

Effective October 1, 2019 Biennial Plan – As Amended July 1, 2020

FPL Standards Adjusted effective January 15, 2020

**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PREVENTION, RETENTION, CONTINGENCY
P.R.C. PLAN**

SECTION I

PURPOSE:

The Prevention, Retention, Contingency (PRC) program is designed to assist families in overcoming immediate barriers which prevent the achievement of self-sufficiency by promoting work and personal responsibility. The program is funded from the Title IV - A federal block grant, Temporary Assistance for Needy Families (TANF). All PRC benefits and services are contingent upon the availability of funds to operate the program.

USE OF FUNDS:

The PRC program provided flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to get a job, keep a job, and improve their economic circumstances.

The PRC program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include non-recurring, short-term, crisis-oriented benefits and ongoing services that are directly related to the four purposes of the TANF program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. Non-recurring, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These non-recurring benefits and services may then provide short-term relief and addresses a discrete crisis situation rather than meeting ongoing or recurrent needs.

FOUR TANF PURPOSES:

A. TANF Purpose #1

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

B. TANF Purpose #2

End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

C. TANF Purpose #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.

D. TANF Purpose #4

Encourage the formation and maintenance of two-parent families.

SECTION II

STATEMENT OF POLICIES

DEFINITIONS:

ASSISTANCE GROUP – PREVENTION, RETENTION & CONTINGENCY

“Assistance group” means a group of individuals treated as a unit for purposes of determining eligibility for the prevention, retention, and contingency program.

- An eligible assistance group must consist of a pregnant woman or a minor child residing with a parent, specified 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.
- A CDJFS may provide PRC services to more than one PRC assistance group even when both PRC assistance groups contain the same child.

This option will provide maximum flexibility to the applicants.

PREVENTION

Services are designed to divert assistance groups (AGs) from ongoing cash assistance by providing short term non-assistance.

RETENTION

Services are provided to assist an employed member of the AG in maintaining employment.

CONTINGENCY

Services are provided to meet an emergent need which, if not met, threatens the safety, health, or well-being of one or more AG members.

MINOR CHILD

“Minor child” means either of the following:

1. An individual who has not attained age eighteen.
2. An individual who has not attained age nineteen and is a full-time student in a secondary school or the equivalent level of vocational or technical training.

NON-CUSTODIAL CARETAKER

PRC benefits and services may be provided to non-custodial parents of a minor child. 45 CFR 260.30 defined a non-custodial parent as a parent of a minor child who:

Lives in the State, and

Does not live in the same household as the minor child.

ECONOMIC NEED

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 guidelines which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining eligibility for the PRC AG to receive benefits or services, the AG income must be equal or less than the economic need standard.

The economic need standard is based upon federal poverty guidelines, with percent limits specified in the outline of services in the attached Service/Benefit Chart and in contracts for PRC contracted services.

A. TANF PURPOSE #1 & #2

B. TANF PURPOSE #3 & #4 (are not limited to “needy” families). For federal reporting purposes, costs relating to purposes 3 & 4 must be tracked and identified separately.

PRC benefits and services for purposes 1 & 2 of TANF are available to a family assistance group (AG) which includes a minor child (except for “temporary absence”) or pregnant women as defined in ORC Section 5108.01 and 5108.06. PRC benefits and services are also available to the non-custodial parent of a minor child, who lives in the county, and does not live in the same household as the minor child. No family is eligible for PRC benefits or services unless the family includes a minor child who, at a minimum, resides with the parent, caretaker relative, legal guardian or legal custodian. PRC benefits and services may also be provided to household’s consisting of a pregnant woman with no other minor children. Beyond the minimum requirements, PRC may also be provided to other members of the household who could significantly enhance the family’s ability to achieve economic self-sufficiency.

PRC benefits and services for purposes 3 & 4 of TANF do not contain the same constraints and there may be instances where the use of PRC funds may be made on behalf of childless individuals. TANF funds may be used for pregnancy initiatives (for example, prevention) that serve young adults.

A child may be “temporarily absent” from the home in accordance with the time frames in OAC rule 5101:1-3-04 and still qualify for PRC. During the temporary period the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. A child may be temporarily absent from the home for up to six months in accordance with time periods specified in ORC 5107.10, which are applicable to PRC, 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. The county may continue to help the eligible family through expenditures that are reasonably calculated to accomplish one of the four purposes of the TANF program including some expenditures for the temporarily absent child. The child must return to the home by the end of the sixth month period, otherwise the child is considered to no longer reside with the parent, caretaker relative, legal guardian, or legal custodian.

The CDJFS does not believe it is reasonable to determine that a child is temporarily absent from the home if the child has been adjudicated or otherwise determined to require placement out of the home for longer than the state's established temporary period (i.e. six months).

ELIGIBILITY CRITERIA

RESTRICTIONS BY FEDERAL AND STATE LAW:

Counties are required to follow the federal and state laws that are applicable to the PRC program. Listed below are federal prohibitions based upon 42 USC 608 section 431 or PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997) and the Ohio Revised Code.

In order to receive PRC benefits and services a member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5506(d) or Public Law 105-33 (the Balanced Budget Act of 1997).

No PRC benefits or services may be provided to families that fraudulently received assistance under the OWF or PRC program until repayment occurs (Reference ORC Section 5101.83). No medical services may be provided except for family planning services.

PRC funds may not be used for the provision of child care services. Ohio has a statewide child care program with income and eligibility requirements established in state law and Ohio Administrative Code rules.

SECTION III

INCOME RESTRICTIONS AND BENEFIT LIMITATIONS:

Eligibility for PRC for benefits and services to meet TANF Purposes 1 and 2 is dependent upon the 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 the specified Federal Poverty Guideline (FPG). Eligibility for PRC for benefits and services to meet purpose 3 and 4 of TANF is available without regard to need. The Economic Need Standard and cap limits for specific benefits are reflected in the CHART SECTION. PRC is only available to AG members who have not received PRC assistance above the monetary cap per a consecutive 12-month period. Issuance of PRC benefits and services is contingent upon the availability of TANF funds as well as the intended period of the allocation for these funds. Families receiving assistance under another program may receive PRC assistance as long as the AG meets all PRC program requirements.

The total gross income (both earned and unearned) of all members of the PRC AG shall be counted except for gross earnings of a minor child as defined in OAC 5101:1-23-20 (c)(i). This includes all income which is normally exempt or disregarded when determining eligibility for

Ohio Works First (OWF). There are no deductions or exclusions, except for those already specified above, allowed for from any type of countable income. 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. The 30-day period begins 30 days prior to the date of application and ends on the application date unless this period does not accurately reflect expected income. In this instance, the 30-day budget period may be projected 30 days from the date of application. The gross amount of the PRC AG's countable income is compared to the specified amount for the AG number in the PRC Economic Need Standard Chart. If the total PRC AG income is equal to or less than the specified amount for the applicable AG, the PRC AG meets the income requirement.

TYPES OF INCOME

UNEARNED INCOME:

The following are examples of unearned income which must be counted. These are not meant to be an all-inclusive list:

- RSDI Benefits
- Alimony
- Child Support
- Veteran Administration Benefits
- Workers Compensation
- Lump-sum payments (including tax returns)
- Severance payments
- Buy-out payments
- Unemployment Benefits
- Pension and Retirement Benefits
- Strike Benefits
- Investment Income
- Rental Income
- OWF, or Supplemental Security Income (SSI)

EARNED INCOME:

Earned income is income in which the AG member must perform some type of labor or service to receive it. The following are examples of earned income. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from Self-Employment
- Strike Benefits (if the striker is required to perform services in order to receive them)
- Training Allowances

EXCLUDED INCOME:

Income derived from the Economic Stimulus Payments is excluded via Section 101 (d) “Refunds Disregarded in the Administration of Federal Programs and Federally Assisted Programs – Any credit or refund allowed or made to any individual by reason of section 6428 of the Internal Revenue Code of 1986 (as amended by this section) or by reason of subsection (c) of this section shall not be taken into account as income or resources”

Pursuant to the Ohio Revised Code (OAC) 5101:1-24-20 is excluded as specified below:

- (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.

RESIDENCE:

PRC benefits and services are available to residents of the county in which they reside. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period. Residence is also established by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment, whether or not currently employed. Benefits apply to the current residence location only.

