

REVISED PIKE COUNTY PRC PROGRAM
EFFECTIVE 8/4/16

A PRC service is not ongoing OWF (TANF) assistance. PRC services are: 1) services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support; or 2) one-time, short-term assistance which is limited to the amount actually required to meet the presenting need, up to \$1,205 per 12 consecutive month period eligibility. Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and do not exceed the \$1,205 limit for the PRC AG over the 12-month period. A PRC Assistance Group (PRC AG) is a group of individuals containing at least one minor child or a pregnant woman and treated as a unit for the purpose of determining eligibility for the PRC Program. There is no eligibility for PRC benefits or services under this plan an individual who is not a citizen of the United States or qualified alien.

ELIGIBILITY AND APPLICATION

Eligibility for PRC is dependent upon PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect July 1 and updated annually. PRC assistance is only available to members who haven't received PRC assistance above the monetary cap from any Ohio County during the previous 12 consecutive months. The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 10 business days after completion of the application processing a fair and equitable manner, which includes verification of information. 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 CDJFS. Under this program, an assistance group that includes at least one minor child or a pregnant woman and meets the programs' eligibility requirements may receive customized assistance, goods, or services, as determined by the Pike County Department of Job and Family Service (PCDJFS). 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 CDJFS must inform individuals about other programs (i.e., Medicaid and Food Assistance) 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 (P) them from reliance on and divert them from

ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting need. Services are also provided to a PRC AG to help members gain or retain (R) employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to meet a presenting or contingent (C) need, which, if not satisfied, threatens the safety, health, or well-being of one or more PRC AG members. All ongoing PRC programs must meet one of the four purposes (goals) of TANF:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
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.
4. Encourage the formation and maintenance of two-parent families.

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

All income which has been received by any member of the PRC AG during the 30-day budget period is considered when determining financial need except that which shall be excluded as outlined in OAC 5101:1-24-20. Also excluded from income when determining eligibility for PRC per Office of Stability Letter #69A, will be any credit or refund received as a result of the Economic Stimulus Act (i.e. Economic Stimulus Payments). OAC 5101:1-24-20 (B) states that "All income that is federally excluded in the determination of eligibility for federal needs-based program is excluded as income and resources determining financial eligibility for PRC benefits and services." For PRC purposes the payment shall be excluded as income and resources for the month of receipt and the following 2 months. Treatment of the payment at the end of the 3-month period will depend on the county PRC plan and whether it includes a resource limit. (See Pike County PRC plan, section on "use of applicant's liquid resources".) The 30-day budget period begins 30-days prior to the date of application and ends on the application date. The income received during this period is used in the computation of financial eligibility.

With the above exceptions, the total gross income, both earned and unearned, of all the PRC AG members, must be counted. Written or verbal verification is required. For any verification which is obtained by phone, there must be 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.

The gross amount of the PRC AG's countable income is totaled and compared to the amount, which is 200% of the FPG 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.

PRC applicants are expected to utilize their liquid resources first or in conjunction with PRC to solve the presenting need of the AG, unless otherwise stated under the individual service description contained in this plan. Liquid resources are those resources that are in cash or readily convertible to cash on demand. Common examples of liquid resources are cash on hand, savings accounts, checking accounts, stocks, bonds and mutual funds. This list is not all-inclusive. Current income is used in the income eligibility determination or due to be received in the future is not considered a liquid resource. Amounts held and needed to meet routine expenses coming due in the next 30 days (such as food, shelter, transportation and utilities) will not be considered an available liquid resource. AGs are also allowed to retain liquid resources of \$100.

There is no eligibility for PRC assistance under this plan for families that fraudulently receive assistance under the OWF and PRC programs, until repayment occurs.

The PRC AG's members must complete the form Prevention, Retention, and Contingency Program (PRC) Application to request PRC.

In accordance with Section 329.051, Revised Code a voter registration application is made available to every PRC applicant either by mail or in person by PCDJFS. This section also applies to third party agencies with whom PCDJFS contracts that complete the PRC application process. These contracted agencies will submit completed voter registration applications to PCDJFS to be turned in to the Board of Elections.

At the time of application, individuals must be informed in writing of their right to request a state hearing. All PRC applicants are provided a copy of the JFS 04059 "Explanation of State Hearing Procedures" at the time of application.

EXPLORING COMMUNITY RESOURCES

Every effort should be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of the PRC, the "community" could be defined to include areas beyond the county's boundaries. A PRC AG will be encouraged 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 or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of agency's attempt to locate and utilize community resources.

AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the presenting need, up to \$1,205 per 12-month period of eligibility. Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and do not exceed the \$1,205 limit for a PRC AG during the 12-month period. Individuals who exhaust their PRC limit for 2 consecutive years (two- consecutive 12-month periods) in a row, then must skip 12 consecutive months before once again meeting eligibility for PRC.

The following are the categories of assistance, goods, and services to be provided via PRC:

I. Prevention/Retention PR=\$955-cap
*(Assistance related to gaining or retaining employment)

****A-D CAN BE MIXED AND MATCHED FOR THE TOTAL OF \$955 MAX*

A. Clothing.....\$175-cap

- >Uniforms or work appropriate clothing
- >Boots/Shoes

B. Transportation

- >Automobile—Getting vehicles running (repairs and diagnostics) Keeping vehicles running (repairs and diagnostics).....\$500-cap
- >Gasoline to and from a new job until the first paycheck.....\$100-cap
- >Towing..... \$100-cap

C. Educational.....\$250-cap

- >Short-term; leading to gaining, keeping and advancing in employment
- >Testing needed to further education for work purposes, Including but not limited to Work-Keys and GED testing.
- >Pre-employment Training
- >This includes mandatory clothing or miscellaneous items for students working towards certifications or degrees in medical fields, etc.

D. Miscellaneous Job Related Expenses.....\$200-cap

- >Phone
- >Tools
- >Safety equipment
- >Licensing and certification fees
- >Mandatory drug testing for employment...\$45.00-cap
(urine-\$45.00, breath alcohol-\$20.00)
- >Mandatory background check.....\$70.00-cap
(FBI-\$35.00, BCII-\$35.00)

The TANF goal is 1.) Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; and 2.) End the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

II. Contingency C=\$250-cap

*(Formerly FEA-Family Emergency Assistance)

A. Clothing

- >Lost due to natural/man-made calamity

B. Necessary Household Expenses

- >Minor household repairs (if client is homeowner)
- >Repair or replacement of necessary appliances
- >Household goods

*As defined under section "Eligibility and Application".

PRC limit-\$1,205, per 12 consecutive month period of eligibility. Section I. PR services cannot exceed \$955. Section II. C Services cannot exceed \$250.

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PAY FOR PERFORMANCE GAS ALLOWANCE

A \$10.00 payment for gasoline will be issued through the PRC plan to OWF applicants placed in the Pay for Performance (PFP) assignment. This will allow those participants to complete the 2 week application requirement prior to being approved for OWF.

Applicants who fail to complete their 2 week PFP assignment could be subject to repayment of this amount.

The receipt of a gas allowance while participating in PFP will not count toward the family's eligibility limit for other PRC services. The OWF application will be used in place of the PRC application and regular PRC gasoline vouchers will be issued.

The TANF goal is 1.) Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; and 2.) End the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

WEP SITE PARTICIPATION ASSISTANCE

When a WEP site requires a background check before placement of a participant, payment can be made up to \$35.00 for a BCII background check and \$35.00 for an FBI check and up to \$70.00 if both are required.

When a WEP site requires a drug test be completed before a placement of a participant, payment can be made up to \$20.00 for a breath/alcohol test or \$45.00 for a urine test.

Payments may be made for both background and drug testing. All participants must be Pike County residents and be pregnant or have a minor child residing in the home.

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SANCTION COMPLIANCE GAS ALLOWANCE

A payment for gasoline will be issued through the PRC plan to former OWF recipients who are currently on a sanction, have signed a 3804 and a compliance activity agreement so they can complete the compliance activity in order to regain OWF eligibility. The payment will be no less than \$10.00 and no more than \$20.00 depending on the location of the assignment from their home address and the number of hours and/or days required during the 14 day deadline. Failure on the part of the participant to complete the compliance activity within the 14 day deadline outlined in the original compliance activity agreement signed and dated will NOT result in another PRC work allowance being issued.

Applicants who fail to complete their sanction compliance activity assignment could be subject to repayment of this amount.

The receipt of a gas allowance while completing a compliance activity will not count toward the family's eligibility limit for other PRC services. The OWF application will be used in place of the PRC application and regular PRC gasoline vouchers will be issued.

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PRC SERVICES TO NON-CUSTODIAL PARENTS

A non-custodial parent is a parent of a minor child receiving cash or medical assistance who:

- (1) lives in Pike County and
- (2) does not live in the same household as the child.

Non-custodial parents that meet the eligibility and application guidelines contained in this plan will be considered eligible for all covered Prevention and Retention services. All non-custodial parents that have a current seek-work court order and are referred by Child Support Enforcement Agency administrative order will be eligible to participate in structured Job Search Training provided by PCDJFS. Provision of PRC services to a non-custodial parent AG will not affect the benefits and services of other family members in another AG.

