which is received or expected to be received during the thirty (30) day budget period is considered when determining financial need. The 30-day budget period begins 30 days projected from the date of the PRC application, unless this period of time does not accurately reflect expected income. In this instance, income received 30 days prior to the date of application may be utilized.

For cases in which the income cannot be accurately obtained, the Job and Family Services Specialist shall make the necessary collateral contacts to document the applicant's statements. A signed ODHS 7341, Applicant/Recipient Authorization for Release of Information, should be obtained from the applicant before an inquiry. Once the release is received, verification which is obtained by phone must contain 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, and the name of the individual who obtained the verification. More stringent verification is required when PRC benefits and services involve a direct monetary gain by the applicant and opportunities for fraud are prevalent.

6140.21: 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 | Investment Income |
| Alimony and child support | Rental Income |
| Veterans Administration Benefits | OWF, DFA or Supplemental Security Income Workers |
| Compensation Benefits | Lump-sum payments (including tax refunds) |

Unemployment Benefits
Pension and Retirement Benefits

Strike Benefits

6140.22: Earned Income

Earned income is income in which the AG member must perform some type of labor or service to receive it. 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, less the cost of doing business
- Strike benefits if the striker is required to perform services in order to receive them
- Training allowance

6140.3: Resources

Applicants must use all available resources in excess of \$250.00 to meet the contingent need. Excess personal resources shall be combined with PRC to meet the contingent need. Examples of available resources include, but are not limited to:

- Cash on hand
 - Demand deposits accounts
 - Stocks, bonds and saving bonds
- Availability of personal resources does not preclude the use of PRC to meet the applicant’s need for benefits or services. Personal resources are not a factor when the service or benefit does not provide a direct financial benefit.

6140.4: Citizenship

In order to receive PRC benefits and services, a member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5506 (d) of Public Law 105-33 (the Balanced Budget Act of 1997). Reference Ohio Administrative Code 5101:1-2-30. Documentation of citizenship or alien status is required.

6140.5: Residence

PRC benefits and services are available to residents of Montgomery County. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period of time. Residence is also established by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment, whether or not currently employed. Documentation of residence is required.

6150: Community Resources

6150.1: Exploring Community Resources

The availability of resources within the local community shall be explored prior to the authorization of PRC. A PRC AG shall apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need.

6150.1: Exploring Community Resources (Continued)

Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of those resources that are available is necessary to determine if any other means within the community may meet or help meet the presenting needs. Local contracts with other entities may be initiated to provide services which may meet or help meet requested needs (i.e., planning transportation services). The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

6150.2: HEAP

PRC may not be authorized to prevent shut-off or restore utility service when HEAP is available.

6160: Program Integrity and Control**6160.1: Approval Process**

The approval of the Director or designee is required to authorize PRC assistance. The Job and Family Services Specialist shall investigate the circumstance presented on the application; secure sufficient verification and documentation to support the eligibility decision, and either deny the application for PRC or make a recommendation of approval to the unit supervisor. The unit supervisor will review the application and supporting verification/documentation. If the supervisor concurs with the recommendation to approve, the application package shall be forwarded to the Director or designee for a final evaluation. The Director or designee may concur with the decision to approve PRC or overrule the recommendation.

Note: Once a customer has been approved for PRC supportive services, any changes in his or her circumstances will not affect eligibility for the approved services.

MCDJFS reserves the right to deny PRC services to any applicant who has demonstrated a pattern of PRC misuse or abuse (actual or attempted). An application for PRC can also be denied for failure to meet the eligibility requirements, failure to cooperate and failure to verify employment. Submitting fraudulent documentation or failure to provide information needed to determine eligibility within (30) days of completing the application can result in a denial decision being made. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in OAC 5101:1-23-70.

The focus of the PRC program is to provide and authorize benefits and services within a specific date of the receipt of a signed application which is 30 days. A ten-day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with PRC application in an efficient manner. Of course, some emergencies may warrant a speedier disposition such as a utility shutoff or other emergency. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency

PRC notices must be in compliance with Chapter 5101:6 of the Ohio Administrative Code. Rules 5101:6-2-02 and 5101:6-2-03 of the Ohio Administrative Code set forth the requirements for issuing notice when an application for public assistance benefits including assistance under the PRC program, is approved or denied.

The applicant must have the opportunity to be heard in a state hearing or an administrative appeal. Pursuant to Section 5108.09 of the Ohio Revised Code, A PRC hearing decision is based upon the PRC program plan in effect at the time of the adverse decision, and the county department must provide a copy of the statement of policies and all amendments to the hearing officer.

6160.2: Records Retention

The application and any other information gathered during the eligibility determination process shall be kept in the ongoing OWF, Medicaid, and/or Food Assistance AG record. If the AG is not in receipt of ongoing OWF, Medicaid, and/or Food Assistance, a separate AG record should be maintained for the PRC application and related verifications. In addition, PRC benefits and services provided to non-custodial parents shall also be kept in a separate AG record.

Note: If a CDJFS contracts with a provider for issuance of benefits and services under the PRC program, the application responsibilities should be clearly addressed within the contract agreement. All PRC case documentation from the provider should be readily available for auditing purposes.

6160.3: ~~CRIS-E~~—All appropriate JFS systems

MCDJFS shall use the ~~CRIS-E~~ appropriate computer system to track PRC benefits and services received from county to county through the statewide clearance process. The ~~CRIS-E~~ appropriate application entry (ARAD) shall be used to register the AG, and the PRC driver (AEOEA) will record the manual issuance of benefits and services. MCDJFS shall assign sufficient staff to accomplish this goal. All PRC payments shall be made to a vendor according to the normal payment procedures and schedules in place at MCDJFS.

Note: PRC services such as those provided by Family and Children First's Early Start program, the School Readiness program, and such other services as the Ohio Department of Job and Family Services (ODJFS) may allow will be tracked and recorded through the ODHS 2827, Monthly Financial Statement.

6160.4: Scope of Benefits/Services

The attached chart, List of Services and Benefits, Appendix I, contains the scope of benefits and services provided under the MCDJFS PRC program. The chart also contains the assistance groups served, the economic need standards for the particular benefit/service, caps on benefits/services, and the targeted groups. The targeted groups are used to customize service delivery specific to the family's circumstances. The MCDJFS 223 must be completed for applicants who have an ADC/OWF overpayment. Background check, verification of insurance, and operators' license are required for auto repair. Receipt of PRC benefits and services from another county count against the cap for services or benefits in Montgomery County. Job and Family Services Specialists shall not determine eligibility for contracted or PRC-DR services unless specifically authorized to do so.