COMMUNITY RESOURCES:

A PRC AG must apply for and utilize any program, benefit or support system which may reduce or eliminate the presenting need. Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of those resources available is necessary to determine if any other means within the community may meet, or help meet, the presenting needs. Local contracts with other entities may be available to provide services which may meet or help meet the requested need (i.e. planning transportation services).

For contingency purposes, payment for HEAP eligible heating fuel and utilities during the HEAP season must occur prior to authorization of PRC for HEAP eligible utilities. This also applies to any other heating/cooling utility aid available through other entities to help low income families. To authorize PRC for a utility while HEAP, or any other heating/cooling utility service agency or entity, is in operation requires a statement of approval identifying the utility, the amount, and service period covered by these payment(s), (so as not to duplicate PRC benefits for the same service period) or denial of HEAP services from the HEAP agency.

RESOURCES:

No resource limitation exists.

SECTION IV

ELIGIBILITY DETERMINATION PROCESS:

Eligibility will be carefully evaluated on a case-by-case basis. Immediate need and whether or not the PRC program can be of benefit will be determined by the CDJFS or designee. This program is designed to help people overcome immediate barriers to achieve or maintain self-sufficiency and personal responsibility, therefore preventing the need for ongoing public assistance. PRC services are:

1. Services 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 per 12-month period of eligibility.

The 12-month period begins on the date of approval and ends at the end of that consecutive 12-month period. Non-recurring short-term benefits are designed to deal with specific crisis situations or episodes of need, are limited to meet recurrent or ongoing needs and will not extend beyond twelve (12) months.

Services are provided to an assistance group to prevent them from relying on, or divert them from, ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC AG to meet a need which, if not satisfied, threatens the health, safety or well-being of one or more AG members. Applicants must have made reasonable attempts to prevent or meet their contingent need. Any number of individual payments can be made during the 12-month period as long as they are distinctive, non-ongoing and do not exceed the designated cap. If the PRC applicant has received PRC in another county or State, the amount issued will be deducted from the allotment limits specified in Trumbull County's PRC plan.

Inherent in the issuance of PRC to a non-custodial parent AG is the understanding that, in doing so, the CDJFS is preserving their ability to assist the non-custodial parent in meeting their legal obligation to support their children. Prior to determination of PRC eligibility for the non-custodial parent, they will be required to establish a support order with the Child Support Enforcement Agency (CSEA).

A non-custodial parent that has applied for PRC and is not currently working, will be assisted in obtaining employment. PRC will be denied if it is determined through contact with CSEA that the non-custodial parent has failed to meet their obligation to establish paternity and support payments.

VERIFICATION PROCESS:

The following verifications are needed:

1. Verification of presenting need.
2. Payroll letter or pay stubs.
3. One (1) estimate from an established business of the cost for items or services needed, where available.
4. Itemized statements of items needed to get started on a job, plus statements that these item(s) are not furnished by the employer to the employee.
5. The provider of the item or services must be willing to accept the CDJFS payment.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed release, either the CDJFS format (Applicant/Recipient Authorization for Release of Information ODHS 7341) or, for contracted services, their agency release shall be obtained from the applicant if collateral verification is required. Verification which is obtained by telephone must contain clear documentation in the PRC AG record concerning the name, position, date, amount, and the name of the individual who obtained the verification.

Falsification of an application for PRC and/or required documentation may result in criminal prosecution and recoupment of all benefits received.

STANDARDS OF PROMPTNESS:

The PRC application should be approved or denied within 5 business days after receipt of the signed and dated application. The PRC AG members must complete designated application. The PRC AG's members must complete the designated application and provide all necessary verifications needed to establish eligibility. Once eligibility for PRC is established, payment for goods and/or services will be authorized. 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 procedures in place at the CDJFS. The county and contractors must ensure that its policies meet auditing requirements.

APPLICATION:

The ODHS 3800 "Prevention, Retention and Contingency Program Application" (state model) has been developed for use when a family is applying for PRC benefits and services. Other application formats may be used by contracting agencies for the purpose of providing PRC benefits or services for families applying for specific contracted services. The PRC application and any other information gathered during the eligibility determination process shall be kept on file in an AG folder.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered under PRC will be explained during the interview. In addition, anyone applying for PRC services will receive information about referrals to, and access to, Medicaid, Food Stamps, Child Care assistance and other programs that provide benefits that should help them successfully transition to work. All PRC applicants will be advised of their hearing rights and will be provided with a copy of the ODHS 4059 "Explanation of State Hearing Procedures". 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 or participating in the PRC program (reference section 329.051 of the ORC).

NOTICE OF APPROVAL/DENIAL:

If it is determined that an application for PRC is approved, the ODHS 4074 "Notice of Approval of Your Application for Assistance" shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODHS 7334 "Notice of Denial of Your Application for Assistance" shall be mailed or otherwise delivered to the PRC AG. Once eligibility for PRC is established, authorization shall occur and a payment for the benefits and/or services will be generated.

Authorization may occur at any time during the period beginning on the date that PRC is approved. As long as payment is authorized within 30 days, actual payments may be made to vendors according to the procedures in place. All payments shall be made to the vendor. Policy has been written to ensure all auditing requirements are maintained.

OVERPAYMENT COLLECTIONS:

Any erroneous payments issued under the PRC program due to client or vendor error, misrepresentation, intentional program violation, fraud, or agency error constitutes an overpayment. All PRC overpayments are subject to recovery according to established agency collection policy and procedures.

SECTION V
Revised July 1, 2020
PROCEDURE GUIDANCE

Shelter Expenses for Domestic Violence-----Attachment 1

Pre-Employment Youth Program-----Attachment 2

Kinship Caregiver Program -----Attachment 3

Ohio Works Incentive Program-----Attachment 4

Gas Card Program -----Attachment 5

Gas Card Tracking Form -----Attachment 6

ADULT Non-TANF **Governor Declared Disaster Assistance Plan-----Attachment 7**

FAMILY –TANF **Governor Declared Disaster Assistance Plan-----Attachment 8**

DISASTER SERVICES (LIMITED TO **FIRE ONLY) -----Attachment 9**

New Full-Time Employment Incentive -----Attachment 10

Job Retention Bonus -----Attachment 11

G.E.D. Attainment Incentive -----Attachment 12

COVID-19 Response -----Attachment 13

Attachment 1

Revised Effective February 1, 2018 SHELTER EXPENSES for DOMESTIC VIOLENCE

PRC Cap of \$1,500.00

Rent and/or Security Deposit not to exceed \$1,000.00 PRC payment.

Restricted to a one-time Payment within the 12-month PRC calendar year.

Requirements:

- Domestic Violence – recent (within the last 30 days), verified through police report, AND,
- Someplace Safe verification listing services received within the last 30 days of PRC application,
- AND,
- Verification the abuser will not be residing at the new location and the violator has no attachment to the new location (i.e. lease agreement).

Attachment 2

Effective October 1, 2019

PRE-EMPLOYMENT YOUTH PROGRAM

Outside the PRC Cap.

Program meets TANF Purpose #1 & #2 as defined in Section I of this Plan.

Requirements:

- Program Period is limited to the months of March through June with specific dates to be determined by the County DJFS.
- Program Period is limited from Application date to start of employment.
- Limited to TANF/PRC eligible youths age 14-24 who are at or below the 200% Federal Poverty Level.
- Provides a work experience, job readiness and life/soft skills training program to eligible youths in Trumbull County.
- Applicants under the age of 18 must be accompanied by a parent or legal guardian.
- Program services are contingent upon available funds.
- Program to adhere to State and federal TANF and PRC requirements including Rule 5101:1-3-16 of the Ohio Administrative Code.

Attachment 3

Memorandum of Understanding
Between
County of Trumbull, Ohio
on behalf of the
Trumbull County Department of Job and Family Services
and the
Trumbull County Children Services
for
The Kinship Caregiver Program

This Memorandum of Understanding ("MOU") is entered into on this **1st day of July 2020**, by and between the County of Trumbull ("County"), on behalf of the Trumbull County Department of Job and Family Services ("TCDJFS"), having its principal place of business located at 280 North Park Avenue, Warren, Ohio 44481 and the Trumbull County Children Services ("TCCS") having its principal place of business located at 2282 Reeves Road, N.E., Warren, Ohio 44483. TCDJFS and TCCS are collectively referred to herein as ("Parties").