OHIO WORKS FIRST EMPLOYMENT INCENTIVE

Ohio Works First participants that secure verified employment of part-time or full-time status and wages of at least the current Ohio state minimum wage, per hour, within 60 days of successful completion of the PCDJFS' structured Job Search (Pay for Performance) are eligible to receive a one-time incentive bonus payment of \$100. The participant must retain employment for 90 consecutive days after securing employment before issuance of the incentive bonus will be made. The AG's most recent OWF application will be utilized as the PRC application for this bonus. Eligibility for services under this section will not count toward the family's eligibility limit for other PRC assistance contained in this plan. The TANF goal is 1.) Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; and 2.) End the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

LEAP GRADE COMPLETION BONUS

A Grade completion bonus will be issued to LEAP participants who provide proof of enrollment of successful completion of the current grade when school is in session beyond the date that CRISE will allow for the processing of these bonuses due to no fault of the student.

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DISASTER-RELATED PRC

Per Family Assistance Letter #125, in the event that a disaster, which includes Pike County, is declared by the Governor, supplemental funding for disaster-related PRC assistance and services will be utilized. Funds will only be available on or after the date Pike County has been declared to be under the state of emergency by the Governor.

In order to qualify for *TANF-PRC Funds for Families*, the following conditions must be met:

- (1) Include, at a minimum, a pregnant woman or a minor child living with (except for a temporary absence) a parent, legal guardian, legal custodian, or specified relative;
- (2) Be a resident of the affected county;
- (3) Be adversely affected by the emergency condition;
- (4) There must be evidence of economic need as defined by Pike County. For purposes of this provision, need is determined by comparing the household's total available income to the need standard/poverty level set by Pike County; and
- (5) Meet all other federal and state laws that are applicable to the PRC Program, including, but not limited to: citizenship (legal citizens/qualified aliens) and the requirements of ORC 5101.83 regarding receipt of fraudulent assistance.

TANF-PRC Funds for families may issue up to \$1,500 per family dwelling, per declared disaster, not to exceed the costs incurred or the value of loss as a result of the disaster, however Pike County has the right to set maximum issuance per dwelling per disaster based on allocation as to serve as many households as possible.

In order to qualify for *Non-TANF Funds for Elderly and disabled individuals*, the following conditions must be met:

- (1)the individual must be age 55 or over and without minor child(ren), or;
- (2)the individual must be without minor child(ren) and in receipt of disability benefit payments such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc., and;
- (3)the individual must be a resident of the Pike County, and;
- (4)the individual must have been adversely affected by the emergency condition, and;
- (5)the individual must be in need as defined by Pike County. For purposes of this provision, need is determined by comparing the household's total available income to the need standard/poverty level set by the Pike County.

Non-TANF Funds for Elderly and disabled individuals may issue up to \$750 per household, per declared disaster, not to exceed the costs incurred or the value of loss of disaster, however Pike County has the right to set maximum issuance per household per disaster based on allocation as to serve as many households as possible.

Each individual disaster declared will have it's own policy and effective and end dates.

PRC contingency funds are not available in combination with or in lieu of this funding source. The receipt of these services will not count toward the family's eligibility limit for other PRC assistance contained in this plan. Applications for disaster-related PRC assistance and services must be received within 60 days of the date Pike County is declared to be under a state of emergency or for the specific time the Governor states the disaster program is in effect.

The TANF goal is 1.) Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; and 2.) End the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

STNA PROGRAM

Pike County residents who have minor children in the home and meet 200% of the Federal Poverty Level may receive payment for STNA training. This payment will include \$550 for tuition, \$115 for books, \$35 for BCII background check, up to \$312.90 for uniforms, shoes and miscellaneous instruments, \$10.00 per week gas allowance upon submission of weekly attendance verification (**see below*) and up to \$100 for state testing upon successful completion of the program. Applicants are responsible for their own health records/physicals/drug testing. Failure of background check or successful physical will result in denial of the remainder of the STNA PRC program. This program will have a specific number of slots available to be determined each application period by budget and class size permitted.

**\$5.00 per week will be issued for weeks with only one class and the gasoline allowance will be issued for class and clinicals only.*

Applicants will be served on first come first serve basis. Those who meet eligibility and meet proof of GED/High School Diploma, background check and physicals successfully will be placed in program until all available slots are filled. The PRC application will be used to determine eligibility. Program ends September 30, 2016 or contingent on funding.

This program meets the following purposes of TANF:

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

Eligibility for services under this section will not count toward the family's eligibility limit for the other PRC assistance contained in this plan.

