

# PREVENTION, RETENTION AND CONTINGENCY (PRC) PROGRAM

## Union County Department of Job and Family Services

Effective Date of Original Plan: 10-01-97

Date of this Revision: 09-01-2015

Effective Date: 10-01-2015

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### **Definition and Purpose of PRC:**

The PRC Program, created by Ohio House Bill 408, is not ongoing financial assistance, but a program to help individuals achieve family stability and to overcome immediate barriers to achieving or maintaining employment, economic self-sufficiency, and personal responsibility, thereby preventing the need for ongoing public assistance. The program is designed to reflect the priorities and needs of the Union County community.

### PRC services:

- have no direct monetary value to an individual or family and do not involve implicit or explicit income support;
- Are non-recurring, short-term assistance which is limited to the amount actually required to meet the presenting need.

PRC funds must be used to meet one of the four purposes of Temporary Assistance to Needy Families (TANF):

- to provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives;
- end the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and,
- Encourage the formation and maintenance of two-parent families.

### **Eligibility Factors:**

The presenting need of the PRC recipient must be related to:

- pursuit of a bonafide offer of employment;
- retention of employment;
- participation in OWF work activities or other employment related training;
- the health, safety, well-being, or stability of the family and upon recommendation of the child protective service (CPS) unit or designated service provider;

### **Eligibility Factors (continued):**

Applicants must be residents of Union County. Residency is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period. Residency is also established by an applicant who is not receiving assistance from another county and who entered the county with a job commitment or is seeking employment, whether or not currently employed.

Eligibility for PRC will be determined on a case by case basis and is dependent upon the Assistance Group's (AG's) demonstration and verification of the need and whether UCDJFS determines that provision of PRC will satisfy the need. The following factors must also be considered in determining eligibility for PRC:

- PRC assistance is only available to AG's who haven't received PRC assistance above the monetary cap during the previous 12 consecutive months, unless otherwise specified in the PRC Service List below. An AG who has received PRC in another county may be eligible for PRC in Union County up to the cap, minus the amount received from other counties in the preceding 12 months.
- The PRC AG must contain a minor child or pregnant individual. The assistance group is county-defined and, for example, may include a non-custodial parent of a minor child who lives in Ohio, if that person resides in the county and can significantly enhance the assistance group's ability to achieve economic self-sufficiency. A child may be temporarily absent from the home for up to six months in accordance with the timeframes established in 5107.10 of the Ohio Revised Code.
- Accessible resources in excess of \$100.00 must be used first to meet the PRC need.
- The PRC AG's gross countable income must be at or below the income criteria established for each category of PRC service.

### **Income Determination:**

Prevention, retention, and contingency program: **excluded income and resources.**

**5101:1-24-20.** the following types of income are excluded as income and resources in determining financial eligibility for PRC benefits and services:

(A) Child support payment distributions made by the ODJFS pursuant to division (c) of Section 1 of the AM. S.B. 170 of the 124<sup>th</sup> 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 program. 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 1860-D-31(g)(6) of the Social Security Act, states that the availability of negotiated process 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.

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. A 30-day budget period is considered when determining eligibility with the 30 day period beginning 30 days prior to the date of application and ending on the application date. Income must be documented if the service has a cash value. Income may be declared if the service does not have a cash value.

**Examples of earned income include:**

- earnings from work as an employee
- earnings from self-employment
- training allowances
- Strike benefits (if the striker is required to perform services in order to receive them).