WITNESSETH:

WHEREAS, pursuant to Section 307.100 of Amended Substitute House Bill 166 of the 133rd General Assembly, the purpose of this MOU is to facilitate the collaboration and coordination between TCDJFS and TCCS as it pertains to administering the Kinship Caregiver Program ("Program"), as defined in the Chapter 5108 of the Ohio Revised Code; 5101.85 of the Ohio Administrative Code; and Action Change Transmittal Letter #269 (Kinship Caregiver Program — Interim Guidance), to eligible Trumbull County participants; and

WHEREAS, this MOU is intended to exemplify how TCDJFS and TCCS plan to operate the Program under the TCDJFS' Prevention, Retention and Contingency ("PRC") plan; and

WHEREAS, having reviewed the TCDJFS' PRC Plan, TCDJFS and TCCS desire to enter into this MOU to set forth the roles and responsibilities of each party;

NOW, THEREFORE, in consideration of the mutual covenants contained in this Memorandum of Understanding, TCDJFS and TCCS agree that TCCS shall provide the following Program services as prescribed in TCDJFS' PRC plan, which include the following:

Caregiving Services:

- **Childcare services** for caregiver referred to TCDJFS by TCCS. Caregiver must be participating in a qualifying employment or training activity. Benefit is limited to four *(4)* consecutive months of child care services from a State-licensed Child Care center or State-licensed home provider. Assistance group consists of child AND caregiver. Income must be at or under 200% of the Federal Poverty Limit.

***** PRC allows for 4 consecutive months ending on the last day of the 4th month, therefore beginning/acceptance of childcare services mid-month, will count in the 4-month count.**

TCCS shall provide a written referral to the Kinship Caregiver to present to the TCDJFS to apply for publicly funded childcare services ("PFCC") via form #JFS I138. If the household does not qualify for PFCC, the Caregiver may submit a PRC application to the TCDJFS to explore Kinship Caregiver services for childcare.

For State-licensed childcare providers, reference website at:
<http://childcaresearch.ohio.gov>

Stabilization Services:

- **Part-Time Respite Child Care** for caregiver referred to TCDJFS by TCCS. Limited to 24-hours per week for four *(4)* consecutive months per child for respite child care services from a State-licensed childcare center or State-licensed home provider. Assistance group consists of child ONLY. Income of child must be at or under 200% of the Federal Poverty Limit.

For State-licensed childcare providers, reference website at:
<http://childcaresearch.ohio.gov>

*** PRC allows for 4 consecutive months ending on the last day of the 4th month, therefore beginning/acceptance of childcare services mid-month, will count in the 4-month count.

- **Annual Allowance (for said child only)** limited to \$350.00 per child, per PRC calendar year, issued as a direct payment to the caregiver referred to TCDJFS by TCCS. Said monies can be used to meet any determined needs of the child. Application and benefit must be within the month of the child's birthday and available through the child's 18th birth month. Assistance group consists of child ONLY. Income of child must be at or under 200% of the Federal Poverty Limit.
- **Early Childhood Allowance (for said child only).** Benefit provides reimbursement for diapers and diaper wipes, up to \$150.00 per month for four *(4)* consecutive months per child for caregiver referred to TCDJFS by TCCS. Said reimbursement amount must be verified, via receipts, dated during the eligible service month. Eligibility is limited to child from birth to age four (4). Assistance group consists of child ONLY. Income of child must be at or under 200% of the federal Poverty Limit.

*** PRC allows for 4 consecutive months ending on the last day of the 4th month, therefore beginning/acceptance of childcare services mid-month, will count in the 4-month count.

1. Eligibility. Eligibility status, as defined in ORC 5101.85, shall be determined as follows:
 - a. **For Stabilization Services,** TCCS shall provide a written referral to the Kinship Caregiver to present to the TCDJFS when submitting a PRC application to explore benefit services.

For Caregiving Child Care Services, TCCS shall provide a written referral to the Kinship Caregiver to present to the TCDJFS to apply for Caregiving Services for Child Care, publicly funded childcare services ("PFCC") via form #JFS I138. If the household does not qualify for PFCC, the Caregiver may submit a PRC application to the TCDJFS to explore Kinship Caregiver services for childcare.

- b. One PRC application per assistance group is required.
- c. The Approval (JFS04074) or Denial (JFS07334) of Kinship Caregiver Services will be provided in writing to the Kinship Caregiver with a copy sent to TCCS via mail or other electronic means along with JFS 04065 as appropriate. If approved, the application date would serve as the begin date of benefit services.
- d. In order for TCDJFS to approve PRC services, each member of the Assistance Group shall provide the following documentation to the TCDJFS:
 - i. Provide proof of having, or have applied, for a Social Security number. Social Security Card must be provided within thirty (30) days of application.
 - ii. Provide proof of being a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2030 of the Administrative Code.
 - iii. Not owe any of the cost of fraudulent TANF assistance paid to the individual.
 - iv. Have been afforded the opportunity to register to vote (when applicable).
 - v. Proof that the child resides with the caregiver in Trumbull County; and
 - vi. Proof that the assistance group does not have income from any source greater than 200 percent of the Federal Poverty Limit (FPL).
- e. Eligibility is limited to once within a twelve (12) month period.
- f. It shall be required that TCCS will notify TCDJFS should the child be removed from the Kinship Caregiver program.
- g. PRC services are considered "Hard" services, are outside the PRC. cap, and satisfies TANF Purpose #1 as identified in the PRC Plan.

2. Term. The term of this MOU shall be in effect from July 1, 2020 through June 30, 2021. This MOU may be renewed for two (2) additional one (1) year terms by mutual consent of the parties.

- 3. Compensation and Billing. TCDJFS shall pay for services a sum not to exceed Two Hundred Sixty-Two Thousand Eight Hundred Fifty-Seven dollars and no cents (\$262,857.00) TCCS shall pay the childcare provider or caregiver directly. TCCS shall track all expenditures against the contract sum to prevent overspending. In addition, TCCS shall provide an invoice to TCDJFS on a monthly basis, and shall include all services provided during the service month. Invoices must be accompanied by documentation supporting all claimed expenses. Furthermore, TCDJFS will complete the PRC plan reporting tool, as required and prescribed by the Ohio Department of Job and Family Services ("ODJFS"), to make sure all transactions are monitored and recorded effectively.
- 4. Availability of Funds. In the event state funding is no longer available the Program shall cease. Once the Kinship Caregiver Program allocation is exhausted TCDJFS will not be held responsible for payment of PRC services.
- 5. Reports and Records. TCCS shall maintain and provide to TCDJFS upon demand the following records and reports:

- a. Accounting and fiscal records adequate to enable TCDJFS or the County or the State of Ohio or any duly appointed law enforcement agency to audit and otherwise verify that funds provided under this MOU are used for the purpose stated in this MOU.
 - b. Other records and reports as required by the County to enable County to comply with local, State of Ohio and federal statutes and regulations.
 - c. All records pertaining to this MOU shall be retained and made available for a minimum of three (3) years after TCCS receives the last reimbursement pursuant to this MOU.
6. Responsibilities for Audit Exceptions. TCCS agrees to accept responsibility for receiving, replying to and complying with any audit exception from the appropriate state or federal audit authority directly related to errors that arise from the actions of TCCS relative to the provisions of this MOU. If an appropriate state or federal audit authority determines compliance has not been achieved, TCCS will be responsible for taking prompt corrective action, including paying amounts resulting from an adverse finding, sanction or penalty, in so far as such noncompliance arises solely from the actions of TCCS. In the event that such auditor finds the error arose from the actions of TCDJFS, TCDJFS agrees to accept responsibility for TCDJFS' respective obligations.
7. Limitation of Liability. The County, TCCS and TCDJFS are public entities and their liability is governed under the provisions of Chapter 2744 of the Ohio Revised Code.
8. Relationship of Parties. The parties agree that at no time shall the relationship between the parties under this MOU be construed, held out or considered a joint venture or principal-agent.
9. Federal Compliance. Notwithstanding other provisions in this MOU, TCCS will comply with the following provisions, as outlined in Section 5101.85 of the Ohio Administrative Code, as applicable. Compliance with these provisions does not relieve TCCS of having to comply with all other provisions in this MOU.
- a. Equal Employment. TCCS will comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 C.F.R. Chapter 60).
 - b. Davis-Bacon. TCCS will comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented in U.S. Department of Labor Regulations (29 C.F.R. Part 5).
 - c. Copeland "Anti-Kickback" Act. TCCS will comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in U.S. Department of Labor Regulations (29 C.F.R. Part 3).
 - d. Contract Work Hours and Safety Standards Act. TCCS will comply with §103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented

by U.S. Department of Labor Regulations (29 C.F.R. Part 5).