APPENDIX I

List of Services and Benefits

Monthly Federal Poverty Guideline (FPG) Measure
Effective January 22, 2015

Assistance Group	50% Monthly FPG	100% Monthly FPG	135% Monthly FPG	150% Monthly FPG	175% Monthly FPG	185% Monthly FPG	200% Monthly FPG	250% Monthly FPG	300% Monthly FPG	Annual FPG
Size										
1	491	981	1325	1472	1717	1815	1962	2453	2943	11770
2	664	1328	1793	1992	2324	2456	2655	3319	3983	15930
3	838	1675	2261	2512	2930	3098	3349	4186	5023	20090
4	1011	2021	2729	3032	3537	3739	4042	5053	6063	24250
5	1184	2368	3197	3552	4144	4380	4735	5919	7103	28410
6	1358	2715	3665	4072	4750	5022	5429	6786	8143	32570
7	1531	3061	4133	4592	5357	5663	6122	7653	9183	36730
8	1704	3408	4601	5112	5964	6304	6815	8519	10223	40890
9	1878	3755	5069	5632	6570	6946	7509	9386	11263	45050
10	2051	4101	5537	6152	7177	7587	8202	10253	12303	49210
11	2224	4448	6005	6672	7784	8228	8895	11119	13343	53370
12	2398	4795	6473	7192	8390	8870	9589	11986	14383	57530
13	2571	5141	6941	7712	8997	9511	10282	12853	15423	61690
14	2744	5488	7409	8232	9604	10152	10975	13719	16463	65850
15	2918	5835	7877	8752	10210	10794	11669	14586	17503	70010
16	3091	6181	8345	9272	10817	11435	12362	15453	18543	74170
17	3264	6528	8813	9792	11424	12076	13055	16319	19583	78330
18	3438	6875	9281	10312	12030	12718	13749	17186	20623	82490
19	3611	7221	9749	10832	12637	13359	14442	18053	21663	86650
20	3784	7568	10217	11352	13244	14000	15135	18919	22703	90810
21	3958	7915	10685	11872	13850	14642	15829	19786	23743	94970
22	4131	8261	11153	12392	14457	15283	16522	20653	24783	99130
23	4304	8608	11621	12912	15064	15924	17215	21519	25823	103290
24*	4478	8955	12089	13432	15670	16566	17909	22386	26863	107450

* For each additional person, add (4,160) to the Annual FPG

APPENDIX I

Prevention/Retention Service or Benefit Hard Services – Benefits having a cash value (e.g. rent payments)	CAP	Assistance Group	Economic Standard	Target Groups
<p>Contingency Benefits</p> <ul style="list-style-type: none"> • An emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, and marriage. • Emergency shelter or temporary housing • Eviction notices, delinquent rent, mortgage payments and foreclosures. - Delinquent rent is considered payment that is at least 30 days overdue - Legal fees must be directly associated with maintaining customer's residence. 	<p>Any number of individual payments during a 60-day period not to exceed \$750.00 per 12 month period.</p> <p>When added to other Contingency Benefits may not exceed \$1000.00 per 12 month period.</p> <p>The goal is to secure/retain permanent housing.</p>	<p>Parents with minor children & individuals living in their households</p> <p>Specified relatives, legal guardians and legal custodians with minor children & individuals living in their households</p> <p>Assistance groups with recent children reunification or relative placement by CSD</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p>	<p>Under-employed individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>
<p>Contingency Benefits</p> <p><u>Utility Services</u></p> <ul style="list-style-type: none"> • Prevent shut-offs or restore service • Purchase of bulk fuel for heating • Installation or repair of telephone (medically necessary) • No Initial Deposit, exception for victims of domestic violence 	<p>Any number of individual payments during a 60-day period not to exceed \$400 per 12 month period to meet a non-recurrent crisis or episode of need.</p> <p>When added to other Contingency Benefits may not exceed \$1000.00 per 12 month period.</p>	<p>Parents with minor children</p> <p>Specified relatives legal guardians and legal custodians with minor children & individuals living in their households</p> <p>Assistance groups with recent children reunification or relative placement by CSD</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p>	<p>Unemployed individuals</p> <p>Under-employed individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>

APPENDIX I

Prevention/Retention Service or Benefit Hard Services – Benefits having a cash value (e.g. rent payments)	CAP	Assistance Group	Economic Standard	Target Groups
<p><u>Family Disaster Assistance</u> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor and/or fire, flood, tornado.</p> <p>An emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, and marriage.</p> <ul style="list-style-type: none"> • Personal expenses (clothing) • Repair or purchase of furnace or water tank • Home repairs affecting basic structure (roof, plumbing, walls) Homeowners only • Repair or purchase of appliances (stoves, refrigerators, air conditioners, fans, washer/dryer) • Furniture (beds, mattress & box springs, kitchen table, chairs, etc.) 	<p>Any number of individual payments during a 60-day period not to exceed \$1,000 per 12 month period.</p> <p><u>Sub category cap: any combination of appliances, furniture \$500.00. When added to other family disaster assistance benefits must not exceed \$1,000.</u></p> <p>(Note: Purchase of air conditioning units must be accompanied by medical statement of need.)</p>	<p>Parents with minor children & individuals living in their households</p> <p>Specified relatives, legal guardians, and minor children & individuals living in their households</p> <p>Assistance groups with recent children reunification or relative placement by CSD or CSD referral on a case by case basis</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p>	<p>Families sustaining disaster related damage or loss upon disaster declaration by governor or referral from American Red Cross.</p> <p>Underemployed individuals</p> <p>Unemployed individuals</p>
<p><u>Transportation Services & Benefits</u></p> <ul style="list-style-type: none"> • <u>Bus passes includes school age children</u> • Van shuttle services • Driver's education classes • Taxi (Domestic Violence, Approved by Deputy Director or Designee) 	<p>No cap on transportation services (As needed) <u>School bus passes are dependent upon set aside funding.</u></p> <p><u>One Drivers Ed. Class lifetime</u></p>	<p>Parents with minor children</p> <p>Specified relatives legal guardians and legal custodians with minor children & individuals living in their households</p> <p>Assistance groups with recent children reunification or relative placement by CSD</p>	<p>200% of FPL (Services are contingent upon Federal and State funding)</p>	

APPENDIX I

Prevention/Retention Service or Benefit	CAP	Assistance Group	Economic Standard	Target Groups
<p>Hard Services – Benefits having a cash value (e.g. rent payments)</p> <p><u>Car Repairs</u></p> <ul style="list-style-type: none"> • Vehicle must be AG's sole means of transportation. • Two estimates are required. • -Must present valid driver's license and proof of liability insurance • Applicant must show proof of ownership by presenting a copy of registration, title or lease agreement. The title/lease of the applicant's car must be in their name for a minimum of ninety (90) days. • Repairs made to the car are limited to those needed to make the vehicle operable. • If the repair cost exceeds \$1,000, client must provide written documentation from the vendor that arrangements have been made for the payment of balance of the amount due. • Repairs are not subject to sales tax. No payment of tax will be made by the client or MCDJFS when MCDJFS is paying the bill. • Customary Warranty from the Vendor must be a minimum of thirty (30) days. 	<p>Lowest of 2 estimates, not to exceed \$1,000 per 12 month period (estimate must be verified with vendor)</p>	<p>Parents with minor children Specified relatives, legal guardians and legal custodians with minor children & individuals living in their households Non-custodial parent who resides in Montgomery County</p>	<p>200% of FPL (Services are contingent upon Federal and State funding)</p>	<p>Employed individuals who have been employed at least 30 days Unemployed individuals in an approved education or training program geared towards self-sufficiency for at least 30 days Domestic Violence Victims</p>

