

PRC PLAN REVISIONS EFFECTIVE 06-15-16

The PRC plan dated 5-1-16 has been updated effective 06-15-2016 and includes the following changes:

PRC PLAN REVISIONS EFFECTIVE 06-15-2016

Upon recommendation from The Office of Family Assistance, Program Policy Services, the following changes have been made to the PRC plan:

On page 6 under **Notice of Approval/Denial** the following language was added “At the time of application, individuals will be informed in writing 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.”

On page 7 under **Income** -offering justification for the 300% of the Federal Poverty Level for this chapter.

A “service chart” was added as page 10.

**SANDUSKY COUNTY PREVENTION, RETENTION, CONTINGENCY PLAN
AMENDED effective 06-15-2016**

TABLE OF CONTENTS

Overview	Page 3
Eligibility Requirements	Pages 4 - 6
Chapter 1: Family Preservation and Reunification Services	Page 7
Chapter 2: Workforce Development	Page 8
Service Chart	Page 10
Plan Approval	Page 12

**SANDUSKY COUNTY PREVENTION, RETENTION, CONTINGENCY PLAN
AMENDED effective 06-15-2016**

Overview

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and Services to eligible households with at least one minor child to overcome barriers to achieving or maintaining self-sufficiency and personal responsibility. 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.

Eligibility factors, time restraints, and amount available to pay for the various benefits and services covered must be explained. Anyone applying for PRC services must receive appropriate information about, referrals to, and access to Medicaid, food assistance, Ohio Works First (OWF), childcare assistance and other programs that provide benefits that could help them successfully transition to work. The voter registration application as prescribed by the secretary of state under section 3503.10 of the ORC will be made available to persons who are applying for, receiving assistance from or participating in the PRC program. Reference Section 329.051 of the ORC.

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:

- a. Providing assistance to needy families;
- b. Ending the dependence of needy parents by promoting job preparation, work and marriage;
- c. Preventing and reducing out-of-wedlock pregnancies; and
- d. Encouraging the formation and maintenance of two-parent families.

PRC assistance will be available to the extent of availability of state and federal funds.

All PRC assistance groups' records will be recorded in CRISE and supporting documentation will be found in On-Base.

Eligibility Requirements

There are certain eligibility requirements that must be met in order to determine eligibility for the PRC program. The following sections explain the requirements and procedures that must be followed when making an eligibility determination.

These sections are applicable to all of the benefits and services covered under the SCDJFS PRC Program unless specified differently within the explanation of the particular benefit/service. Social security numbers will be used to check information provided by the AG against information held by other federal, state, and local governments; computer matching systems; and program reviews or audits to ensure eligibility for PRC.

Assistance Group Composition

The PRC Program is designed to meet the needs of households with minor children. A minor child is defined as a child who has not attained age nineteen and is a full-time student in a secondary school or in the equivalent level of vocational or technical training. An eligible child must be living in the home of a specified relative (as defined in H.B. 408), legal guardian, or legal custodian. For purposes of the PRC Program, an assistance group consists of all eligible children and the specified relative(s), legal guardian, or legal custodian.

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 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 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.

Citizenship

In order to qualify for PRC, assistance group members must meet the citizenship requirements as determined by the current OWF (Ohio Works First) program requirements. In order to issue PRC, at least one adult and at least one eligible child must meet the above citizenship requirements.

Residence

Residence in Sandusky County is a requirement. 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 a person who is not receiving assistance from another state and entered the county with a job commitment or is seeking employment, whether or not currently employed. A child is a resident of the county in which the caretaker is a resident.

Income

Eligibility for PRC 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. A copy of the current economic need standards is included in this plan.

The only income that will be excluded will be as listed in OAC 5101:1-24-20.

All income, which is received or expected to be received during the 30 day budget period, is considered when determining financial need. The budget period begins 30 days 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. The total gross income, both earned and unearned, of all the PRC AG members, must be counted. The only exclusion allowed is for self-employment expenses, which shall be deducted from the total profit of the self-employment enterprise. The gross amount of the PRC AG's countable income is totaled and compared to the county's PRC standard for the benefits or services requested for the appropriate PRC AG size. If the total PRC AG income is equal to or less than the standard for the applicable PRC AG size, the PRC AG meets the income requirement. If any member of the assistance group is an OWF recipient, the assistance group will automatically be considered income eligible.

Written or verbal verification of income is required. For any verification, which is obtained by telephone, 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.

Disqualified Assistance Groups

There are certain assistance groups who are ineligible to receive PRC. If any one member of the PRC AG meets one of the following disqualifications, the entire AG is ineligible to receive PRC. They include fugitive felons and/or families that fraudulently receive under the OWF and PRC programs until repayment occurs. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in the OAC section 5101:1-23-70. Following the rules of TANF-OWF, any applicants that falsify their application or documents related to their eligibility for PRC, will be referred to the Benefit Recovery Unit of the agency. Persons referred for fraud, will not be eligible for PRC until their case is resolved with the Fraud Unit.

Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. The applicant also must cooperate with exploring available community resources.

Application Process

The "Prevention, Retention, and Contingency" application form has been developed for use when an assistance group is applying for PRC services. This application form will be used unless it is specified differently under the explanation of the particular benefit/service.

Standard of Promptness

Eligibility will be carefully determined on a case-by-case basis. Upon receipt of a completed PRC application, the county will make an eligibility determination within 10 business days. The ten-day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner. In situations in which the need presented by the applicant requires an earlier decision, the county will make all efforts to expedite the determination. The denial of a PRC application due only to the expiration of the ten-day period is not an acceptable eligibility determination practice. The AG record should contain sufficient documentation of the case activity on the PRC application, including an explanation of unexpected or unavoidable delays in processing the application.

An assistance group that objects to a faith-based provider will be provided with an alternative provider of services. The alternative provider will be reasonably accessible and be able to provide comparable services.

Notice of Approval/Denial

At the time of application, individuals will be informed in writing 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."

If it is determined that an application for PRC is approved, the CDJFS shall mail or otherwise deliver the JFS 4074,"Notice of Approval of Your Application for Assistance." If it is determined that an application for PRC is denied, the CDJFS shall mail or otherwise deliver the JFS 7334,"Notice of Denial of Your Application for Assistance."

All payments are made to the vendor in accordance with the procedures in place at the CDJFS. The agency will not reimburse any monies for any items for which payment has been made.

Overpayment Procedures

Methods of overpayment will include a lump-sum repayment or a monthly repayment agreement. All overpayments will be referred to the Benefit Recovery Unit for collection. If an overpayment method is not chosen within 30 days from the date of notification, legal action may be taken to recover the overpayment and the entire AG will be ineligible for PRC until restitution is made.

Scope of Coverage

The following sections describe the scope of benefits and services provided under the SCDJFS PRC program.

Chapter 1: Family Preservation and Reunification Services

PRC payments may be issued for supportive services to promote family stability as the agency determines necessary and subject to the availability of unencumbered funds.

Assistance Group Composition

There is also potential eligibility for a pregnant individual under these services. Services under this chapter may also be provided for customers who do not reside in the county only if they have an open/active file with the PCSA division. These services are **ONLY** for families referred from the PCSA division and must be recommended by a supervisor or the administrator of that division.

Diagnostic Services	Family Mentoring	Respite Care
Therapeutic Counseling	Parent Education	Care Management
Home Maker	Home Health Aid	Substitute Care
Intensive In-Home Services	After School Programs for At-Risk Children	

Strengthening Families Services

Other services may be approved if, in the judgment of Sandusky County PCSA staff, those services will facilitate reunification of a child to his/her home or will prevent the need to remove a child from his/her home.

PRC cannot be used for any portion of the above named services that is covered under the Medicaid program.

Income

In order to qualify, the assistance group's gross income must be at or below the 300% of the federal poverty level for that particular household size. There may be situations where self-declaration of the income may be the only available verification of income.

While all other needs based programs generally use 200% of the FPL, the DJFS would like to continue to use the 300% of the FPL in order to serve those that would generally be otherwise ineligible for other needs based programs. Many times these families are faced with emergency situations and services are needed to avoid taking children into custody. As our Children's Services Division uses PRC as a payer of last resort, the ability to serve those that fall between the cracks would be advantageous to the family, the child(ren) and the county by allowing families to remain intact whenever possible.

Application Process

Application for Family Preservation and Reunification services may be made by an adult family member, his designee or a Public Children Service Agency representative applying on behalf of a child. A JFS 7200, Application for Cash, Medical, and Food Stamp Assistance, can also serve as the PRC application.

Chapter 2: Workforce Development

Additional TANF funds will be issued to establish a TANF Summer Youth Employment Program that will enable low income TANF-eligible Ohio youth to gain valuable skills and work experience in order to develop the workforce of Sandusky County and to help meet basic needs. This program will operate May 1, 2016 through August 31, 2016. Recruitment activities aimed at developing relationships with employers and recruiting youth into the program may begin on May 1, 2016. Employment slots will be available on a first come, first served basis depending upon needs of the employers.

Assistance Group Composition

This program shall serve youth from a TANF eligible family; youth currently enrolled in the WIA EHOVE Success for Youth Program; and youth in temporary or permanent custody of the PCSA as described below. The categories of youth that may be served are:

- 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 has a minor child; or
- Youth ages 18-24 that have a minor child and are considered needy.

The youth served may be non-custodial parents as long as they are considered “needy” and have a minor child. “Needy” is defined as having a household income at less than 200% of the federal poverty level.