- e. Environmental. TCCS will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and U.S. Environmental Protection Agency Regulations (40 C.F.R. Part 15).
- f. Energy Efficiency. TCCS will comply with the mandatory standards and policies relating to energy efficiency, which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- g. Nondiscrimination. TCCS hereby agrees that it will comply with Title VI of the Civil Right Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments 011972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act 001973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines (28 C.F.R. Part 50.3 and Part 42); and ENS directives and guidelines, to the effect that, no person shall on the grounds or race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which TCCS receives Federal financial assistance from ENS; and hereby gives assurances that it will immediately take measures necessary to effectuate this MOU. Further, TCCS shall post the December 2015 version of the AD-475B "And Justice for All" poster.

10. Miscellaneous.

- a. Assignment. Neither party shall assign its rights or delegate its duties hereunder without the prior written consent of the other party.
- b. Integration. This MOU represents the entire and integrated agreement between the parties. This MOU supersedes all prior and contemporaneous communications, representations, understandings, agreements or contracts, whether oral or written, relating to the subject matter of this MOU.
- c. Waiver. The remedies contained in this MOU will be cumulative, and additional to any remedies provided in law or equity. No waiver of a breach of any provision of this MOU will constitute a waiver of any other provisions.
- d. No Authority to Bind. Neither party has the power or authority to bind the other party to contracts or other obligations.
- e. Compliance. TCCS agrees to comply with all applicable federal, state and local laws, orders, rules and regulations.
- f. Ethics Compliance. TCCS, TCDJFS and the County agree to comply with Ohio Ethics Laws as listed in the Chapters 102 and 2921 of the Ohio Revised Code and the Chapter 5101 of the Ohio Administrative Code. By signing this MOU, TCCS certifies to be in

compliance with these provisions.

- g. Governing Law. This Memorandum of Understanding will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of the MOU be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this MOU will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the MOU impossible.

IN WITNESS WHEREOF, the Parties hereto have caused this Memorandum of Understanding to be executed.

**TRUMBULL COUNTY
CHILDREN SERVICES**

**TRUMBULL COUNTY DEPARTMENT
OF JOB AND FAMILY SERVICES**

Signature on file

Signature on file

Date: July 1, 2020

Date: July 1, 2020

Attachment 4

Effective July 1, 2014

Ohio Works Incentive Program (OWIP)

There are four (4) components to the Ohio Works Incentive Program which will be offered through the Prevention and Retention portion within the PRC Plan, and satisfy TANF Purpose #4.

- **Ohio Works First eligible participants must have a completed and fully executed Self-Sufficiency Contract in place.**
- **Household Income must be at or under 100% of the Federal Poverty Limit.**

Components – Eligible household members can access any or all of the components listed below; however participants are limited to one, of each, components per lifetime.

- **Training**
High School Degree or equivalent (GED). Testing is paid through the Skilled Training & Education Component funds.
- **Skilled Training & Education**
Limited to tuition, book costs and related mandatory fees.
\$4,000 maximum benefit, limited to tuition and book costs. Cannot exceed twelve (12) month duration. Participant must apply for any and all forms of financial aid, any financial aid obtained must be deducted from tuition/training costs).

Participant must enroll and complete assigned skilled training/education and obtain any appropriate certifications, accreditations, higher education degree or educational endorsements that will enhance their current job skills or acts to further prepare participant for employment.

- **Employment**
Upon proof of unsubsidized employment (20 hrs. per week/86 hours per month), OWF Work eligible participants will receive a one-time release of a \$50.00 gas card; thereafter,

Upon verification that the participant remains employed with the same employer for 90 consecutive days, a one-time release of a \$100.00 incentive will be released; thereafter,

Upon verification the participant remains employed with the same employer for 180 consecutive days, a one-time release of a \$400.00 incentive will be released.

Regardless of OWF eligibility, participant will remain eligible for the Employment Benefits (gas card and cash incentives) throughout the 180 days of consecutive employment.

- **Supportive Services**

Supportive services include staff oversight and monitoring to ensure effective results within the program parameters to assist participants in overcoming barriers to employment. Pre-Assessment, Assessment, Post Assessments, Workshops, Employment and/or On-the-Job Training referral and employment activities. Aid includes, but is not limited to, referrals for child care, transportation, etc. and reasonable costs associated with the verified need for tools, uniforms, eyeglasses, hearing aids, metatarsals, necessary footwear and associated necessary supplies.

Ohio Works Incentive Program Benefits are contingent upon available funds.

Attachment 5

Revised Effective July 1, 2020 GAS CARD

Outside the PRC Cap.

Limited to four (4), \$100.00 gas cards within a 12-month PRC calendar year.

The amended procedure for issuing the gas card is as follows:

1. Complete the PRC application form by the employed individual only.
2. Complete the Gas Card Tracking Form (see attachment 6)
3. The applicant or ADULT AG member must provide proof of income to obtain Gas Card, if not categorically eligible.
4. Submit Gas Card Tracking Form to the Data Systems Dept. for issuance.

NOTE Limitations:

- At 3-month intervals, AND upon separate application, we will issue four, one hundred dollars (\$100.00) in gas cards per qualified individual in an assistance group, not to exceed four hundred dollars (\$400.00) in a twelve (12) month PRC Calendar year.
- Gas Card Program funding is contingent upon available funds.
- Excludes Self-Employed individuals and Employed individuals working from home at the time of application with no projected date to return to an outside work site.

Additional notes:

- The gas cards will be maintained in the Fiscal Dept. at the end of each day.
- The denomination of the cards may vary.
- The target group is specified in the Service/Benefit Chart of the PRC policy.
- The value **IS OUTSIDE the PRC cap** and **IS** to be entered.

Attachment 6

GAS CARD TRACKING FORM

Keep copy in Case Record

Name: _____

Case Number: _____

SS#: _____

Number of card(s) issued: _____

Amount: _____

Date Issued: _____

Card(s) Number (last 3 digits): _____

Data Dept. Representative: _____

Caseworker Signature: _____

APPLICANT ONLY Signature_____

Overpayment Collections:

Any erroneous payments issued under the PRC program due to client or vendor error, misrepresentation, intentional program violation, fraud, or agency error constitutes an overpayment. All PRC overpayments are subject to recovery according to established agency collection policy and procedures (xr: Section IV of the PRC Plan).

TRUMBULL COUNTY
ADULT DISASTER ASSISTANCE PLAN
Added to PRC Plan: October 1, 2015

In the event that a disaster or state of emergency is declared by the Governor of Ohio, supplemental funding for disaster-related PRC assistance and services is made available through the Prevention, Retention, and Contingency (PRC) program.

The following program services will be provided contingent upon the availability of this **Non-TANF** funding source for the period specified by the Governor.

Non-TANF funds are made available for elderly and disabled individuals without a minor child who have been affected by a Disaster or state of emergency.

The Trumbull County Department of Job and Family Services has therefore developed the following plan for the issuance of benefits.

ELIGIBILITY CRITERIA:

In order to qualify for payment under the Disaster Assistance Plan, the following conditions must be met:

1. The individual must be age 55 or over and without minor children, OR
2. The individual must be without minor children and in receipt of disability benefit payments such as; Supplemental Security Income (SSI), Social Security Disability, Veterans Administration Disability payment, Disability under the Public Employees Retirement System, Black Lung Benefits, Railroad Retirement Disability, etc.; AND
3. The individual must be a resident of Trumbull County; AND verification of residence in the County will be required.
4. The individual must have been adversely affected by the emergency condition; AND verification that the individual has been adversely affected by the emergency condition is required. Suggested sources of proof are Red Cross or Emergency Management Agency.
5. The individual must be in need AND meet the economic need standard of 200 % of the Federal Poverty Level (FPL). Verification of income is required. Income verification is based on the past 30 days from the date of application.

