

## **PRC PLAN REVISIONS EFFECTIVE 4-8-19**

The PRC plan dated 4-12-18 has been updated effective 4-8-2019.

### **PRC PLAN REVISIONS EFFECTIVE 4-8-2019**

The PRC plan is being amended as follows:

**Chapter 3: Kinship Caregiver Payments** – Emergent kinship care payments are being added. This is a one-time payment program to help Kinship families with extraordinary costs in caring for children in their homes and can provide and maintain a home for a child in place of a child's parent(s).

**SANDUSKY COUNTY PREVENTION, RETENTION, CONTINGENCY PLAN  
AMENDED effective 4-8-2019**

**TABLE OF CONTENTS**

Overview	Page 3
Eligibility Requirements	Pages 4 - 7
Chapter 1: Family Preservation and Reunification Services	Page 8
Chapter 2: Workforce Development	Page 10
Chapter 3: Kinship Caregiver Payment	Page 11
Service Chart	Page 13
Plan Approval	Page 15

**SANDUSKY COUNTY PREVENTION, RETENTION, CONTINGENCY PLAN**  
**AMENDED effective 4-8-2019**

**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. 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”  
This purpose covers only needy family’s so children may live with their parents or other relatives. It does not cover children living with nonrelatives. 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. This purpose is not limited to benefits that are within the regulatory definition of “assistance.” A state may provide other services in support of this purpose. For example, funding home repairs for needy families would be consistent with the purpose.
- b. Purpose 2: “To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage” A state could help any needy parent, including a non-custodial parent or a working parent, by providing employment, job preparation or training services. Examples of potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits and employment services designed to increase the non- custodial parent’s ability to pay child support. Activities that promote any one of the objectives – job preparation, work and marriage - would be consistent with this purpose.

- c. Purpose 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”  
This purpose is not limited to needy families or individuals. However, the state must establish objective criteria for the delivery of services to the non-needy.  
Potential activities that would be reasonably calculated to 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 afterschool programs that provide supervision when school is not in session.
  
- d. Purpose 4: “To 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. Historically, the fathers have found limited employment opportunities, and welfare rules have worked to discourage family formation and fuller involvement of these fathers in the lives of their children.  
Some activities that are reasonably calculated to accomplish 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.

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

All PRC assistance groups’ records will be recorded in the PRC reporting tool 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. **For the Kinship Caregiver program, only the child will be required to meet the citizenship requirement.**

### **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.

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.

Specific to the Kinship Childcare Program, the Assistance Group is defined as each child living with a Kinship Caregiver, as defined in Ohio Revised Code 5101.85, as an Assistance Group of One. Additionally, income eligibility is based solely on income of the child only assistance group for Kinship Childcare program services.

### **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.

With the exception of a child applying to receive services through the Kinship Childcare program, a family that is serving a sanction (including a voluntary sanction), will be ineligible to apply for PRC until sanction is served.

### **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. These services will be provided if it will facilitate reunification of a child to his/her home or will prevent the need to remove a child from his/her home.

Services include the following:

*Soft Services*- After School Programs for At-Risk Children, Care Management, Family Mentoring, Home Maker, Parent Education, Respite Care, and Strengthening Families Services.

#### *Hard Services*-

Appliance assistance including purchase or repair of stoves, refrigerators, heating stoves (if this is the household's only source of heat), air conditioners (if medically necessary as verified by a physician), fans, washers and dryers. The PRC applicant must secure three written estimates. The agency will authorize the lowest estimate.

Employment related needs (such as tools, uniforms, testing, etc.).

Furniture including the purchase of bed, bed frame, mattress, box springs, couches, chairs and kitchen table and/or chairs. The PRC applicant must secure three written estimates. The agency will authorize the lowest estimate.

Home Repair including purchase or repair of furnace or water tank; repair of items affecting basic home structure such as walls, roofing, plumbing, water supply, flooring, or water/sewage system. The individual applying for PRC must provide proof of home ownership. Exploration of home owners' insurance must also be utilized. The PRC applicant must secure three written estimates. The agency will authorize the lowest estimate.

Household expenses such as bedding, linens, cooking and eating utensils, vacuum cleaner, brooms and cleaning products. The PRC applicant must secure three written estimates. The agency will authorize the lowest estimate.

Shelter Assistance (such as rent and/or deposits, past rent, past due mortgage, etc.).

Transportation Services (such as mileage reimbursement, car repairs, TRIPS, etc.). With regard to car repairs and mileage reimbursement, the applicant must provide verification of the following:

- Possession of a valid driver's license,
- Possession of state minimum vehicle insurance, **and**
- Verification of vehicle ownership – both title and registration
- NOTE: all of the above must be in the applicant's name or their spouse's name.

Utility assistance (such as deposits, past due amounts, etc.).

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. All other sources of funding to pay for allowable services shall be explored and exhausted by a family before requesting PRC funding.

### **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**

Job Search and Case Management: The program may cover the costs of any needed job search and case management activities to determine which services may be provided to adults that are out of work and required to seek work by the Child Support Enforcement Agency.

### **Assistance Group Composition**

See page 5.

### **Income**

See page 5.