Youth in temporary or permanent custody of a Public Children Services Agency (PCSA) who are placed in a licensed foster care setting, that are between 16-17 years of age or 18 years of age if they are a full time student in a secondary school may also be eligible. This is only applicable to the TANF Summer Youth Employment Program and no other TANF or PRC program. A letter from the PCSA stating that the youth is in its custody will be used to determine eligibility for this program. Youth residing in Sandusky County will only be eligible for placement in this county. Youth in the Sandusky County PCSA custody that reside in another county will have eligibility determined by their county of residence.

Income

In order to qualify for the TANF Subsidized Summer Employment Program for Youth, the assistance group’s gross income must be at or below 200% of the federal poverty level for that particular household size. Households on OWF cash assistance will be presumptively income eligible for this program.

Application Process

The Sandusky County PRC application or other appropriate application will serve as the application for this program and eligibility for the program will be determined by Sandusky County DJFS staff. AG’s approved for OWF cash assistance are presumptively income eligible for the 2016 TANF Subsidized Summer Employment Program for Youth. The EHOVE Success for WIA Youth Program application will serve as the application for those youth.

Scope of Services

Services, such as work experience sites and supervision, etc. are provided through a SCDJFS Contract and/or Subgrant Agreement with a provider and are funded through TANF funds and limited by the amount under contract and/or subgrant agreement. This is a wage subsidy program and reimbursements for wages shall not exceed ten dollars per hour.

PREVENTION, RETENTION AND CONTINGENCY PROGRAM

<u>Service or Benefit</u>	<u>TANF Purpose</u>	<u>Cap</u>	<u>Assistance Group</u>	<u>Economic Need Standard</u>	<u>Needed Verifications</u>
<p><u>Family Preservation and Reunification Services</u></p> <p>Diagnostic Services Therapeutic Counseling Home Maker Intensive In-Home Services Strengthening Families Services Family Mentoring Parent Education Home Health Aid Respite Care Care Management Substitute Care After School Programs for At-Risk Children</p> <p>Note: Other services may be approved if, in the judgement of Sandusky Co. PCSA staff, those services will facilitate reunification of a child to his/her home or will prevent the need to remove a child from his/her home.</p>	<p>Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.</p>	<p>No cap</p>	<p>Parents or specified relatives w/minor child(ren), legal custodian/guardian w/minor child(ren)</p> <p>Potential eligibility for a pregnant individual.</p> <p>Potential eligibility for customers who do not reside in Sandusky County only if they have an open/active case with the Sandusky PCSA. *NOTE: Services are only from families referred from the PCSA division and must be recommended by a supervisor or the administrator of that division.</p>	<p>200% FPL</p>	<p>A completed PRC application.</p> <p>Verification of income for the previous 30 days or income which is received or expected to be received during the 30 day budget period.</p> <p>Note: Other verifications may be needed depending upon the service requested.</p>

PREVENTION, RETENTION AND CONTINGENCY PROGRAM

<u>Service or Benefit</u>	<u>TANF Purpose</u>	<u>Cap</u>	<u>Assistance Group</u>	<u>Economic Need Standard</u>	<u>Needed Verifications</u>
<p><u>TANF Summer Youth Employment Program</u></p> <p>Recruitment, assessment/preparation for employment, employment subsidy, case management, supervision, training, travel expenses to/from work site, required equipment that employer does not normally provide to employees.</p> <p>Program operates May 1, 2016 –Aug. 31. 2016.</p>	<p>Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p>	<p>100% of youth wages up to \$10 per hour for the time period designated by the youth service provider, up to allocation cap and forecasted expenses per enrollment number.</p>	<p>Youth ages 16-24 in a household with a minor child and non-custodial parents in the case.</p>	<p>200% FPL</p>	<p>Completed PRC application.</p> <p>Proof of income expected to be received in the next 30 days.</p> <p>Households on OWF cash assistance are presumptively income eligible.</p>

The Sandusky County Department of Job and Family Services agrees to implement the PRC plan as written. The county reserves the right to amend its plan at any time. Written verification will be submitted with any and all further PRC plan amendments. A copy of the plan and any amendments will be available at the agency for public inspection. The plan will also be available for review at the following Internet address: www.SanduskyCountyDJFS.org

Reviewed and Approved:

Cindy Bilby, Director
Sandusky Co. Dept. of Job and Family Services

Date

In accordance with ORC Section 5108.7, the Sandusky County Board of Commissioners affirms that the Sandusky County Department of Job and Family Services have complied with ORC Chapter 5108 in adopting this statement of policies.

Dan Polter
Sandusky County Commissioner

Date

Charles Schwochow
Sandusky County Commissioner

Date

Terry Thatcher
Sandusky County Commissioner

Date