DISASTER SERVICES/BENEFITS:

The Trumbull County Department of Job and Family Services will issue a one-time payment cap of \$750.00 to individuals who meet the eligibility criteria. This payment is considered “outside” the PRC cap. Only one payment will be made per dwelling, per declared disaster. **If a disaster-related PRC payment is made on behalf of a resident of the same dwelling, there is no eligibility for assistance under this Disaster Assistance Plan.**

Service/Benefits provided include:

1. Home repair or replacements affecting basic structure (provided to the homeowner only)
2. Appliance repairs or replacements.
3. Repair or purchase of furnace, air conditioning, or water heater or carpeting. (provided to the homeowner only).
4. Purchase or replace essential household contents – bed, couch, dresser, chair, etc.
5. Personal Items- clothing at \$500.00 Limit total for members of the Assistance Group.
6. Clearing of tree limbs, tree removal.

APPLICATION PROCESS:

Elderly or disabled individuals may apply for Disaster Assistance utilizing the attached application form. Applicants will be required to provide the agency with any records that they can produce. If income records were lost or destroyed due to the disaster, self-declaration of income based on the past 30 days of income from the date of application will be accepted.

In all cases, verification of damage to the individual's dwelling will be obtained as part of the determination of eligibility.

The determination of eligibility (approval/denial) for Disaster assistance will be made within 5 days of the application. No applications will be accepted after the close of business on the date specified by the State or if funds are terminated or expended.

TRUMBULL COUNTY
FAMILY DISASTER ASSISTANCE PLAN
Added to PRC Plan: October 1, 2015

In the event that a disaster or state of emergency is declared by the Governor of Ohio, supplemental funding for disaster-related PRC assistance and services is made available through the Prevention, Retention, and Contingency (PRC) program.

The following program services will be provided contingent upon the availability of this **TANF** funding source for the period specified by the Governor.

TANF funds are made available for assistance groups which include, at a minimum, a pregnant woman or minor child living with (except for a “temporary absence”) a parent, specified relative, legal guardian, or legal custodian who have been affected by a Disaster or state of emergency.

The Trumbull County Department of Job and Family Services has therefore developed the following plan for the issuance of benefits.

ELIGIBILITY CRITERIA:

In order to qualify for payment under the Disaster Assistance Plan, the following conditions must be met:

1. The assistance group must be a resident of the County. Verification of residence in the County will be required.
2. The assistance group must have been adversely affected by the emergency condition. Verification that the assistance group has been adversely affected by the emergency condition is required. Suggested sources of proof are Red Cross or Emergency Management Agency.
3. The individual must be in need and meet the economic need standard of 200% of the Federal Poverty Level (FPL). Verification of income is required. Income verification is based on the past 30 days from the date of application.
4. The assistance group must include, at a minimum, a pregnant woman or minor child living with (except for a “temporary absence”) a parent, specified relative, legal guardian, or legal custodian.

DISASTER SERVICES/BENEFITS:

The Trumbull County Department of Job and Family Services will issue a one-time payment cap of \$1,500.00 to assistance groups who meet the eligibility criteria. This payment is considered “outside” the PRC cap. Only one payment will be made per assistance group, per declared disaster. **If a disaster-related PRC payment is made on behalf of an individual of the same assistance group, there is no eligibility for assistance under this Disaster Assistance Plan.**

Service/Benefits provided include:

1. Home repair or replacements affecting basic structure (provided to the homeowner only)
2. Appliance repairs or replacements.
3. Repair or purchase of furnace, air conditioning, or water heater or carpeting. (provided to the homeowner only).
4. Purchase or replace essential household contents – bed, couch, dresser, chair, etc.
5. Personal Items- clothing at \$500.00 Limit total for members of the Assistance Group.
6. Clearing of tree limbs, tree removal.

APPLICATION PROCESS:

Assistance groups may apply for Disaster Assistance utilizing the attached application form. Applicants will be required to provide the agency with any records that they can produce. If income records were lost or destroyed due to the disaster, self-declaration of income based on the past 30 days of income from the date of application will be accepted.

In all cases, verification of damage to the individual's dwelling will be obtained as part of the determination of eligibility.

The determination of eligibility (approval/denial) for Disaster assistance will be made within 5 days of the application. No applications will be accepted after the close of business on the date specified by the State or if funds are terminated or expended.

DISASTER SERVICES (LIMITED TO FIRE ONLY)

Trumbull County Department of Job and Family Services will issue a one-time payment of \$1,000.00 to individuals who meet the eligibility criteria. Only one payment will be made per dwelling.

If a disaster-related PRC payment is made on behalf of a resident of the same dwelling, there is no PRC eligibility for the remaining assistance group members.

SERVICE/BENEFITS PROVIDED INCLUDE:

1. Home repair or replacements affecting basic structure (provided to the homeowner only).
2. Appliance repairs or replacements (limited to stove, refrigerator, washer, and dryer).
3. Repair or purchase of furnace, air conditioning, or water heater (provided to the homeowner only).
4. Purchase or replace essential household contents – bed, couch, dresser, chair and carpet.
5. Personal items – clothing for members of the Assistance Group (limited to \$500.00 per household and included in the \$1,000.00 limit)

APPLICATION PROCESS:

Application must be filed within 30 days of the fire. Applicants will be required to provide the agency with verification of:

1. Homeowner/Renter Insurance coverage, if applicable.
2. Report from the Fire Department to verify the incident.
3. Verification of help from the Red Cross.

Effective October 1, 2019

NEW FULL-TIME EMPLOYMENT INCENTIVE

- **Outside the PRC Cap.**
- **Can be utilized twice within a 12-month PRC Calendar Year with separate PRC application.**
- **Must have obtained employment within the last 60 days of application and include a minimum of 30 days of consecutive pays.**
- **\$100.00 Benefit per verifiable, new employment/new job.**
- **Not to exceed two new jobs attained within a 12-month PRC Calendar Year.**
- **Excludes Self-Employment.**

Attachment 11
Effective October 1, 2019

JOB RETENTION BONUS

- **Outside the PRC Cap.**
- **\$150.00 Benefit available at quarterly intervals for continuous employment through separate quarterly PRC applications.**
- **Benefit cannot exceed \$600.00 within the 12-month PRC Calendar Year, which begins on the date of application.**
- **Employed individuals ONLY.**
- **Must be employed continuously for at least 90 days to meet the 3-month quarterly benefit period.**
- **Income must be verified for each quarter benefit is released.**
- **Must be continuous unsubsidized employment, work at a minimum average of 30 hrs. per week at Federal minimum wage.**
- **EXCLUDES Self-employment.**

G.E.D. ATTAINMENT INCENTIVE

Outside the PRC Cap.

Limited to adults age 18 or older who have obtained verified completion within the last 90 days of PRC application.

BENEFIT PAYMENT CANNOT BE DUPLICATED - or paid through any other PRC Services.

Limited to \$200.00 benefit for verified completion of Basic Skill Competency by one of the following to verify High School Equivalency:

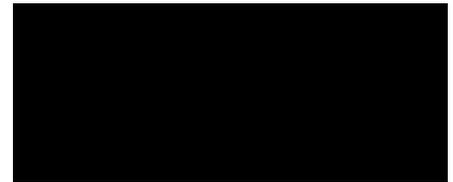
- **Completion of all test subjects of the Ohio Graduation Test listed on the School Score Report as “PASSED” for that participant;**
- OR,**
- **School proficiency test report with individual scores highlighted.**

**Attachment 13
Effective May 11, 2020**

COVID-19 RESPONSE

- **Outside the PRC Cap.**
- **\$250.00 onetime benefit per household with a displaced worker, who has applied for and is in receipt of UCB due to the Coronavirus.**
- **200% FPL applies.**
- **For the COVID-19 RESPONSE PRC only, the agency may use self-attestation (only while the COVID-19 Pandemic lasts) to verify Unemployment/ loss of job & may utilize electronic signatures.**
- **Past 30 days of all OTHER household income to be presented**
 - *Any other household income, outside of the UCB benefit, must still be verified*
 - *CARES ACT/STIMULUS PAYMENTS ARE TO BE EXCLUDED INCOME*
- **Excludes ALL self-employment – At this time the COVID-19 RESPONSE PRC is offered to traditional UCB claims (not the extended Pandemic Unemployment Act.)**
- **COVID-19 RESPONSE PRC will term at the time the pandemic is declared over, or when the funds run out.**

AMMENDMENT DATE: MAY 11, 2020



**John R. Gargano, Esq., Director
May 11, 2020**

This Prevention, Retention and Contingency state Model is certified as written by:



John R. Gargano, Esq., Director

July 1, 2020

July 1, 2020

PRC Contracted Services

Listed below are those services that are provided through contract.

