

**PREBLE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
PRC PLAN**

EFFECTIVE DATE: October 1, 2015 (Amended 02/02/2016)

INTRODUCTIONS

SECTION I

In accordance with Ohio Revised Code 5108, Preble County shall operate the Prevention, Retention And Contingency (PRC) Program which is consistent with the Board of Commissioners cooperation agreement with Preble County Job and Family Services. The PRC Program is funded by the federal Title IV-A Temporary Assistance for Needy Families (TANF) Block Grant. The Ohio Department of Job and Family Services administers the program in accordance with Title IV-A of the Social Security Act, 42 USC §601, Ohio's Title IV-A State Plan and state law. The Preble County Job & Family Services is responsible for funds expended or claimed with the PRC Program.

We are currently utilizing the PRC program for specific services:

- In-house Services – Child Welfare Services**
- Contracted Services – SAFE Program**
- Family Disaster Assistance**
- Non-TANF Disaster Assistance for the Elderly and Disabled**
- TANF Summer Youth Employment Program**
- Contracted Services – Success Program**
- Contracted Services – Agape Reunification Plan (Added 02/02/2016)**

Preble County's PRC Program is designed to assist families in overcoming immediate barriers to achieving self-sufficiency and personal responsibility. This is accomplished by providing necessary benefits and services to families in the areas of supportive services, to maintain/reunite their families, and benefits that will enable individuals to obtain employment, keep employment, and improve their overall economic circumstances and stability.

These benefits and services are consistent with the federal definition of non-assistance and defined as:

1. Non-recurrent, short-term financial related benefits that-
 - ❖ Are designed to deal with a specific crisis situation or episode that if not corrected, threatens the safety, health, or well-being of one or more members of the PRC assistance group;
 - ❖ Are not intended to meet recurrent or ongoing needs; and
 - ❖ Will not extend beyond four months.
- Note: Assistance is limited to the amount actually required to meet the presenting need per the PRC chart.
2. Employment retention service, including work related expenses, supportive services, transportation and other benefits as defined in the PRC Chart of Benefits and Services.
 3. Services that enable families to -
 - ❖ Maintain children in their own homes;
 - ❖ Maintain children in a home of a relative;
 - ❖ Meet special needs of their children with designated TANF services

TANF funds must be used in any manner reasonably calculated to accomplish any of the four purposes of TANF as found in federal law, 42 U.S.C. §601.

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
3. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.
4. To encourage the formation and maintenance of two-parent families.

ASSISTANCE GROUP (AG) COMPOSITION

SECTION II

A PRC assistance group must at a minimum include:

1. A minor child who resides with a parent specified relative, legal guardian or legal custodian; *A child may be "temporarily absent" from the home in accordance with the six payment months time-frame as established in Section 5107.10 of the Ohio Revised Code and still qualify for PRC. During this temporary period, the child is considered to be residing with the parent, specified relative, legal guardian or legal custodian.*
2. A pregnant individual with no other children; or
3. A non-custodial parent who lives in the state, but does not reside with his/her minor child(ren).

PROGRAM REQUIREMENTS

SECTION III

STANDARD OF PROMPTNESS

The county is responsible for using objective criteria in a fair and equitable manner when determining eligibility. The application shall be approved or denied within three (3) days from the initial date of application, which includes verification of information. The Preble County JFS reserves the right to extend the period due to extenuating circumstances that are documented in the case file; however, no application shall extend beyond fourteen (14) calendar days. Eligibility will be carefully evaluated on a case by case basis, immediate needs, available funding and whether or not the PRC benefits/services will eliminate an emergency need, promote self-sufficiency, and assist the individual/family in economic independence.

◆ **APPLICATION**

The assistance group must complete the specialized PRC application to request PRC in-house **financial** assistance. A face to face interview with a caseworker is required. It is the responsibility of the applicant to provide all necessary documentation, furnish all available facts and information, and cooperate in the eligibility determination process. The application and any other information will be documented and maintained in the case record according to the agency's record retention schedule.

The appropriate PRC application will be used for **non-financial** benefits and services.

Anyone applying for PRC services will receive appropriate information, referrals, and access to Medicaid, Food Stamps, child care assistance, and other programs that provide benefits which could assist them toward self-sufficiency and economic independence. All applicants will receive:

- 1) Information on Your Rights; 2) advised of their hearing rights; 3) provided voter registration application as prescribed by the Secretary of State under 3503.10 of the ORC and 4) approval or denial notice of Application for Assistance.

Applicants are considered automatically ineligible if:

- a) Adult AG members (age 18 years or older) with any outstanding OWF or PRC fraud overpayment balance;
- b) AG members who have not used their own resources (income or liquid assets) to help meet their urgent need;
- c) Applicants who do not reside in Preble County.
- d) Applicant who has exceeded benefit/service limit according to Preble County plan.