APPENDIX I

Prevention/Retention Service or Benefit Hard Services – Benefits having a cash value (e.g. rent payments)	CAP	Assistance Group	Economic Standard	Target Groups
<p><u>Work Activity Child Care</u></p> <ul style="list-style-type: none"> ● Intake OWF Applicant ● Assigned to Job Search / Job Readiness Program 	<p>One time authorization not to exceed \$1,000.00</p>	<p>Parents with minor children Specified relatives, legal guardians and legal custodians with minor children & individuals living in their households</p>	<p>OWF Eligible</p>	<p>OWF Applicant</p>
<p><u>Child Welfare Services – Contingency Benefits</u> An emergency need that threatens the health, safety or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and marriage. Emergency shelter or temporary housing Personal expenses (school clothing, winter coats, child restraint seats) Home repairs affecting basic structure (roof, plumbing, walls) Repair or purchase of appliances (stoves, refrigerators, air conditioners, fans, washer/dryer) Furniture (beds, mattress and box springs, kitchen table, chairs) Eviction notices, delinquent rent, mortgage payments and foreclosures. When added to other contingency benefits must not exceed \$1,500. - Delinquent rent is considered rent that is over 30 days overdue</p>	<p>Sub category cap: any combination of appliances, furniture \$500.00. When added to other family disaster assistance benefits must not exceed \$1,500. Amount of PRC funds for Assistance Group with child re-unification or relative placement not to exceed \$1,500 in a 3 year period. (Note: Purchase of air conditioning units must be accompanied by medical statement of need.) Any number of individual payments during a 60-day period not to exceed \$1500.00 per 12 month period. The goal is to secure/retain permanent housing.</p>	<p>Assistance groups with recent children reunification or relative placement by MCDJFS- CSD. Parents with minor children & individuals living in their households Specified relatives with minor children & individuals living in their households Assistance groups with recent children reunification or relative placement by CSD. Parents or specified relatives with minor children & individuals living in their households.</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p>	<p>Families with children at risk of abuse or neglect</p>

APPENDIX I

Prevention/Retention Service or Benefit	CAP	Assistance Group	Economic Standard	Target Groups
<p>Soft Services – Services without cash value (e.g. job training and education, after-school programs, etc.)</p>				
<p><u>Child Welfare Services</u></p> <ul style="list-style-type: none"> • Family counseling • Vocational and education counseling • Respite care (excludes CSD custody) • Screen families who have been sanctioned from OWF for risk of child abuse or neglect to provide case management services designed to eliminate barriers to compliance • Family preservation and reunification classes • Domestic violence services 	<p>Contracted Services limited to amount under contract</p>	<p>Parents with minor children & individuals living in their households</p> <p>Specified relatives with minor children & individuals living in their households</p>	<p>200% of FPL (Services are contingent upon Federal and State funding)</p>	<p>Families with children at risk of abuse or neglect</p>
<p><u>Work Support / Retention Services and Benefits</u> Job Mentoring, Money Management classes, Counseling, Legal Services, Peer Support and Mediation</p>	<p>Contracted Services limited to amount under contract</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents.</p>	<p>200% of FPL (Services are contingent upon Federal and State funding)</p>	<p>Newly employed individuals</p> <p>Unemployed individuals</p> <p>Homeless and under-employed individuals</p>
<p>Subsidized employment (maximum not to exceed \$6,000.00 or 6 months)</p>	<p>Once every 3 years Contracted Service limited to amount under contract</p>			
<p>Job Retention Bonus (\$500 after 6 months of steady employment)</p>	<p>Once every 5 years Contracted Service limited to amount under contract</p>			

APPENDIX I

Prevention/Retention Service or Benefit Soft Services – Services without cash value (e.g. job training and education, after-school programs, etc.)	CAP	Assistance Group	Economic Standard	Target Groups
<p><u>Work Support / Retention Services and Benefits</u></p> <p>Employment subsidy (to offset work expenses, full time employment) 12 months lifetime limit</p>	<p>Up to \$240 per month, limited to 12 months of full time employment.</p> <p>Contracted Service limited to amount under contract</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents.</p>	<p>200% of FPL (Services are contingent upon Federal and State funding)</p>	<p>Newly employed individuals</p> <p>Unemployed individuals</p> <p>Homeless and under-employed individuals</p>
<p>Supplies for new job (mechanics tools, beautician equipment, etc.)</p>	<p>Non-recurrent short term benefits: amount needed per episode up to \$1,000 per 12 month period (once every 5 years)</p>			

APPENDIX I

<p>Prevention/Retention Service or Benefit Soft Services – Services without cash value (e.g. job training and education, after-school programs, etc.)</p>	<p>CAP</p>	<p>Assistance Group</p>	<p>Economic Standard</p>	<p>Target Groups</p>
<p><u>Job Search / Job Readiness Services and Benefits</u></p> <ul style="list-style-type: none"> • Job readiness assessments (vocational, literacy, etc.)* • Job readiness training (work habits, attitude, dress, literacy, tutoring)* • Adult Basic Education & GED preparation* • Pre-employment testing and drug testing* • Training for women in non-traditional jobs (construction, machining, etc.)* • Testing for state licenses, board certification, commercial driver's license, Money management classes* • Occupational training such as computer literacy & hotel work, etc.* • Short-term education expenses (books, manuals, tuition) • Suitable attire for job interviews • Employment Training 	<p>Contracted Services, Limited to amount under contract</p> <p>Non-recurrent short term benefits: Amount needed for one class per episode per 12 month period not to exceed \$5,000 per class. Assistance Group must meet suitability guidelines per episode.</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p> <p>Individuals unable to find self-sufficient employment</p> <p>Must have applied for financial aid, if available for the selected training program.</p> <p>Is unable to obtain other grant assistance for training or requires assistance beyond the funding made available through other grant programs.</p>	<p>Recently employed individuals</p> <p>Under employed individuals</p> <p>Individuals between jobs</p> <p>Individuals who are unemployed</p> <p>Individuals are required to have at least the minimum skills and qualifications required to successfully complete the selected training program.</p> <p>Individuals with no marketable skills in a demand occupation</p> <p>Has developed a career plan and, after training, will have the skills necessary to obtain career path employment</p>

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Prevention/Retention Service or Benefit	CAP	Assistance Group	Economic Standard	Target Groups
<p>Soft Services – Services without cash value (e.g. job training and education, after-school programs, etc.)</p> <p><u>Pregnancy Prevention Services</u></p> <ul style="list-style-type: none"> • Teen peer support group • Pregnancy prevention counseling • Family planning services, abstinence education 	<p>Contracted Services limited to amount under contract.</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p>	<p>Without regard to income (Services are contingent upon Federal and State funding)</p>	<p>Pre-teens, teenagers, unmarried adult women</p>
<ul style="list-style-type: none"> • Transportation for youth to employment opportunities at King's Island 	<p>Contracted Services limited to amount under contract.</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p>	<p>Without regard to income (Services are contingent upon Federal and State funding)</p>	<p>Pre-teens, teenagers</p>
<p><u>Prevention/Intervention Services:</u></p> <ul style="list-style-type: none"> • Case Management/referral services • Tutoring and mentoring services • Truancy prevention and School Readiness • Developmental/Behavioral health outreach; education and counseling services • Respite, care-giver support and alternative prevention options • Violence prevention 	<p>Contracted Services limited to amount under contract</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p>	<p>Unemployed individuals</p> <p>Under-employed individuals</p> <p>Families with at risk youth</p>

APPENDIX I

Prevention/Retention Service or Benefit Soft Services – Services without cash value (e.g. job training and education after-school programs, etc.)	CAP	Assistance Group	Economic Standard	Target Groups
<p><u>Prevention/Intervention Services:</u> Media campaigns & telephone hotlines, designed to prevent or mitigate substance abuse and the effects of mental illness, developmental disabilities, family violence, and/or meet one of the four TANF goals. Can reasonably be expected to aid families to maintain or secure employment, care for children in their own home or the home of a relative, promote education, work, and training, prevent out of wedlock births, promote 2-parent families, work, and marriage.</p>	<p>Indirect service. Media campaign, telephone hotline. Contracted & in house programs limited to amount under contract, Purchase Orders.</p>	<p>None</p>	<p>None (Services are contingent upon Federal and State funding)</p>	<p>Families, minor children Non-custodial parents</p>
<p>Community and Economic Development involving collaboration of community stakeholders, including employers as well as economic development professionals, to benefit the local economy and TANF eligible families. Initiatives will meet one or more of the four goals of TANF.</p>	<p>Indirect service. Economic development activities. Contracted & in house programs limited to amount under contract. Purchase orders.</p>	<p>None</p>	<p>None (Services are contingent upon Federal and State funding)</p>	<p>Families, minor children Non-custodial parents</p>
<p><u>Adult Literacy and Child Read Program</u> Services designed to improve literacy skills of adults and children.</p>	<p>Contracted Service limited to amount under contract.</p>	<p>Families with minor children Specified relatives with minor children</p>	<p>200% of FPL (Services are contingent upon Federal and State funding)</p>	<p>Families with limited literacy skills</p>