1. Transportation:

Target Group: Employed Individuals and/or LEAP (Learning, Earning And Parenting) individuals.

Income Cap: Current or former TANF recipients at or below 150% FPL Services for Transportation to employment site and/or LEAP assignment.

Service Provider: Contact the Transportation Department for a list of Providers.

2. Seek Work Employment & Training (Revised effective August 1, 2016)

Target Group: Ohio resident absent parents of TANF eligible minor children also residing in Ohio who meet PRC service requirements.

Income Cap: 200% of the Federal Poverty Level.

Service Provider: Under TANF purpose 2, the TCDJFS' Child Support Enforcement Agency (CSEA) through a Memorandum of Understanding with its Trumbull County Department of Job and Family Services will provide Seek Work employment and training services to aid non-custodial parents gain employment and increase their ability to pay child support. The following conditions must be met:

- Completion of a **Seek Work** application; and,
- Must be a non-custodial parent who is employed, underemployed or unemployed;
- with a minor child in the Child Support Enforcement System, and
- has a court or administrative child support order; and
- has income at or under 200% of the Federal Poverty Level

The **Seek Work** Application must be kept with the CSEA case file. Use of the Seek Work application and contracted agencies have the option of using self-declaration to verify income.

PRC MONTHLY INCOME GUIDE @ 100% - 130% - 150% - 200% - 300% FPL

EFFECTIVE:	1/15/20	10/1/19	1/15/20	1/15/20	1/15/20
AG Size	FPG	Food Assistance Std	FPG	FPG	FPG
	100%	130%	150%	200%	300%
1	1,064	1,354	1,595	2,127	3,190
2	1,437	1,832	2,155	2,874	4,310
3	1,810	2,311	2,715	3,620	5,430
4	2,184	2,790	3,275	4,367	6,550
5	2,557	3,269	3,835	5,114	7,670
6	2,930	3,748	4,395	5,860	8,790
7	3,304	4,227	4,955	6,607	9,910
8	3,667	4,705	5,515	7,354	11,030
9	4,050	5,184	6,075	8,100	12,150
10	4,424	5,663	6,635	8,847	13,270
11	4,797	6,142	7,195	9,594	14,390
12	5,170	6,621	7,755	10,340	15,510

Effective: July 1, 2020

SERVICE/BENEFIT CHART

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<p><u>Transportation/EMPLOYED</u> See: Contracted Services <u>EXCLUDES:</u> Self-Employed. <u>LIMITATIONS:</u> Transportation is provided to/from a single work Site, per day.</p>	<p>No dollar limit Outside the PRC Cap. Limited to 2 months Out of a Lifetime.</p>	<p>See definition of Prevention & Retention</p>	<p>150% FPL</p>	<p>Employed individuals, or individuals with a start date of employment. Must be unsubsidized Employment, work a minimum average of 30 hrs. per week at Federal minimum wage. <u>EXCLUDES:</u> Self-Employed individuals.</p>	<p>#1 & #2</p>
<p><u>Transportation/LEAP</u> (Learning, Earning And Parenting) <u>LIMITATIONS:</u> Transportation is Provided to/from LEAP assignment, per day.</p>	<p>No dollar limit. Outside the PRC Cap.</p>	<p>See definition of Prevention & Retention</p>	<p>150% FPL</p>	<p>LEAP individuals.</p>	<p>#3</p>
<p><u>Automobile Gas Cards:</u> See Procedural Guidance Attachment #5 Four, \$100.00 gas cards available at 3-month intervals/require separate PRC applications. <u>EXCLUDES</u> Self-Employed & <u>Individuals working from home.</u></p>	<p>\$400.00 Limit Outside the PRC Cap Not to exceed \$400.00 per 12-month PRC Calendar year.</p>	<p>See definition of Prevention & Retention.</p>	<p>200% FPL</p>	<p>Employed Individuals Only. Must be unsubsidized employment, work a minimum average of 30 hrs. per week at Federal minimum minimum wage. Last 30 days of pay must be verified if not categorically eligible. <u>EXCLUDES:</u> Self-Employed Individuals & Employed Individuals working from home at time of application with no projected date to return to an outside worksite.</p>	<p>#1 & #2</p>

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<p><u>Shelter Expenses:</u> Rent and/or security deposit for new residence.</p> <p>Verification the new location has no attachment to the violator, <u>nor</u> does the violator reside at the new residence (i.e. lease agreement). Requirement Domestic violence - recent police report (within last <u>30</u> days) <u>AND</u>, Someplace Safe (<u>Verification of date AND type of services that have been provided by Someplace Safe within the last 30 days of the PRC Application</u>)</p> <p><u>See Procedure Guidance Attachment #1</u></p>	<p>Not to exceed total PRC Cap of \$1,500.00</p> <p>One-time payment up to \$1,000.00 within the 1-month PRC calendar year.</p>	<p>See definition of Contingency</p>	<p>150% FPL</p>	<p>Assistance Groups who meet the definition found in the PRC Plan.</p>	<p>#1</p>

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
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Utility shut-off:

For water, and sewer, fuel required for heating or cooking and one: “Reasonable attempt to Pay” (see below) for current residence location ONLY, not to exceed the \$175.00 per utility shut-off within a six-month period with a cap not to exceed \$350.00 per year

Limited to pay up to \$175.00 for one (1) utility only - per six-month period with a maximum of two (2) occurrences per year at a maximum cap of \$350.00. Not to exceed the total PRC Cap of \$1,000.00.

See definition of Contingency

150% FPL

Assistance Groups who meet the definition found in the PRC plan. Utility must be in the Assistance Group name.

#1 & #2

Fuel includes gas, electric, fuel oil, propane, kerosene, wood and coal.

“Reasonable attempt to pay”:

One (1) PIP pmt. or minimum monthly payment of the utility is required (i.e. payment made by Assistance Group member within last 60 days).

For non-regulated utilities, a minimum payment shall be defined as a current monthly billing payment or a minimum payment of \$35.00 whichever is less.

MUST apply for, and verify decision, of any other available entity and/or organization that can aid with utility payment prior to PRC approval.

PRC Payment must ensure that service will be restored and/or not disconnected.

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
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Pre-Employment Youth Program See Criteria under Section V - Procedure Guidance Attachment 2	Outside PRC Cap	See definition of Prevention &	200% FPL	Limited to Youths Age 14-24	#1 & #2
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Kinship Caregiver Program:

Assistance Group consists of Child and Caregiver for the following:

<u>Kinship Caregiving Services</u> Provides 4-consecutive months of <u>Child Care services</u> for child in the placement of a Kinship Caregiver participating in a Qualifying employment or Training activity.	Outside the PRC Cap. Limited to a 12-month PRC calendar year	See definition of Contingency	200% FPL of child and Caregiver.	Limited to Minor child	#1
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One PRC application. per Assistance group
Must utilize State-licensed Child Care Center Provider or State-Licensed Home Provider.

See additional Criteria under Section V –Procedure Guidance Attachment 3

ALL KINSHIP CAREGIVER PROGRAM(S) ARE CONTINGENT UPON AVAILABLE FUNDS.

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
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Kinship Caregiver Program, continued:

Kinship Stabilization Services:

Assistance Group consists of Child ONLY for the following:

Part-Time Respite Child Care
 Limited to 24 hrs. per week for Four (4) consecutive months as Provided by State licensed Child Care Center or State-licensed Home Provider.

Outside the PRC Cap. Limited to a 12-month PRC Calendar year.

See definition of Contingency

200% of FPL for

Limited to Minor Child Child Only.