◆ **ELIGIBILITY**

Eligibility for PRC benefits and services is dependent upon the following:

1. citizens of the United States; or
2. qualified aliens; and
3. residents of Preble County.

Note: Residence is established by living voluntarily with the intent to remain permanently or for an indefinite period. Persons residing in a Domestic Violence or Homeless Shelter are considered to be residents of the county.

Eligibility for PRC is dependent upon the AG demonstrating and verifying the need for financial assistance and/or services, and the county determination that the provision of PRC will satisfy the need. The client must present a plan to demonstrate the ability to meet their needs in future months. The eligibility prerequisites may be waived by the Director or the Director's designee on a case by case basis.

Any individual who has received PRC in another county within twelve (12) months of applying for PRC in Preble County may be eligible to receive the difference between the other county's assistance and the appropriate Preble County limit, provided all other eligibility factors of the Preble County plan are met.

Receipt of ongoing Medicaid or OWF assistance program is not a determining factor in the consideration of eligibility for the PRC program.

The Preble County JFS shall enter the PRC information into the CRIS-E system for statewide tracking purposes.

◆ **INCOME**

The total gross income, earned and unearned, received from all members of the PRC AG during the 30 day budget period shall be considered when determining financial need. The budget period begins 30 days prior to the date of application and ends on the application date. This includes all income which is normally exempt or disregarded when determining eligibility for OWF, DA, and Food Stamps. For **financial** benefits, verified daycare expenses and child support payments to individuals outside the home, foster parent per diem reimbursement, kinship incentive payments and adoption assistance as well as the following income excluded by law;

- (A) Child support payment distributions made by the Ohio department of job and family services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.

(B) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.

(C) Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act, states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.

(D) Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the Veteran's Administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975 are the only allowable deductions or exclusions. With these exceptions, there are no other deductions or exclusions allowed. Written or verbal verification of income is required unless self-declaration is authorized as specified in the **List of Benefits/Services**.

- **FINANCIAL NEED**

Eligibility for PRC benefits and services is contingent upon the AG meeting the financial and service eligibility requirements as determined by Preble County JFS. All eligibility conditions will be determined based upon the economic need standard established for the benefits and services as set forth in the **List of Benefits/Services**. Determination of financial eligibility will vary from required verification (hard service only) to AG self-declaration. In all situations, the economic need standards are based upon the federal poverty guideline measures which will be updated annually when the federal poverty guidelines are released. For the AG to receive benefits or services, the AG income must be equal to or less than the economic need standard for the AG composition/household/group size.

- ◆ **RESOURCE LIMIT**

Resources/asset limits will not be used in the determination of standard financial eligibility for the PRC program. However, resources in excess of \$200.00 (bank accounts, savings accounts, cash on hand, etc.) must be used to meet the AG's "emergent need" as defined under **Contingency Services**.

- ◆ **COMMUNITY RESOURCES**

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

County personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need.

The PRC application provides a section for written documentation of the attempt to locate and utilize community resources.

PRC authorization for heating fuel and utility payments are not permitted during the winter heating months when the emergency Home Energy Assistance Program (HEAP) or operation of the summer Cooling Crisis Program.

◆ **EXCLUDED SERVICES**

Medical services eligible for coverage under the Ohio Health Plans, except for pre-pregnancy family planning services, are not covered under the PRC plan.

◆ **AUTHORIZATION & PAYMENT**

Once eligibility for PRC is established, the director or designee will authorize payment for the assistance, goods, and/or services by use of a voucher. Authorization may occur at any time during a 30 day period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment will be made to vendors according to agency procedures. All PRC payments shall be made to the vendor who provides the purchased service. The county will ensure its policies meet all auditing requirements.

◆ **APPROVAL & DENIAL**

Once an application for PRC has been approved/denied, the appropriate notice shall be mailed or delivered to the Applicant advising them of the decision. Applicants whose PRC has been denied, shall be notified of their state hearing rights.

◆ **OVERPAYMENTS**

If it is determined that PRC assistance was issued erroneously due to false, misleading, or incomplete information supplied by the assistance group, overpayments of PRC will be determined. The agency will pursue repayment of funds overpaid in accordance with criteria established in the Preble County Fraud Plan.

◆ **PLAN REVISIONS**

PRC plan amendments which are technical in nature and make no substantive change will be adopted by notification from the Preble County Job & Family Services, including the periodic updates to the Federal Poverty Guidelines.

Substantial changes or additions to the PRC plan shall be recommended by a majority vote of the Job and Family Services Planning Committee. The plan may be submitted to the Board of Preble County Commissioners for their adoption.

The effective date of the revision shall not be earlier than the date of the Preble County Director's signature.