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<p><u>Youth Works Program</u></p> <ul style="list-style-type: none"> To provide basic educational and social skills enhancement plus subsidized employment and training for at-risk youth. <u>May include up to \$350 per month employment subsidy.</u> (See MCDJFS Youth Program Appendix IV) 	<p>Suitability test applies. (6110.4) In house service. Limited to the amount and number designated.</p>	<p>Parents with minor children Specified relatives with minor children</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p>	<p>Minor children ages <u>14 to 17</u></p>
<ul style="list-style-type: none"> Youth Works Earn-a-Computer (See MCDJFS Youth Program Appendix IV) 	<p>Suitability test applies. (6110.4) In house service. Limited to the amount and number designated.</p>	<p>Parents with minor children Specified relatives with minor children Parents with minor children</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p>	<p>Minor children ages <u>13 to 17</u></p>
<ul style="list-style-type: none"> Montgomery County Out of School Youth Project (HB 94) 	<p>Contracted service limited to amount under contract.</p>	<p>Specified relatives with minor children</p>	<p>200% FPL (Services are contingent upon Federal and State funding)</p>	<p>At risk youth ages <u>14 to 17</u></p>
<p>Ohio Departments of Education and Job & Family Services After school Programs</p>	<p>Contracted Services limited to amount under contract</p>	<p>Parents with children kindergarten through grade 12 Specified relatives with children kindergarten through grade 12</p>	<p>200% of FPL</p>	<p>Students kindergarten through grade 12</p>

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Prevention/Retention Service or Benefit	CAP	Assistance Group	Economic Standard	Target Groups
<p>Soft Services – Services without cash value (e.g. job training and education, after-school programs, etc.)</p> <p><u>TANF Subsidized Summer Employment Program for Youth Allocation</u></p> <p>Services provided by the plan may include:</p> <ol style="list-style-type: none"> 1. Payments to employers for wages and fringe benefits (excluding health benefits). 2. Payments to third parties to administer the program. 3. Recruitment and development of employers for the program. 4. Other ancillary services that are offered by the employer to the subsidized employment participants including: <ol style="list-style-type: none"> a. Work-related items such as uniforms, tools, licenses or certifications. b. Case management activities related to the program. c. Job coaches and mentors. 5. Worker compensation expenses. 6. Federal insurance contributions act (FICA) tax. <p>Service under other sections of the PRC plan that are currently being funded from the regular TANF allocation may be funded by the TANF Subsidized Summer Employment Program for Youth Allocation, if applicable, until the TANF Subsidized Summer Employment Program for Youth Allocation is exhausted</p>		<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents</p>	200% FPL	Unemployed youth between the ages of 17 and 24.

APPENDIX II

Assistance Groups

In Ohio, all families are served through defined **assistance groups**. Assistance groups participating in the OWF program are defined differently from those obtaining services under the PRC program. The OWF assistance group is established by administering rule and, generally, is more restrictive than PRC in terms of who may be included in the assistance group. The logic for creating an OWF assistance group is defined within the CRIS-E System. Generally, a person can only be in one assistance group to receive OWF assistance payments. A county may serve OWF assistance groups that overlap with PRC assistance groups.

Assistance Group Composition

PRC benefits and services for purposes 1 and 2 of TANF are available to a family assistance group which includes a minor child or pregnant individual as defined in ORC 5108.01 and 5108.06. PRC benefits and services are also available to the non-custodial parent of a minor child who lives in the county but does not live in the same household of the minor child. Counties can opt to provide PRC benefits and services to a non-custodial parent of a minor child who lives in the state.

At a minimum, an eligible family must consist of a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian (or consist of a pregnant individual). No family is eligible for PRC benefits and services unless the family includes a minor child who **resides** with the parent, caretaker relative, legal guardian or legal custodian. PRC benefits and services may also be provided to a pregnant individual with no other minor children.

A child may be “temporarily absent” from the home in accordance with the time frames established in OAC 5101:1-3-04 and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian or legal custodian. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family’s ability to achieve economic self-sufficiency.

The exception to the above assistance group composition requirement is that for purpose 3 of TANF, pregnancy prevention services will be available to families with children as well as to childless individuals. As already discussed, neither purpose 3 nor purpose 4 is limited to needy families or individuals. A county could use federal TANF funds (but not MOE), under PRC to serve non-needy families or individuals for either of these two purposes.

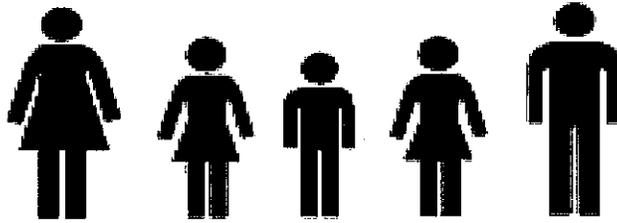
The assistance group composition for a specific benefit or service is reflected in the chart. “State Model: List of Services & Benefits.” found in Appendix A. All of the benefits and services in the chart are meant to meet purposes 1 and 2 of TANF, with the exception of pregnancy prevention services which are provided to meet purpose 3 of TANF.

County agencies may create several categories of PRC assistance groups to receive different benefits and services. County agencies may create PRC assistance groups so that benefits, services and expenditure limits are applied differently to different PRC assistance groups. In addition, a child can be connected to more than one assistance group receiving PRC.

Below are examples of multiple assistance groups and discussion of county options in creating and serving PRC assistance groups. The examples include overlapping PRC and OWF assistance groups. These examples are designed to convey various scenarios of multiple assistance groups but do not exhaust all the potential arrangements.

Figure 1

Mother and three children in an OWF Assistance Group.
One child and non-custodial father in PRC Assistance Group.

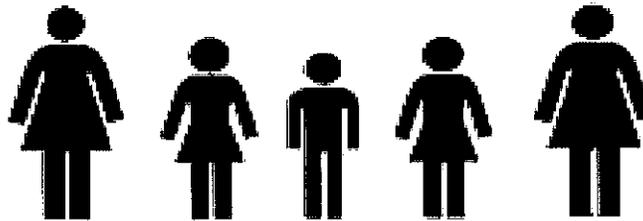


OWF AG (Mom & 3 Children)

PRC AG (Dad & 1 Child)

Figure 2

Children in temporary custody and living with grandmother
while their mother remains in open OWF assistance group.



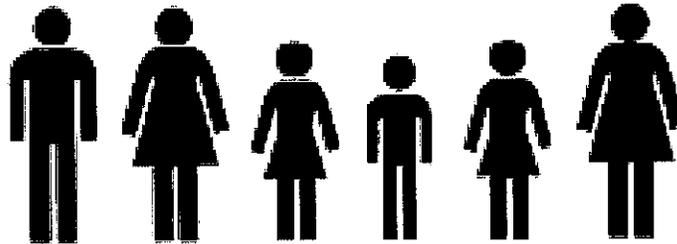
PRC AG (Grandmother & Children)

OWF AG (Children Only)

OWF AG (Held open while Children in placement)

Figure 3

Grandmother with three children in her OWF Assistance Group.
Mother and three children in PRC Assistance Group.
Non-custodial father and one child in PRC Assistance Group.