#1

Annual Allowance

Annual benefit limited to Birth Month of child through child's 18th birth month.

Outside the PRC Cap. Limited to \$350.00 per 12-month PRC Calendar year.

See definition of Contingency

200% of FPL for Child Only.

Limited to Minor Child

#1

Early Childhood Allowance

Diapers and diaper wipes for Child from birth to age 4. Limited to \$150.00 per month for Four (4) consecutive months.

Outside the PRC Cap. Limited to \$150.00 for four (4) consecutive months within a 12-month PRC Calendar year.

See definition of Contingency

200% of FPL for Child Only.

Limited to Minor Child

#1

See additional Criteria under Section V –Procedure Guidance Attachment 3

ALL KINSHIP CAREGIVER PROGRAM(S) ARE CONTINGENT UPON AVAILABLE FUNDS.

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<u>ADULT - Governor Declared Non-TANF Disaster Assistance Plan</u> See criteria under Section V Procedure Guidance Attachment 7	\$750.00 per eligible Adult Outside the PRC Cap.	See definition	200% FPL	Assistance Groups who meet the definition under Attachment 7	#3 & #4
<u>FAMILY – Governor Declared TANF Disaster Assistance Plan</u> See criteria under Section V Procedure Guidance Attachment 8	\$1,500 per eligible Family Outside the PRC Cap.	See definition	200% FPL	Assistance Groups who meet the definition under Attachment 8	#1
<u>Ohio Works Incentive Program (OWIP)</u> *See criteria under Section V - Procedure Guidance Attachment #4	Outside the PRC Cap	See definition of Prevention & Retention	100% FPL	Assistance Groups that meet the definition found in the PRC Plan.	#4

Participants are limited to one, of each of the following four (4) components per lifetime:

1. TRAINING
Limited to High School Degree or GED Equivalent.
2. SKILLED TRAINING and EDUCATION
Certification Trainings, Higher Education Degree, Accreditations or Educational Endorsements must be obtained within a 12-month period.

Testing Fees – to be paid through the Skilled Training and Education component.

4,000.00 limit for tuition, books and related mandatory fees within a 12-month period.

Participants must apply for any/all forms of financial aid. Any financial aid obtained must be deducted from tuition and book costs.

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<u>Ohio Works Incentive Program (OWIP), Continued</u> *See criteria under Section V - Procedure Guidance Attachment #4	Outside the PRC Cap	See definition of Prevention & Retention	100% FPL	Assistance Groups that meet the definition found in the PRC Plan.	#3 & #4

Participants are limited to one, of each of the following four (4) components per lifetime:

3. EMPLOYMENT

Minimum of 20 hrs per week, 86 hours per month regardless of OWF eligibility, participant will remain eligible for the Employment Benefits throughout the 180 days of consecutive employment with the same employer.

Upon proof of unsubsidized employment

One-time release of a \$50.00 Gas Card

Upon proof of continued, consecutive employment for 90 calendar days.

One-time release of a \$100.00 incentive Payment

Upon proof of continued, consecutive employment for 180 calendar days.

One-time release of a \$400.00 incentive Payment

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<u>Ohio Works Incentive Program (OWIP), Continued</u> *See criteria under Section V - Procedure Guidance Attachment #4	Outside the PRC Cap	See definition of Prevention & Retention	100% FPL	Assistance Groups that meet the definition found in the PRC Plan.	#3 & #4

4. SUPPORTIVE SERVICES

Participants will receive assistance to overcome barriers to employment. Pre-Assessment, Assessments, Post-Assessment, Workshops, Employment and Employment Activities, etc. Referral services for child care, transportation, etc.

Reasonable costs for tools, uniforms, eyeglasses, hearing aids, metatarsals, necessary footwear, etc. and associated necessary supplies.

ALL OHIO WORKS INCENTIVE PROGRAMS (OWIP) ARE CONTINGENT UPON AVAILABLE FUNDS.

<u>Family Disaster Assistance – LIMITED TO FIRE ONLY:</u> *See criteria under Section V -Procedure Guidance Attachment #9 *Applicant must apply within 30 days of Fire	\$1,000.00 limit per PRC Calendar year. <u>Outside the PRC Cap.</u>	See definition of Contingency	100% FPL	Assistance Groups who meet the definition found in the PRC Plan	#1 & #2
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SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<u>New Full-Time Employment Incentive</u> See Procedural Guidance Attachment #10	Outside the PRC Cap. \$100.00 Benefit for each new employment/job. Cannot exceed more than two (2) new jobs in a 12-month period.	See definition of Prevention & Retention	200% FPL	NEW, Employed individuals ONLY. Must be employed for 30 days or more. Must be unsubsidized employment, work a minimum average of 30 hrs. per week at Federal minimum wage.	#1 & #2
				Must have obtained employment within the last 60 days of application and include a minimum of 30-days of consecutive pays.	
				EXCLUDES Self-employment.	

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<u>Job Retention Bonus</u> See Procedural Guidance Attachment #11	Outside the PRC Cap. \$150.00 Payable at quarterly intervals. Not to exceed \$600.00 in a 12-month PRC calendar year which begins on date of application. Requires separate quarterly PRC applications.	See definition of Prevention & Retention	200% FPL	Continuously employed individuals ONLY. Must be in <u>unsubsidized employment for at least 90 days</u> at a minimum average of 30 hrs. per week at Federal minimum wage. Continuous income must be verified to qualify. EXCLUDES Self-Employment.	#1 & 2
<u>G.E.D. Attainment</u> See Procedural Guidance Attachment #12 PAYMENT CANNOT BE DUPLICATED, or paid by any other PRC Services.	Outside the PRC Cap. Limited to \$200.00 for verified completion of Basic Skill Competency by one of the following: a. Completion of all test subjects of the Ohio Graduation Test listed on the School Score Report as “passed” for that participant; <u>OR</u> , b. School proficiency test report with individual scores highlighted.	See definition of Prevention & Retention	200% FPL	Adults age 18 or older who have obtained verified completion within the last 90 days of PRC application.	# 2

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<u>New COVID – 19 RESPONSE</u>	<p>Outside the PRC Cap. \$250.00 Benefit for those qualifying households with a displaced worker due to COVID- 19 and is receiving or has applied for UCB payments.</p>	<p>See definition of Prevention & Retention</p>	<p>200% FPL</p>	<p>Families with displaced work due to COVID-19. Assistance groups will need to meet the set criteria under Attachment 13.</p>	<p>#1 & #2</p>
<p>See Procedural Guidance Attachment #13</p>	<p>No more than ONE \$250.00 PRC (1) per UCB household.</p>			<p>EXCLUDES: SELF EMPLOYMENT</p>	

PUBLIC NOTICE

**PREVENTION, RETENTION, and CONTINGENCY PROGRAM (PRC)
AT THE
TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

**Effective:
July 1, 2020
HELP WITH**

- ~~TRANSPORTATION – See Plan Services for Employed individuals and LEAP individuals.~~
- SHELTER EXPENSES – See Plan Services. One-time payment within a 12-month period for verified **Domestic Violence.**
- UTILITY DISCONNECT NOTICE – See Plan Services. One payment (not to exceed \$175.00) towards one utility for residence location **ONLY per six-month period.**
- PRE-EMPLOYMENT YOUTH PROGRAM – See Plan Services.
- KINSHIP CAREGIVER PROGRAM – See Plan Services.
- OHIO WORKS INCENTIVE PROGRAM – See Plan Services
- DISASTER SERVICES – **LIMITED TO FIRE ONLY** – See Plan Services.
- ADULT & FAMILY DISASTER ASSISTANCE PLAN – See Plan Services. Available only when Disaster is declared by Governor of Ohio and its specific funding is available to support Plan services.
- NEW FULL-TIME EMPLOYMENT INCENTIVE – See Plan Services.
- JOB RETENTION BONUS- See Plan Services.
- G.E.D. INCENTIVES – See Plan Services.

Restrictions do apply to some services. Individuals may apply by coming into the agency to make application.