SCOPE OF BENEFITS/SERVICES

SECTION IV

PRC payments are limited to the amount actually required to meet the presenting need, up to the amount and time period as defined in the PRC Chart of Benefits and Services. This chart also contains the assistance groups served, the economic need standards for the particular benefit/services, caps on benefits/services, targeted groups and any additional requirements or restrictions. 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 amount and time

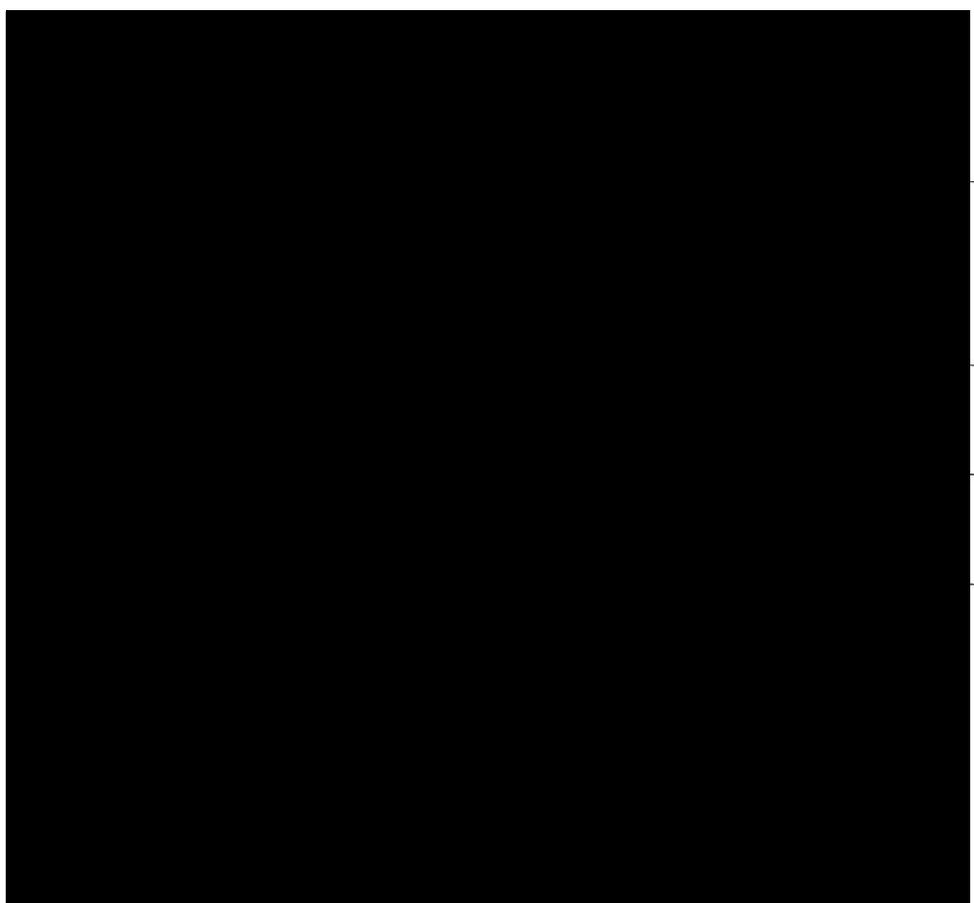
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frames as defined in the PRC Chart of Benefits and Services. In addition, there will be a maximum limit of \$1200.00 per consecutive twenty-four (24) month period, with the exception of families involved with Preble County Children Services. There is no annual limit to the total monetary value of the services provided. A team review, involving appropriate members from Preble County JFS will meet to consider expenditures in excess of regular PRC guidelines, with Supervisory approval.

AUTHORIZATION

SECTION V

The effective date of the Preble County PRC Plan is: February 2, 2016
We certify that the Prevention, Retention and Contingency (PRC) Plan of the Preble County Department of Job & Family Services complies with the statutory requirements of Chapter 5108 of the Revised Code in adopting its statement of policies.