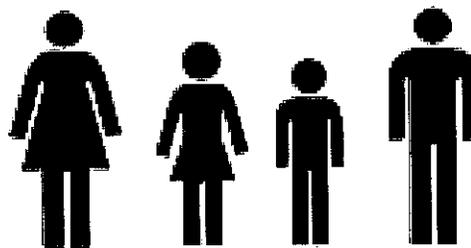
OWF AG (Grandmother & Children)

PRC AG (Mom & Children)

PRC AG (Dad --- & 1 Child)

Figure 4

Custodial father with two children in PRC Assistance Group.
Non-custodial mother in PRC Assistance Group.

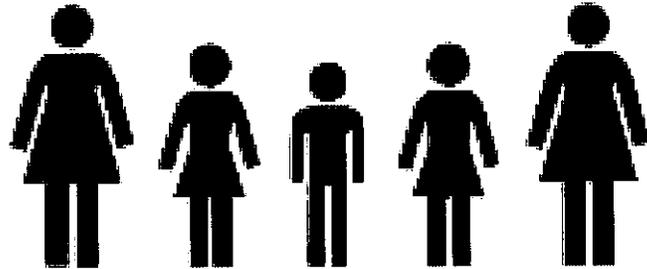


PRC AG (Custodial Dad & 2 Children)

PRC AG (Non-Custodial Mom & 2 Children)

Figure 3

The children live at home with mother.
Grandmother lives in the home.



OWN AG (Mom & Children)

PRC AG (Mom, Children & Grandmother)

APPENDIX III

Applications, Notices and Agreements

MONTGOMERY COUNTY PREVENTION, RETENTION, AND CONTINGENCY PROGRAM APPLICATION

Name of Applicant	Street Address	Case Number
SSN	City, State, Zip	Phone number where you can be reached

Parent/guardian name, if applicant is a minor: _____

Is Applicant a non-custodial parent? Yes No

Complete the chart below for anyone living in your home, including yourself. You are required to verify all income and liquid resources (i.e., bank accounts, CDs, stocks, bonds, etc.) for all members of your household.

Name	Relationship to Applicant	Age	Place of Birth	Source of Income	Monthly Amount of Income	Type of Liquid Resource	Amount of Resource
1					\$		\$
2					\$		\$
3					\$		\$
4					\$		\$
5					\$		\$
6					\$		\$
7					\$		\$
8					\$		\$

List any household member(s) who is NOT a U.S. citizen: _____

Explain what goods you need and provide an estimated cost.

Explain how meeting this need will help your family.

Complete the chart below regarding other agencies you have contacted to help you with this need.

Agencies you have contacted to help you with this need.	Was this agency able to help?		If this agency helped you explain how If this agency did not help you explain why not
	YES	NO	

My signature below affirms that the above information is true to the best of my knowledge, that I do not have the resources to meet this need, and that I will not seek additional ongoing OAF cash assistance.

Signature of Applicant or Parent/Guardian	Date
---	------

Prevention, Retention, and Contingency Program (PRC) Worksheet

FOR AGENCY USE ONLY

Check each individual for prior issuance history on SFPR, IQAP, IQEL, and IQIG. Result of review _____

Household member(s) excluded from PRC AG and reason for exclusion. NOTE: Lives excluded because they have been determined to derive no benefit from the PRC payment, the income and resources of excluded individuals are countable but their assets are not included in the FPG standard. (See PRC AG Table.)

Name of excluded household member	Reason for Exclusion
1	
2	
3	

Income:

Source	Total	Reduction		Amt. Available	Verification	
		Code*	\$			
1.	\$		\$	\$		
2	\$		\$	\$		
3	\$		\$	\$		
4.	\$		\$	\$		
5.	\$		\$	\$		
* Reduction Codes				Total Available	\$	

- A - Income earned by a minor child
- B - Student financial aid not payable in cash to the student and retained by the educational institution to defray educational expenses.
- C - The value of supplies and materials used in self-employment activities.

Number of PRC AG Members _____

Compare Total Income to 50%, 100%, 175%, 200%, 250%, or 300% of the Federal Poverty Guideline.

Does Applicant receive benefits under a Federal needs-based program (i.e., OWE, FS, Medicaid, HUD, etc.)? Yes No
 If yes, there is no need to compare income to FPG. Name program: _____

Application of Personal Resources:

Liquid Assets	_____	Total Presenting Needs	_____
Less Amounts for Payments due	-	Available Resources	-
Subtotal	- \$ 250	Potential PRC Payment:	<input type="text"/>
Available Resources	_____		

<input type="checkbox"/> Recommendation of PRC Approval: Signature of Eligible Determiner _____ Date _____	If Shopper is required, specify name: <input type="checkbox"/> Concur <input type="checkbox"/> Override Reason _____
	Signature of Supervisor _____ Date _____ <input type="checkbox"/> Concur <input type="checkbox"/> Override Reason _____ Signature of Director or Designee _____ Date _____

60 day PRC assistance period:
 From: _____ To: _____

Resource Provided	Approval Date	Amount Approved	Vendor's Name and Address
		\$	
		\$	
		\$	
Total		\$	

Attach additional pages if necessary.

<input type="checkbox"/> Denial of PRC. Reason for Denial (including citation of applicable PRC regulation(s))		
Signature of Eligible Determiner _____	Date _____	Date MCD, PS 9530-C must be

Montgomery County Department of Job and Family Services Service Application

Name of Adult Applicant	Current Address		Date Completed
Phone Number	City, State, and Zip Code	OWF Case Number	
Employment Status	Actual Hourly Rate	Hours Worked per Week	Hours Worked per Week

Please indicate what service or program you are applying for: _____ Is the applicant a non-custodial parent? Yes No

Do any household members meet the following?	YES	NO	List household members (name)
1. Application is for a single individual, unless the individual is pregnant or a non-out-of-state parent.			
2. Applicant is for medical services other than pre-pregnancy family planning services.			
3. An AG member is not a United States citizen.			
4. An AG member has an outstanding responsibility for OWF under PFD assistance received from OWF.			

Please indicate the highest grade you have completed: _____ Are you currently enrolled in school? Yes No If yes, where? _____

The following information must be provided for everyone living in your home. Your case manager will discuss this information with you and will eliminate any information that we do not need. Please include all non-custodial children in the chart below.

Name	Sex	Relationship To Applicant	Date of Birth	Marital Status	Social Security Number	MS Number	US Citizen	OWF Program	OWF Eligibility	Check the horizontal boxes if any benefits currently received by any household member listed
	MF	SELF					Y/N	Y/N		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										

By signing below, I attest that the above information is true and correct; to the best of my knowledge and belief. I understand that this information is subject to verification, and I give my permission to _____ and MCDJFS to verify my eligibility and to share information with service providers.

Date _____

Signature _____

If under 18, Legal Guardian or Parent Signature is required

Notice of Action Taken on Your Application For the Prevention, Retention, and Contingency (PRC) Program

Name
Street Address
City, State, and Zip Code

Assistance Group Name	
Assistance Group Number	Program
County MONTGOMERY	Mailing Date

This notice is to tell you that your application for the Prevention, Retention, and Contingency Program (PRC) dated _____

has been denied because: _____

has been approved for the period beginning _____ and ending _____ in the amount of \$ _____ for:

The regulations supporting this decision are: _____

If you do not understand this notice or want to talk to someone about it, you may call:

Caseworker	District/ID	Telephone Number

Your Right to a State Hearing

This notice is to tell you about action we are taking on your case. If you do not understand this action, you should contact your caseworker. After discussing the reasons for the action with your caseworker, it is possible that we will change our decision or that you will agree with the action.