**Examples of unearned Income include:**

- RSDI Benefits
- alimony and child support
- Veteran Administration benefits
- Workers Compensation benefits
- lump-sum payments
- unemployment benefits
- pension and retirement benefits
- strike benefits
- investment income
- rental income
- OWF, Disability Assistance, or SSI payments

**Ineligible Applicants Include:**

- individuals with any outstanding OWF, PRC, or Food Stamp fraud overpayment balance

- Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance. PRC services may be provided to assistance groups sanctioned under OWF if the service can be helpful in resolving issues regarding the sanction, such as continuing family stability services or assisting a sanctioned individual in gaining or retaining employment
- individuals who are not a citizen of the United States or a qualified non-citizen
- an individual who is a fugitive/felon and/or a probation/parole violator
- Assistance group must not have any member who voluntarily quit employment or took action to cause their termination within the last 60 days without good cause.
- families who do not use their own resources to help meet their needs

**Ineligible Services Include:**

- Medical services.
- health care premiums
- services that extend beyond four months for non-employed adults (example: transportation services)

**Application:**

The PRC AG members must complete the form *Request for PRC Services* or other approved form to request PRC funds. PRC eligibility for OWF AG's may be incorporated into their Self-Sufficiency/Employment Plan, as an alternative to completing the application form, at the discretion of the case manager. You must provide the social security number for those persons you are seeking benefits for, or those that we need to determine income for that could affect the PRC application/case eligibility results.

\*Your social security number may be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

**Exploring and Coordinating With Community Resources**

Every effort should be made to explore the availability of resources within the local community prior to authorizing PRC. For the purposes of PRC, the community includes the areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program benefits, or support system that may reduce or eliminate the presenting need. PRC shall not be used for utility services regulated by PUCO and covered by Emergency HEAP. Emergency HEAP benefits must be explored by the applicant before PRC approval is considered.

**Determining Eligibility:**

UCDJFS and provider agencies are responsible for using objective, fair, and equitable criteria when determining eligibility and when approving or denying the application. Staff

members will complete the PRC/ESA Application Worksheet or other approved form to assist in determining eligibility. The application must be approved or denied within 10 business days after receipt of a signed application. If the application for PRC is approved, UCDJFS will mail or otherwise deliver ODHS 4074, *Notice of Approval of Your Application for Assistance*. If the application for PRC is denied, UCDHS will mail or otherwise deliver ODHS 7334, *Notice of Denial of Your Application for Assistance*.

Applicants should be informed about other programs (i.e. Medicaid and Food Stamps) that are available and hearing rights that are applicable.

**Payment:**

Once eligibility for PRC is established, the Director, his designee, or authorized service provider will authorize and generate payment for the assistance, goods, and/or services. Payment will be made to vendors according to the procedures in place at UCDJFS or the procedures of the authorized service provider. All PRC payments are made directly to the vendor. The county or authorized service provider must ensure that its policies meet all auditing requirements. **The total maximum amount of PRC funds which can be allocated cannot exceed \$2500.00 in a 12 month period of eligibility unless otherwise noted.**

**Fraud and Overpayment:**

Pursuant to section 5101.83 of the Ohio Revised Code and rule 5101:1-23-75 of the Ohio Administrative Code, PRC benefits and services may not be provided to a family that fraudulently receives assistance under the OWF and PRC programs until a member of the assistance group repays the cost of the fraudulent assistance.

**Voter Registration:**

The county agency, in accordance with Section 329.051 Revised Code, must make a voter registration application available to persons applying for or participating in the PRC program.

**Nondiscrimination Statement:**

Federal laws require that an agency administering federally funded programs and activities cannot discriminate against you on the basis of race, color, national origin, sex, religion, political beliefs, disability, and age.

You may call the Bureau of Civil Rights to submit your complaint or you may submit your complaint in writing. If the complaint is submitted by telephone you can call (614) 644-2703 or Toll Free 1-866-227-6353, TTY (614) 995-9961, or Toll Free 1- 866-221-6700

You can send your complaint(s) via mail or fax. Mail to:

The Ohio Department of Job and Family Services  
 Bureau of Civil Rights, 30 East Broad Street, 37<sup>th</sup> Floor Columbus Ohio 43215-3414 or fax to: 614-752-6381

**Employment Laws:** Federal employment laws such as the Fair Labor Standards Act (FLSA), the Occupational Safety and Health Act (OSHA), Unemployment Insurance (UI), and anti-discrimination laws apply to welfare recipients as they apply to other workers.