### **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.

### **Scope of Services**

Funds will be issued to establish a Job Search and Case Management Program for those absent parents that are required to seek work by the Sandusky County Child Support Enforcement Agency to develop the workforce of Sandusky County. Applicant must meet assistance group composition, citizenship, residency and income standards defined in this plan.

## **Chapter 3: Kinship Caregiver Payments**

### **Assistant Group Composition**

A kinship AG is defined as any household that has a minor child who is not residing in the same household as their parent(s) and who resides with a kinship caregiver as defined in ORC 5101.85.

#### Definition of Kinship Caregiver

- “Guardian” as defined in section 5107.02 of the Revised Code means, and individual that is granted authority by a probate court pursuant to Chapter 2111 of the Revised Code, or a court of competent jurisdiction in another state, to exercise parental rights over a minor child to the extent provided in the court’s order and subject to residual parental rights of the minor child’s parents.
- “Custodian” as defined in section 5107.02 of the Revised Code means, an individual who has legal custody, as defined in section 2151.011 of the Revised Code, of a minor child or comparable status over a minor child created by a court of competent jurisdiction in another state.
- “Specified relative” as defined in section 5107.02 of the Revised Code means the following individuals who are age eighteen and older and has an established custodial relationship with the minor child.

The following individuals related by blood or adoption;

- o Grandparents, including grandparents with the prefix “great”, “great-great”. or “great-great-great”;
- o Siblings;
- o Aunts, uncles, nephews and nieces, including such relatives with the prefix “great”, “great-great”, “grand,” or “great-grand”; and
- o First cousins and first cousins once removed and;
- o Stepparents and stepsiblings.

There is no time limit for the Kinship/relative placement. The Kinship relationship to the child applicant can be documented by a self-attestation completed by the Kinship Caregiver.

### **Income**

See page 6- and only deemed income to the child will be included in the eligibility determination. Kinship Caregivers income will not be considered when determining FPL. Income of the child only will be less than 200% of the FPL.

### **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.

## **Scope of Services**

Emergent kinship care payments in the form of a gift card to assist relative kinship caregivers who are determined to have significant unexpected needs because of caring for children in their homes. Examples may include purchase of seasonally appropriate or school clothing, shoes, beds, bedding, furniture (child-specific beds, dressers, cribs, car seats, high chairs, etc.) Kinship caregiver payments are not intended to serve as direct compensation for placement and may not exceed a maximum payment of \$400 per child or \$1,200.00 total per kinship family. *This is a one-time payment* in the form of a gift card. Kinship caregivers will be required to surrender gift cards at the time of purchase as well as the receipt. All gift cards and receipts must be surrendered at the time of purchase and no change or credit will be given to the Kinship family. The Sandusky County Department of Job and Family Services will review all receipts for appropriate purchases. Unallowable items will include the following: Gasoline, any type of firearm, ammunition, cigarettes, alcohol, or other item not of appropriate use for children.

This assistance will be made available from April 8, 2019 thru August 1, 2019 or until funds are expended, whichever comes first.

## 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>  <u>Soft Services</u>                      *After School Programs for At-Risk Children                      *Care Management                      *Family Mentoring                      *Home Maker                      *Parent Education                      *Respite Care                      *Strengthening Families Services</p> <p><u>Hard Services</u>                      *Appliance Assistance                      *Employment Related Needs                      *Furniture                      *Home Repair                      *Household Assistance                      *Shelter Assistance                      *Transportation Services                      *Utility assistance</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.</p> <p>*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>300% 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><b><u>Workforce Development</u></b></p> <p>Job Search and Case Management</p>	Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.	No	Parents or specified relatives w/minor child(ren), legal custodian/guardian w/minor child(ren)	200% FPL	<p>Completed PRC application.</p> <p>Proof of income expected to be received in the next 30 days.</p>
<p><b><u>Kinship Caregiver Payments</u></b></p> <p>Kinship care payments</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>\$1,200 Cap</p> <p>\$400 per child or \$1200 per kinship family</p>	Minor child(ren) living in the home of specified relatives, legal custodian(s)/guardian(s) or other kinship relative Child living with kinship caregiver as defined in Ohio Revised Code 5101.85, and kinship caregiver is in need of relief of childcare functions.	200% FPL	<p>Completed PRC application.</p> <p>Proof or income expected to be received in the next 30 days.</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](http://www.SanduskyCountyDJFS.org)

Reviewed and Approved:

\_\_\_\_\_  
Melanie Allen, 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.

\_\_\_\_\_  
Scott Miller  
Sandusky County Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kay E. Reiter  
Sandusky County Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Russ Zimmerman  
Sandusky County Commissioner

\_\_\_\_\_  
Date

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[Redacted Signature]

4/8/19  
Date

Melanie Allen, Director  
Sandusky Co. Dept. of Job and Family Services

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.

[Redacted Signature]

4-16-19  
Date

Scott Miller  
Sandusky County Commissioner

[Redacted Signature]

\_\_\_\_\_  
Date

Kay E. Reiter  
Sandusky County Commissioner

[Redacted Signature]

4-16-19  
Date

Russ Zimmerman  
Sandusky County Commissioner