If you do not agree with the action, you have a right to a state hearing. A state hearing lets you or your representative (lawyer, welfare rights worker, friend, or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons. A hearing officer from the Ohio Department of Job and Family Services will decide who is right.

If you want a hearing, we must receive your hearing request within 90 days of the mailing date of this notice. You do not need to return this form if you agree with the action.

If someone else makes a written hearing request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

If you want information on how legal services but do not know the number of your local legal aid office, you can call the Ohio State Legal Services Association, toll free, at 1-800-568-5828, for the local number.

If you want a state hearing, check one of the boxes below, sign and date this form, and send it to the Ohio Department of Job and Family Services, State Hearings, P.O. Box 162325, Columbus, Ohio 43218-2625.

- I want a county conference and a state hearing on this action.
- I want a state hearing only.

I want a hearing:

Signature	Date	Telephone number

If you have been approved for Prevention, Retention, and Contingency (PRC) services, you may be eligible for Food Stamp benefits. Please contact your County Department of Job and Family Services (CDJFS) if you wish to apply for Food Stamps. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your Food Stamp eligibility is determined. In addition, the CDJFS may need to request additional verification to determine eligibility for the Food Stamp program.

**TRANSITIONAL MEDICAID
AND
PREVENTION, RETENTION, & CONTINGENCY (PRC)**

INVESTIGATION & RECOVERY INQUIRY

Case Name		Case Number		SSN	
To	From	UNID	Phone	Date	

The above case name is potentially eligible for:

- Transitional Medicaid provided no assistance group member has committed OWF or Medicaid fraud within the 6 month period prior to becoming ineligible for OWF cash assistance. The fraud determination must have resulted in a conviction by a court of competent jurisdiction.
- PRC benefits provided that no assistance group member
 - has an outstanding OWF or PRC fraud overpayment balance
 - has been found to have fraudulently misrepresented residence in two or more states in order to receive OWF or PRC in the past ten years.

(Ank and Family Services Specialist should first check BVIC with the individuals' Social Security numbers to see if there are any overpayment claims.)

Please check to see if there have been any convictions on the persons listed below and indicate the date of the conviction or if there is any outstanding IPV overpayment balance and indicate the amount:

	ASSISTANCE GROUP NAME(S)	DATE CONVICTED	AMOUNT OF IPV OVERPAYMENT BALANCE
1			
2			
3			
4			
5			
6			
7			
8			

- Check box if an assistance group member has been convicted or fraudulently receiving OWF, PRC, or Medicaid.
- Check box if an assistance group member has an outstanding OWF or PRC IPV fraud overpayment balance.
- Check box if an assistance group member has been found to have fraudulently misrepresented residence in two or more states in order to receive OWF or PRC benefits in the past ten years.

Signature of I&R Staff	Date Received	Date Returned
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Added Operating Procedures – PRC Application and Processing

**Added Operating Procedures – PRC Application and Processing
Contracted/Vendor Applications**

PRC Soft Service Application Process

MCDJFS 9630-G Customer PRC Checklist

MCDJFS 9632-B PRC Expense/ Budget Worksheet

SUBJECT: PRC Application and Processing
 DOCUMENT NUMBER: SS.CA-004(D)
 REGULATIONS: _____
 EFFECTIVE DATE: 10/1/13
 APPROVED BY: Administrative Council
 NEW: _____ REPLACEMENT: X
 REVIEW DATES: 1/09; 6/11; 9/13
 REVIEW DUE DATE: 9/2015
 PREVIOUS DOCUMENTS: SS.CA-004(C)

Social Services and
 Income Support
 Operating
 Procedures

Overview:

This document establishes the procedures for Red A, Job and Family Service (JFS) Specialists and Investigation/Recovery staff in the processing of PRC applications. Please consult the PRC program regulations in the ODJFS Cash Assistance Manual, Chapter 2000 prior to determining eligibility.

The PRC program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient.

The PRC standard of promptness is to provide and authorize benefits and services within ten (10) days of the receipt of a signed and dated application. The ten day standard of promptness is a time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner.

Process:

The following explains the PRC application tracking process:

STAGE	DESCRIPTION
1	Blank PRC applications (MCDJFS #9630-D) are printed to include Inventory Control Numbers in the lower right corner of the front page. The Stockroom maintains inventory control of the applications. The Unit is assigned a series of blank PRC applications by the Stockroom. The supervisor will sign off on the inventory control sheet for a new supply of PRC applications when needed. There is no other supply of PRC applications within the agency.
2	Each Unit must track all PRC applications by utilizing the Inventory Control Number and the PRC log for their unit. An application must be completed while the customer is in the agency. The applications are not mailed out. Customers may not take the applications out of the agency.

3	<p>The Supervisor accounts for all applications within the Unit and takes the necessary actions to ensure that the JFS Specialists complete the application process within ten days of receipt of a signed application.</p> <p>NOTE: The denial of a PRC application due only to the expiration of the ten day period is not an acceptable eligibility determination practice.</p>
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Procedure:

The following is the procedure used for processing a PRC application:

WHO	STEP	ACTION
Red A	1	<p>Gives the customer a PRC packet which includes the PRC budget sheet (MCDJFS 9632-B) and PRC questionnaire and PRC customer Checklist (MCDJFS 9630-G).</p> <p>Assigns customer to a worker via round robin through Compass Appointments. If the customer is unable to stay for the interview, he/she must be scheduled an appointment within two days.</p> <p>Accepts requested documents including original invoices for the PRC processing from the customer and places them in hanging folders by unit number at RED A.</p>
JFS Specialist	2	<p>Reviews the PRC budget sheet with the customer to ensure accuracy. Makes sure that the budget sheet is signed by the customer.</p> <p>Signs out the PRC application (MCDJFS 9630) from their supervisor and ensures completion of page 1 by the applicant.</p> <p>Gives a check list if necessary and stresses to the applicant that we can only accept original invoices (e.g. car repair estimates, utility bills, receipts, past due rent notices, etc.).</p> <p>Processes the PRC application within ten days of receipt.</p> <ul style="list-style-type: none"> • For denials, a driver does not have to be started, and the case can be denied on ARAD (CRIS-E Address Registration). <p>Note: The denial of a PRC application due only to the expiration of the ten-day period is not an acceptable eligibility determination practice. If the PRC application cannot be processed within ten days because the customer is working to secure needed verifications the application should be processed within thirty days of receipt.</p>

	3	Checks each individual for prior issuance history on CRIS-E screens: <ul style="list-style-type: none"> • SFPR (PRC Check/Services Entry), • IQAP(Assistance Group Profile), • IQEL (Individual Eligibility History) and • IQIG (Individual General Information). Annotates results on page 2 of MCDJFS #9630-D.
	4	Obtains necessary documentation of income, resources and need.
	5	Completes worksheet (page 2 on MCDJFS #9630-D).
	6	Checks Benefit Recovery Claim by Individual (BVIC), with customer's SSN, for any overpayment claims. If there are any claims, hand delivers MCDJFS #223, Transitional Medicaid and PRC Investigation & Recovery Inquiry, to the Investigation/Recovery Unit. This is to verify that no Assistance Group (AG) member has an outstanding OWF or PRC fraud overpayment balance or has been found to have fraudulently misrepresented residence in order to obtain cash assistance in two or more states in the past ten years. If there are no claims, screen prints the CRIS-E response "No claims exist for this recipient or SSN" and attaches to the PRC packet.
	7	Checks with CSEA to verify current cooperation of non custodial parents and clearly dictates results in CLRC or ARRC. CLRC or ARRC notes should be attached to PRC packet before submitting for second and third level approval.
Investigation/ Recovery Staff	8	Upon receipt of MCDJFS #223, completes form and returns to requesting worker.
JFS Specialist	9	Upon receipt of the MCDJFS #223 from Investigation/Recovery, prepares application, attaches all pertinent verifications, and reviews application for completeness (no whiteout is to be used and all changes have been crossed out and initialed). Submit to supervisor for review. All determinations of approvals must be completed within the guidelines of PRC policy and procedures.
Supervisor Second Level Reviewer	10	Reviews applications for proper documentation, completeness of application. Any discrepancies are returned to the JFS worker for corrections. If application is correct complete second level approval and take to Third Level and sign it in.
Quality Improvement Unit Third Level Reviewer	11	Reviews application for approval or correction. If correct, signs off on it and notifies supervisor for pick up.