Loretta Puckett, Chairperson

Date

PREBLE COUNTY PRC PLAN

List of In-House Services

Service/Benefit	TANF Purpose	Cap	Assistance Group	Economic Need Standard	Targeted Group
<p>1. Child Welfare Services Provide assistance to a family involved with the Preble County child protective services system. Funds can be used to provide family preservation and reunification services to child and his parent, guardian or custodian. Services to be considered will help alleviate a family crisis that could lead to the removal of children from their home, or help a family so that the children can be safely returned to their home. The following services are considered preservation and reunification services covered under this section:</p> <ul style="list-style-type: none"> Diagnostic Services Therapeutic Counseling (not covered by Medicaid) Emergency Shelter Parent Education Homemaker Services Home Health Aide Case Management Substitute Care Respite Care Other services determined to be needed to preserve or reunify the family 	Purpose 1	There is no annual limit to the total monetary value of the services provided. A team review, involving the appropriate team members from JFS will meet to consider expenditures in excess of the regular PRC guideline limits, with Supervisory approval, subject to availability of funding.	<p>Those meeting the definition of family assistance group; non-custodial parents actively involved with the child protective services system.</p> <p>Application may be made by adult family member, his designee or Children Services representative on behalf of a child in emergency shelter setting.</p>	<p>200 % of poverty</p> <p>Income limit may be increased in the event the service will prevent removal or support the reunification of children with their family or a kinship provider, based on case plan goals and objectives</p> <p>Self-declaration</p>	Families with children involved with the child protective services system and at risk of abuse or neglect.
<p>2. Family Disaster Assistance Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by the Governor. Preble County must be declared a state of emergency by the Governor and provided an additional allocation to serve families affected by the disaster, as long as funds are available.</p>	Purpose 1	Cap based on amount allocated or authorized by ODJFS	Those meeting the definition of family assistance group as authorized by ODJFS and who have been affected by the natural disaster, verified by hard copy documentation or self-declaration witnessed by two unrelated individuals .	200% of poverty or as determined by ODJFS	Families sustaining disaster-related damage or loss upon disaster declaration by the Governor

3.Non-TANF Disaster Assistance for the Elderly and Disabled Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by the Governor. Preble County must be declared a state of emergency by the Governor and provided an additional allocation to serve families affected by the disaster, as long as funds are available.	Purpose 1	Cap based on amount allocated or authorized by ODJFS	Those meeting the definition of elderly and/or disabled individuals as authorized by ODJFS and who have been affected by the natural disaster, verified by hard copy documentation or self-declaration witnessed by two unrelated individuals	200% of poverty or as determined by ODJFS	Individuals sustaining disaster-related damage or loss upon disaster declaration by the Governor
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List of Contracted Services

Contracted Services	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
1. <u>Strength-based Alternatives in the Family Environment (SAFE) Program</u> Intensive family-centered treatment service delivered in the home and designed to stabilize family functioning; providing alternative behavior choices to the child and the family while preserving the safety of the child, family and community and maintain child in the home.	Purpose 1	Preble CDJFS funding contract per fiscal year.	Families with minor children Non- custodial parent	200% of poverty Self-declaration	Families with minor children or non- custodial parent at risk of removal from the home or working toward reunification.
2. <u>TANF Summer Youth Employment Program</u> A program allowing low income TANF-eligible Ohio youth to gain valuable work experience while earning a paycheck to help meet basic needs. Youth will have the opportunity to develop a work history and have a current reference from an employer.	Purpose 2	Preble CDJFS funding contract per fiscal year.	Youth ages 16-17, as long as the youth is a minor child in a needy family and is in school (youth may be 18 if they are a full time student in a secondary school) ; 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.	200 % of poverty Self-declaration	Needy youth ages 16-24 Amended 03/16/2015
3. <u>National Trail Success Program</u> A program designed to assist at-risk youth and their families in removing barriers to academic success, to assist with stabilizing the family to reduce the risk of juvenile court involvement and prevent the removal of the youth from the home.	Purpose 1 and 2	Preble CDJFS funding contract per fiscal year	Needy families with minor children in the National Trail School district	200% of poverty Self-declaration	Needy families with children enrolled in the National Trail school district who are deemed at-risk of academic failure due to family barriers or needed supports.
4. <u>Agape Reunification Program</u> A program targeted to families who are in the process of having children re-integrated into the family after an out-of-home placement.	Purpose 1	Preble CDJFS funding contract per fiscal year	Families with minor children who are in the process of having children re-integrated into the family after an out-of-home placement	200% of poverty Self-declaration	Families of children who have been removed from their primary home and have an identified case plan goal of reunification Added 2/2/2016

Contractual PRC services are established by entering into contractual agreements with other public, private non-profit, and private for-profit vendors. The flexibility afforded to the county by being able to enter into PRC contracts makes it possible for the agency to arrange for necessary services to be delivered in the most advantageous manner while setting expectations for quality of service and fiscal control for the best use of TANF/PRC dollars.

The use of PRC contracts for services required by certain ODJFS pass-through projects also facilitates delivering of those mandated services with minimal impact on the local PRC plan and limiting the scope of funding of the service to the availability of the pass-through funding.

All PRC contracts must address the connection of the service being provided to one or more of the four (4) purposes of TANF:

1. Provide assistance to needy families so that children may be cared for in their own home 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.

Eligibility for contractual services is accomplished using the "Self-Declaration Application for PRC-Funded Services". Applicants for contractual services will be notified of approvals, denials, and terminations (along with fair hearing rights) using the "Decision on Your Application for PRC-Funded Services".

The use of contractual PRC services will not prevent an assistance group from being eligible for other PRC services (in-house or other contractual services). Families may be eligible for Food Stamps, Medicaid, Child Care and other supportive services in addition to PRC services.