TANF EMERGENCY HOME/HEATING REPAIRS

Effective 3/1/16 through 9/30/16 needy families who are living in owner-occupied homes may be eligible for emergency home and/or heating repairs. "Needy" will be defined by Pike County for the eligibility determination as families whose income is at or below 200% of the Federal Poverty Level for their assistance group size. TANF PRC eligibility will be determined by the Pike County Department of Job and Family Services. Resources are not an eligibility factor for assistance. The receipt of these services will not count towards the family's eligibility limit for other PRC assistance contained in this plan. The Provider (3rd Party) of services will evaluate/prioritize needed repairs and complete the repairs. Each home repair project is limited to \$3,000 (all costs inclusive).

TANF purposes are 1) to provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives; and 2) to end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

TANF SUBSIDIZED SUMMER YOUTH EMPLOYMENT PROGRAM

Effective 5/1/2016 through 10/31/2016 youth who are living in Pike County and are the ages of 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); youth ages 18-24 as long as they are in a "needy" family that also has a minor child; or youth ages 18-24 that have a minor child and are considered "needy"; and Youth in the temporary or permanent custody of a Public Children Services Agency who are placed in a licensed foster care setting, that are between the ages of 16 – 17 years of age or 18 years of age if they are a full-time student in a secondary school may be eligible for the TANF Subsidized Summer Youth Employment Program. "Needy" will be defined by Pike County for the eligibility determination as families whose income is at or below 200% of the current applicable Federal Poverty Level for their assistance group size. TANF PRC eligibility will be determined by the Pike County Department of Job and Family Services. Resources are not an eligibility factor for assistance. The receipt of these services will not count towards the family's eligibility limit for other PRC assistance contained in this plan. The Provider (3rd Party) of services will place the youth in public and/or private-for-profit worksites where they will be paid at least minimum wage but no more than \$10.00 per hour. The youth will gain work maturity and employability skills.

TANF purposes are 1) to provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives; and 2) to end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

CHILDREN'S SCHOOL CLOTHING AND SHOE ASSISTANCE PROGRAM

Effective 8/4/16-9/30/16, children who are Pike County residents, enrolled in Pike County public or private schools grades, Kindergarten through 12th grade, living in households with income equal to or less than 200% of the Federal Poverty Guidelines for 2016 may be eligible to receive a voucher for clothing. Vouchers will be worth up to \$200 per child with a family cap of \$800 for children or more. The Provider (3rd Party) will be notified of approvals and will issue vouchers to families by mail. Children who are home-schooled or enrolled in on-line education such as ECOT are not eligible for this program. The Pike County Department of Job and Family Services will be responsible for determining eligibility, determination of enrollment in school where there is question, distributing voters registration rights, hearing rights, notification of approval/denial and maintenance of all records regarding eligibility. Resources are not a factor in determining eligibility for this program and eligibility for this program does not count towards the family's eligibility limit for other PRC assistance categories contained in this plan. The TANF goals of this plan are to end the dependency of needy families on government benefits by promoting job

preparation, work and marriage. Applications are accepted and approved contingent on funding.

OVERPAYMENT PROCEDURES.

When PCDJFS determines a fraudulent PRC payment or overpayment has been made, the applicant will be contacted by mail and phone to set up regular repayment schedules. Future PRC payments will not be allowed until repayment has been made if the overpayment is determined to be fraudulent.

AUTHORIZATION AND PAYMENT

Once eligibility for PRC is established, the PCDJFS Director or Management Staff 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 payment may be made to vendors according to the procedures in place at the PCDJFS. All PRC payments are made by the PCDJFS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.

Notice of Approval/Denial: If it is determined that an application for PRC is approved, the PCDJFS shall mail or otherwise deliver the ODHS 4074, "Notice of Approval of Your Application for Assistance". If it is determined that an application for PRC is denied, the PCDJFS shall mail or otherwise deliver the ODHS 7334, "Notice of Denial of Your Application for Assistance". All PRC assistance is subject to the availability of funds from the state and federal government. A reduction in funding from these sources may necessitate a corresponding reduction in PRC cash payments and/or services

PLAN AMENDMENT

The PRC Pike County Plan may be amended when necessary to more fully reflect changing needs and funding levels in Pike County.

Pike County Department of Job and Family Services agrees to implement the PRC Pike County Plan as written above.

[Redacted Signature]

Director

[Redacted Signature]

Date

APPROVED:

[Redacted Signature]

Commissioner

[Redacted Signature]

Date

[Redacted Signature]

Commissioner

[Redacted Signature]

Date

[Redacted Signature]

Commissioner

[Redacted Signature]

Date