**Americans with Disabilities Act:** If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include: for example, a learning disability, developmental disabilities, a history of drug or alcohol addiction, depression, mobility impairment, or a hearing or vision impairment.

**Limited English Proficiency:** If your primary (spoken or written) is not English, we can help you. We can provide you with an interpreter who can speak English and your language when you come into the office. One will be provided at no cost to you. We may be able to provide documents in your own language, or an interpreter who can read the documents to you.

**PRC Services**

(Subject to guidelines listed above) **\*see note on page 9 for all categories with \*\*\***

Service Name	Description/Examples	Cap	Eligibility
<b>Contingency Services &amp; Homeless Prevention Program</b>  <i>Purpose 1,2</i>	<ul style="list-style-type: none"> <li>• Rent or mortgage payments</li> <li>• Security deposits</li> <li>• Utility assistance</li> <li>• Emergency home repairs</li> <li>• Other housing related needs as approved by UCDJFS</li> </ul>	Not to exceed \$2500.00 total allocation for any PRC category, except for categories without a cap, every 12 months.  ***	200% of poverty level  Eligibility determined by UCDJFS.
<b>Prevention and Retention Services</b>  <i>Purpose 2</i>	<ul style="list-style-type: none"> <li>• Vehicle repairs/insurance needed for employment</li> <li>• Work clothes/uniforms</li> <li>• Work tools/equipment</li> <li>• Training fees</li> <li>• Other related needs as approved by UCDJFS</li> </ul>	Not to exceed \$2500.00 total allocation for any PRC category, except for categories without a cap, every 12 months.  ***	200% of poverty level  Eligibility determined by UCDJFS

<p><b>Emergency HEAP "Gap" Program</b></p> <p><b>Purpose 1, 2</b></p>	<p>Funds to fill the "gap" between the minimum amounts required for the purchase and delivery of bulk fuels as established by the vendor and the maximum Emergency HEAP allowance.</p> <p>Example:</p> <table border="0"> <tr> <td>\$550.00</td> <td>minimum accepted by vendor for the purchase and delivery of bulk fuel</td> </tr> <tr> <td>- 450.00</td> <td>maximum HEAP allocation</td> </tr> <tr> <td>\$100.00</td> <td>TANF/PRC "gap" funding</td> </tr> </table>	\$550.00	minimum accepted by vendor for the purchase and delivery of bulk fuel	- 450.00	maximum HEAP allocation	\$100.00	TANF/PRC "gap" funding	<p>Not to exceed a one time payment of up to \$2500.00 during the HEAP season (November 1 –March 31). Must be used in conjunction with HEAP funds. Requests in excess of \$2500.00 must be approved by a UCDJFS supervisor. Eligibility for "gap" funding is without regard to other PRC usage.</p> <p>***</p>	<p>200% of poverty level</p> <p>Initial eligibility established by Community Action Organization. Final eligibility, data entry and "gap" payment processing completed by UCDJFS staff</p>
\$550.00	minimum accepted by vendor for the purchase and delivery of bulk fuel								
- 450.00	maximum HEAP allocation								
\$100.00	TANF/PRC "gap" funding								
<p><b>Employment and Training Services</b></p> <p><b>Purpose 2</b></p>	<p>Employment training for Youth and Adults, under TANF and WIOA. Ex. Working with the Business Team: soft skills, job club, resume writing, mock interviews, employer interviewing on site, e mail blast of the most current jobs locally and surrounding counties, access to LMI information, case management, transportation, assist AP with finding and maintaining employment, and other related needs as approved.</p>	<p>Not to exceed \$2500.00 total allocation for any PRC category, except for categories without a cap, every 12 months.</p> <p>***</p>	<p>200% of poverty</p> <p>Eligibility determined by WIOA or Family Support Case Manager</p>						