JFS Specialist	12	<p>Hand delivers PRC packet to Investigation/Recovery for processing and date stamps.</p> <p>For Approvals, the simplified packet must include:</p> <ul style="list-style-type: none"> • Original copy of Notice of Action Taken, MCDJFS #9630-C; Attach two copies to the packet. Do not mail the notice to the customer. • Original application and worksheet, MCDJFS #9630-D; • MCDJFS #223 or BVIC screen print • Necessary verifications must be originals only. (i.e. original bills, original estimate, invoices, foreclosure notices, landlord statements and required co-payments) Scanned documents, faxes, or collateral contacts will not be accepted. • For PRC approvals for past due rent/evictions an MCDJFS 9634 Repayment Agreement for Rent Payments must also be included. <p>Scan the entire approval packet including verifications (i.e. employment verifications) to OnBase after authorization process has been completed.</p> <p>NOTE: Do not make promises to customers or providers regarding whether and how quickly payments will be generated.</p> <p>For Denials:</p> <ul style="list-style-type: none"> • Scan the original packet to OnBase • Mail Notice of Action Taken MCDJFS #9630-C • Submit the entire PRC packet to the Investigation/Recovery Unit.
Investigation/ Recovery Staff	13	<p>Approvals:</p> <ul style="list-style-type: none"> • Processes the paperwork to issue a voucher to the customer. • Accesses the AEOEA driver to update SFPR and creates a record of the issuance in CRIS-E. Returns to AEWAA and enters a reapplication date. • Mails the PRC voucher, a return envelope stamped Fiscal, a request for taxpayer identification and certification, and MCDJFS #9632-D PRC Voucher Instructions to the customer. • Forwards approved intents for payment to the appropriate utility companies. • Mails the Notice of Approval with the voucher and then sends entire PRC packet to Fiscal. • Investigation/Recovery staff will sign off on approved PRC mortgage vouchers and forward them to fiscal. • Records the approval in a separate (non CRISE) database

	13a	Denials: Records the denial in a separate (non-CRIS-E) database.
	13b	Runs and distributes a monthly report of all PRC approvals and denials by the fifth of the following month.

SUBJECT: PRC Process & Procedures for
Contracted/Vendor Applications
DOCUMENT NUMBER: SSIS.PS-001(C)
REGULATIONS: _____
EFFECTIVE DATE: 4/24/13
APPROVED BY: Administrative Council
NEW: _____ REPLACEMENT: X
REVIEW DATES: 12/06; 1/09; 4/13; 3/15
REVIEW DUE DATE: 3/2017
PREVIOUS DOCUMENTS: JC.PS-001(B)

Social Services &
Income Support
Operational Procedure

Overview:

The Prevention, Retention and Contingency (PRC) Program was created to serve low income families who may or may not currently receive OWF cash assistance. It is a tool to encourage families to attain and retain employment, prevent dependency and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low income families through ongoing services and/or one-time cash payments so that they do not need OWF cash assistance.

Four Purposes of the TANF Program:

The PRC program includes non-recurrent short-term, crisis-oriented benefits and ongoing services that are directly related to the four purposes of the TANF program:

- To provide assistance to needy families so that children may be cared for in their own homes or in the home of a relative;
- End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;
- Encourage the formation and maintenance of two parent families.

Assistance Group Definition:

Assistance group (AG) is the technical term used to describe families. PRC benefits and services are available to a family AG which includes a minor child or pregnant individual. PRC benefits and services are also available to the non-custodial parent of a minor child. The non-custodial parent must live in the county, but not live in the same household as the minor child.

TANF Definition of Assistance:

For PRC, counties may not provide any activity, service or benefit that extends beyond four months and that falls within the TANF definition of assistance.

The term "assistance" includes cash, payments, voucher and other forms of benefits designed to meet a family's ongoing basic needs (i.e. for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses).

It includes such benefits even when they are provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and conditioned on participation in work experience or community service (or any other work activity).

It includes supportive services such as transportation and child care provided to families who are employed.

Economic Need:

Eligibility for benefits and/or services under PRC is dependent upon economic need. An AG may meet the eligibility criteria of economic need by one of two ways. Verification or documentation of these eligibility factors is required.

- Enrollment in a means-tested program, such as Food Stamps, Medicaid, OWF, DFA, or other federal means-tested programs; or
- Families that have income equal to or less than the need standard for specific service or need as defined in Appendix I of MCDJFS PRC Plan.

Types of PRC Services:

Hard services have cash values that are provided to clients, e.g. car repairs, appliances, furniture, home repairs affecting basic structure (roof, plumbing, walls).

Soft services are those without cash value, e.g. pregnancy prevention services, developmental services, case management, counseling.

Procedures:

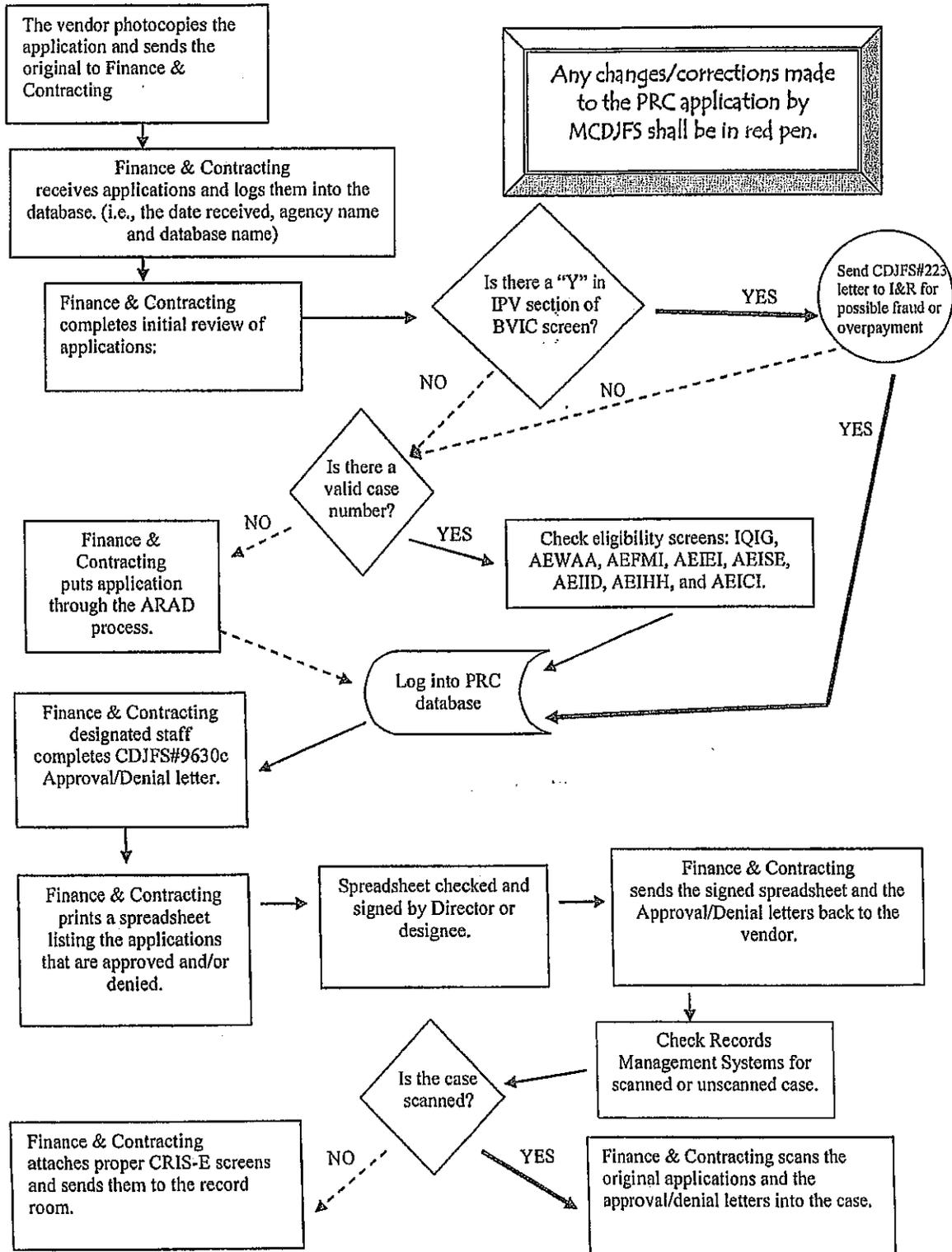
Hard Services – Follow procedures in SS.CA-004.