Federal Poverty Guidelines

Assistance Group Size	Eff: January 15, 2020	Eff: October 1, 2019	Eff: January 15, 2020
	100% monthly FPG	130% monthly Food Assistance Std.	150% monthly FPG
1	\$ 1064	\$ 1354	\$ 1595
2	\$ 1437	\$ 1832	\$ 2155
3	\$ 1810	\$ 2311	\$ 2715
4	\$ 2184	\$ 2790	\$ 3275
5	\$ 2557	\$ 3269	\$ 3835
6	\$ 2930	\$ 3748	\$ 4395
7	\$ 3304	\$ 4227	\$ 4955
8	\$ 3677	\$ 4705	\$ 5515

Trumbull County Department of Job and Family Services
PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) APPLICATION

Name of Applicant	Present Address	For Agency Use Only	
Social Security Number		Case Number	
Telephone Number Where You Can Be Reached		Date Sent	Date Returned
		County Trumbull	Unique ID

(1) **Have you or any household member received any type of assistance from the Job & Family Service Dept.** Yes No

If yes, give the county ODJFS, the type of assistance and the date received _____

(2) **Explain what you need, why and estimate the amount your are requesting.** _____

(3) **Give the name of other agencies you have contacted for help.** _____

(4) **Have any other agencies helped you with this need?** Yes No **If yes, name the agency and tell how you were helped. If no, tell why you were not helped.** _____

(5) **Complete the chart below for anyone in your home, including yourself. You are required to verify all income (earned and unearned) for all members of your household. If you are applying as a non-custodial parent responsible for the support of minor children, list those children below.**

Name	Relationship to Applicant	Age	Source of Income	Monthly Amount of Income
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$

If you are eligible, the agency may limit assistance under this program to the documented amount of need within county guidelines.

Signature of Applicant	Date
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For Agency Use Only

PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC)

Date Application received (mm/dd/yy) _____ 30 day budget period: From (mm/dd/yy) _____ To (_____ mm/dd/yy)

Request: List the items and /or services requested and the amount needed for each.

Item or Service	Amount Needed	Item or Service	Amount Needed
1.		3.	\$
2.		4.	\$

Reason for Need _____

Income (earned and unearned)

Source	Amount Available in Budget Period	Verification
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Total _____ Compare to the appropriate Federal Poverty Level (FPC)
 100% 150% 200%

PRC Approved (complete chart) Date: _____ Check/Warrant Amount _____

Item/Service Provided	Date of Approval	Amount Paid	Vendor's Name and Address
		\$	
		\$	
		\$	

PRC Denied Date of denial (mm/dd/yy) _____ Date Notice of Denial of Application Sent (mm/dd/yy) _____
 Reason for Denial: _____

Agency Representative Signature	Date	Signature of Supervisor	Date

NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

Name	Assistance Group Name	
Street Address	Assistance Group Number	Program
City State and Zip Code	County <p style="text-align: center;">Trumbull</p>	Mailing Date

Your application for _____ dated _____, has been approved, effective _____

Additional information: _____

The reason for this action is: _____

The rules that require this action are: _____

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

Caseworker	District/ID <p style="text-align: center;">78</p>	Phone Number (330) 675-
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Your Right to a State Hearing

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

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

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

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

If you want information on free legal services but don't know the number of your local legal aid office, you can call the Ohio State Legal Services Association, toll free, at 1-800-589-5888, for the local number.

If you want a state hearing, check the appropriate boxes below, sign and date this form, and send it to the Ohio Department of Job & Family Services, State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.

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

I want a hearing.

Signature	Date	Phone Number
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Now that you have been authorized for Prevention, Retention, and Contingency (PRC) services, you may be eligible for food stamp benefits. Please contact your county department of job and family services (CDJFS) if you wish to apply for food stamps. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your food stamp eligibility is determined. In addition, the CDJFS may need to request additional verification to determine eligibility for the Food Stamp program.

REFERRAL FOR TRANSPORTATION SERVICES

TODAYS DATE: _____

CLIENT NAME: _____ PHONE: _____

ADDRESS: _____ CITY/ZIP: _____

CASE NUMBER: _____ SS#: _____

WORK/SCHOOL SITE: _____

ADDRESS: _____ PHONE: _____

DO YOUR CHILDREN REQUIRE DAYCARE? YES _____ HOW MANY? NO

DAYCARE NAME: _____ PHONE: _____

DAYCARE ADDRESS: _____

OWF RECIPANT? YES NO

DOES BMV SHOW OWNERSHIP OF CURRENTLY REGSTERED VEHICLE(S) & VALID DRIVERS LICENSE IN HOUSEHOLD? YES NO

***** IF YES, ATTACH TRANSPORTATION "VEHICLE STATEMENT" FORM FOR EACH APPLICABLE VEHICLE. (SEE PRC DOCUMENTS FOR FORM).**

TRANSPORTATION REQUIRED FOR WHAT SERVICES:

EMPLOYMENT LEAP*

* List START DATE _____ & START & END TIMES OF

ASSIGNMENT: _____

LIST ANY SPECIAL INSTRUCTIONS: _____

CASE MANAGER SIGNATURE: _____

Client does not have to be seen if there is a working phone number or client can be given Stacia's phone number to call for scheduling (330-675-2137).

***Call Stacia at 52137 to notify her that client needs to be seen IF scheduling is needed ASAP.**

**** IF THERE ARE SPECIAL CIRCUMSTANCES FOR APPROVAL, SUPERVISOR OR ADMINSTRATOR MUST SIGN.**

SUPERVISOR/ADMIN. SIGNATURE: _____

Rev. 8/2019

Trumbull County Department of Job and Family Services

Transportation Department

280 N. Park Ave., Suite 1 Warren, OH 44481

(330) 675-2137

VEHICLE STATEMENT

Date _____ **Client:** _____

Vehicle Make/Model _____

Registered To: _____

Please explain, in detail, the problems with the vehicle mentioned above which make it inoperable:

Approximately when do you expect the vehicle to be operable?

This form must be signed by a third-party (not a member of your household).

By signing this document, you affirm that the above statements are true to the best of your knowledge. You may be contacted by Trumbull County JFS to verify information given.

Signature _____

Print Name _____ **Phone #** _____

Relationship to owner of vehicle: Mechanic / Company Name _____
 Friend Neighbor Landlord Other _____

Signature of client _____

VENDOR AUTHORIZATION FORM
Trumbull County Department of Job and Family Services
280 North Park Ave., Suite 1
Warren, OH. 44481-1109

Date: _____

Customer Name _____ Vendor Name: _____
 Address: _____ Address: _____
 City/State: _____ City/State: _____
 Zip: _____ Zip: _____

Case Number: _____ OWF AG Not OWF AG _____

Description of items/services	Amount Authorized

Landlords must refund security deposit to the address below at the time of tenant vacancy

Total Authorized Amount: \$ _____

The Vendor **MUST** call the PRC AUTHORIZATION line noted below to obtain an authorization number for any authorizations of \$500.00 or more (except utilities), prior to releasing items or performing services. The authorization number must be included with the final bill. Vendor must also secure proof of identity from the Customer at the time of service and prior to releasing merchandise (State photo ID or Drivers License). In the case of auto repair, a license plate number must be included on the final bill along with the authorization number. Payment will not be issued if these procedures are not followed.

Vendor Authorization Line is **(330) 675-2241** Monday through Friday, 8:30 a.m. to 4:30 p.m.

Our Agency (TCDJFS) has agreed to make payment for the items or services listed above. Please make the items or services available to only the customer listed above upon receipt of this vendor authorization form.

No substitution of goods or services will be honored.

Vendor must submit an original invoice, signed by the customer within 10 days of receipt of this authorization form for us to release payment. Upon receipt of your invoice for the items/services listed above, a check will be authorized and mailed to you within five (5) to eight (8) weeks. Our Agency is State Tax exempt, do not include any tax charges on the invoice.

Please send invoice to:
 P.R.C.
 Trumbull County Department of
 Job & Family Services
 280 North Park Ave., Suite 1
 Warren, OH. 44481-1109

Send refunds to:
 TCDJFS – Fiscal Dept./PRC
 Trumbull County Department of
 Job & Family Services
 280 North Park Ave., Suite 1
 Warren, OH. 44481-1109

Customer Signature : _____

Case Worker Signature: _____ Phone (330) _____

Supervisor Signature: _____

Distribution: Original to Vendor; Copy to client; Copy for case record; 2 Copies to Data Dept.