<p><b>TANF Summer Youth Employment Program</b></p> <p><b>Purpose 1, 2</b></p>	<p>Program dates May 1, 20__-October 31, 20__.</p> <p>Eligible youth ages 16-24</p> <p>*See attached for detailed program. If funded yearly from 2015 forward</p>	<p>Wages not to exceed \$10.00 per hour.</p> <p>Based on funding provided for program, and if it is funded yearly.</p>	<p>200% of poverty or below.</p> <p>Eligibility determined by UCDJFS staff</p>
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<p><b>Non Administrative Program Operational Activities</b></p> <p><b>Purpose 1,2,3 and 4</b></p>	<p>Outreach to assure awareness of benefits and services to support children and families.                  Ex. Billboards and signs, public service ads (radio/TV), presentations at workplaces or community events, promotional items, recruitment activities, educational programs and activities, employer recruitment, collaborate with local ED and Chamber, job fairs, information referral, support of Call Center (211) and other items as related to outreach.</p>	<p>N/A</p>	<p>No application needed.</p> <p>No financial need eligibility requirement.</p>
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\* see note on page 9 for all categories with \*\*\*

**CHILD WELFARE/TANF/PRC PROGRAMS/SERVICES**

<p><b>Case Management</b></p> <p><b>Purpose 1</b></p>	<p>Case management</p>	<p>No Cap</p>	<p>200% of poverty level.</p> <p><b>Eligibility determined by CPS unit of UCDJFS or service provider.</b></p>
<p><b>Kinship Services</b></p> <p><b>Purpose 1</b></p>	<p>Must be defined within Children Services case plan. AG must be cooperating with plan. Services included should strengthen the family unit, prevent removal of a child from his/her home, or to make reunification possible.                  Ex. Homemaker services, clothing, parent and child education services, tutoring, mentoring, lice and bed bug prevention and eradication, transportation, mediation services, recreation, initial assessment for drug and alcohol services, legal services or other services determined by Director or his designee to prevent removal or lead to reunification of a/or child(ren).</p>	<p>Not to exceed \$2500.00 total allocation for this PRC category.                  ***</p>	<p>Kinship provider's income will not be used to calculate this service. Kinship AG is defined as: any household that has a minor child who is not residing in the same hh as their parent(s) and who resides with a specified relative, legal guardian or legal custodian.</p> <p>Eligibility determined by CPS unit of UCDJFS or service provider.</p>

**NON-TANF PLAN FOR ELDERLY & DISABLED ADULT DISASTER ASSISTANCE FOR UNION  
COUNTY**

**EFFECTIVE 10/1/2015**

<b>SERVICE NAME</b>	<b>DESCRIPTION/EXAMPLES</b>	<b>CAP</b>	<b>ELIGIBILITY</b>
<p>Non TANF Elderly &amp; Disabled Adult Disaster Funds</p> <p>Application must be received within 7 calendar days of the declaration of the disaster.</p> <p>PRC application will be used for disaster services.</p>	<p>Available if Union County is declared a disaster area by the Governor of Ohio and the county is eligible to receive non TANF funds. The individual must be adversely affected by the emergency condition.</p> <p>*emergency or temp. housing, shelter assistance, rent, rent deposits, mortgage payments, payment of moving expenses, transportation costs, damage repair or clean up, necessary clothing, furniture or household supplies,** including food**, other emergency needs as approved by UCDJFS.</p>	<p>\$500.00 cap per household/dwelling one-time payment per disaster event.</p> <p>**\$50.00 per person limit to individuals whom are receiving the minimum allotment or are not eligible for food assistance.</p>	<p>200% FPL</p> <p>Income verification based on past 30 days of income from date of application, or self-attestation if documents lost in disaster.</p> <p>Eligibility is determined by UCDJFS.</p> <p>Must be age 55 or over, or in receipt of disability benefit payment and no minor children in household.</p>

Applicants must verify damage through photographs, insurance statement of damage or the CDJFS may verify in person. Assistance from this program is intended to compliment assistance received from private insurance or other community resources. This assistance may not duplicate payment provided by another source or agency.