Soft Services:

STEP	IF	THEN
1	PRC applications are photocopied by the Vendor and the original is turned into Finance & Contracting	Finance & Contracting logs the basic information from the application into the PRC database (date of application, date received, applicant name and address, and database name).

2	Applicant has an overpayment.	Application is sent to I & R to determine if overpayment is an IPV. Application is then sent back to Finance & Contracting.
3	Applicant has a valid case number.	Finance & Contracting determines PRC eligibility. Finance & Contracting logs eligibility information from the PRC application into the PRC database (SSN, case number, approval/denial date, denial reason, worker initials). Applications are sent to Director or designee for third level review.
	Applicant does not have a valid case number.	Finance & Contracting puts PRC application through the ARAD process. Finance & Contracting determines PRC eligibility. Finance & Contracting logs eligibility information from the PRC application into the PRC database (SSN, case number, approval/denial date, denial reason, worker initials). Applications are sent to Director or designee for third level review, along with a spreadsheet listing the applicants and eligibility information.
4	Applications are complete and eligibility is determined correctly.	Applications are sent back to Finance & Contracting with third level signature. A copy of the approval/denial letter, along with a copy of the signed spreadsheet is sent back to the vendor to show eligibility. Applications are then checked using the Records Management System in preparation for scanning.
	Applications are not complete and/or eligibility is determined incorrectly.	Applications are sent back to Finance & Contracting without third level signature. Incorrect determination is corrected and applications are resent for third level approval. Applications are sent back to Finance & Contracting with third level signature. A copy of the approval/denial letter, along with a copy of the signed spreadsheet is sent back to the vendor to show eligibility. Applications are then checked using the Records Management System in preparation for scanning.
5	Case is scanned.	Finance & Contracting scans the original application and the approval/denial letter into the case.
	Case is not scanned.	Finance & Contracting attaches the proper CRIS-E screen and sends them back to the record room (Note: ARADs are not scanned).

PRC Soft Service Application Process



Montgomery County Department of Job and Family Services
CUSTOMER PRC CHECKLIST

VERIFICATIONS NEED TO BE RETURNED WITHIN 10 DAYS

ALL Verifications Need to Be Returned By _____

Basic Verifications

- Pregnancy Statement
- Photo ID (Driver's License, State ID)
- Current Bank Statements (Resources)
- Income (Last 30 Days)
- MCDJFS #116 (Landlord Statement)
- Birth Certificates
- Social Security Cards
- Receipt of payment or verified payment arrangement
- MCDJFS #126 (Third Party Statement)

Car Repair Verifications

- Valid Driver's License
- Proof of Ownership (Title, Current Registration)
- Statement Verifying Cost of Repair (2 Repair Estimates)
- Proof of Auto Insurance (Verify current coverage with insurance company and dictate on CLRC)
- BMV Query (if multiple titles)

Utility Verifications (DP&L / Water / Phone / Vectren)

- Disconnection Notice

Rent Verifications

- Eviction Notice
- Mortgage Payment Book/Statement of Debt
- Verification That Current Months Rent Has Been Paid
- Verification of Arrears Months
- MCDJFS #9634 (Repayment Agreement)

Training/Education Verifications

- MCDHS #178 (WIA Comprehensive Assessment and Suitability Review)
- MCDJFS #10734 (MVCTC Referral)
- Suitability assessment from WIA

Other

- All invoices must be original
- _____
- _____

VERIFICATIONS NEED TO BE RETURNED WITHIN 10 DAYS

1. What events have occurred to put the customer in this situation?

2. In what way will the approval of this PRC application assist the customer in continuing employment?

3. What is the customer's plan to avoid any further need for assistance?

PRC Expense/Budget Worksheet

Customer Name		SSN	Date
Case Number	Unit	JFS Specialist	Case Manager

Expenses Paid and Income Received During the Last 30 Days

From _____ To _____

MONTHLY EXPENSES

Amount Due Monthly (with all bills included)	Bill of Expense	Amount Paid on bill in the Last 30 Days
\$	Rent / Mortgage / Rent	\$
\$	DRUG / Electric	\$
\$	Vegetation / Telephone	\$
\$	Water / Trash	\$
\$	Phone / Paper / Call	\$
\$	Cable / Video / Other	\$
\$	Medical / Prescription	\$
\$	Clothes / Shoes / Diaper	\$
\$	Household Items / Laundry / Mail	\$
\$	Day Care / Baby Sitter	\$
\$	Furniture Rental / Utility	\$
\$	Credit Card / Day Away	\$
\$	Car Payment / Repairs	\$
\$	Insurance (Car / Life)	\$
\$	Transportation (Bus / Gas)	\$
\$	Food Costs (In excess of JFS)	\$
\$	Education / Other	\$
	TOTAL EXPENSES	(B)

Wages Received in Last 30 Days

Date Paid	Gross	Net
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Tips (if applicable)	\$	\$
Sub-Total	\$	\$ (C)

For New Job Only Private Income for Next 30 Days (Column A Only)	Other Income Received in Last 30 Days
Wage \$/hr: _____	Cash / Other \$ _____
Hrs/Week: _____	Loans / Grants \$ _____
Months (4-2): _____	SS / SSI / SSDI \$ _____
Gross \$ _____	Child Support \$ _____
Sub-Total \$ _____ (C)	OWB / Other \$ _____
	Sub-Total \$ _____ (D)

(C+D)	TOTAL NET	(C+D)
	-- Minus Expenses --	
		(B)
	Over / Under Cost of Living \$ _____	
	Potential Amount Toward PRC \$ _____	

Note: Bills and expenses paid by loan (from relative/friend) or another agency (i.e. HEAP, Salvation Army, etc.) SHOULD NOT be entered in the "Amount Paid in the Last 30 Days" column.

Customer Signature	Date
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Note: Shaded areas are for Internal Use Only and should be completed by the JFS Specialist
MCDJFS 9632-B (Rev. 7/2013)