**TANF/PRC FAMILY DISASTER ASSISTANCE PLAN FOR UNION COUNTY**

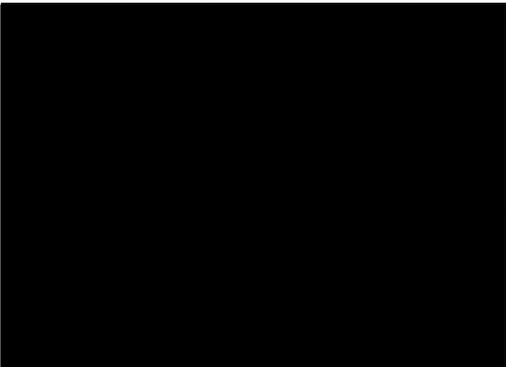
**EFFECTIVE 10/1/2015**

SERVICE NAME	DESCRIPTION/EXAMPLES	CAP	ELIGIBILITY
<p>Family Disaster Assistance plan</p> <p>PRC goal #1</p> <p>Application must be received within 7 calendar days of the declaration of the disaster.</p> <p>PRC application will be used for disaster services.</p>	<p>Available if Union County is declared a disaster area by the Governor of Ohio. Verification of the disaster is required. Additional benefits besides those in the PRC plan may be provided: replacement of clothing and essential household furniture, replacement of essential appliances for eligible home owner, sump pump and water removal and drain cleaning, minor home repairs for eligible home owner, temporary emergency housing, cutting and removal of trees or debris for eligible home owner, replacement of spoiled food up to \$50.00 per person not in receipt of food assistance, other emergency needs as approved by UCDJFS.</p>	<p>\$1000.00 per household/dwelling one-time payment per disaster event.</p>	<p>200% FPL</p> <p>Income verification based on past 30 days of income from date of disaster or self-attestation if documents lost in disaster.</p> <p>Eligibility is determined by UCDJFS.</p>

Applicants must verify damage through photographs, insurance statement of damage or the CDJFS may verify in person. Assistance from this program is intended to compliment assistance received from private insurance or other community resources. This assistance may not duplicate payment provided by another source or agency.

Exceptions to Category Limitations: While it is not the intent to encourage or routinely grant exceptions to the PRC plan the Union County Job and Family Services does recognize there are occasional, extraordinary circumstances that may warrant issuance of PRC in excess of the dollar limitations or more frequency in a specific category than allowed. Any exception to this plan shall specifically be reviewed and approved by a program administrator. Sufficient documentation shall be maintained in the case file as to why a plan exception was granted.

**\*\*\*PRC services may be limited or suspended based on the availability of funds. The covered benefits or services or the amounts specified for the benefits and services listed in the section detailing the scope of coverage may not be reduced, limited , or restricted unless the program is amended EXCEPT in the event of loss or reduction of program funding from the State of Ohio.\*\*\***

 Job and Family Services agree to implement the PRC plan



## **Amendment to Union County PRC Plan**

**May 1, 20\_\_**

### **TANF Subsidized Summer Employment Program for Youth**

**Time frame of program: May 1, 20\_\_-October 31, 20\_\_ or until funds are exhausted, whichever occurs first.**

**Economic needs standard: =to/or below 200% FPL**

#### **TANF goals:**

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

#### **This program will serve only person from a TANF-eligible family:**

- 1. youth ages 16-17, as long as the youth is a minor child in a needy family and is in school(youth may be 18 if they are a full time student in a secondary school);**
- 2. youth ages 18-24, as long as they are in a needy family that also has a minor child; or**
- 3. youth ages 18-24 that have a minor child and are considered needy, the youth served may also be a non-custodial parent (considered needy and have a minor child);**
- 4. Youth in temporary or permanent custody of a Public Children Services Agency (PCSA) who are placed in a licensed foster care setting, that are ages 16-17 years of age or 18 years of age if they are a full time student in a secondary school.**

**\*\*Participants must be a current resident of Union County at the date of the PRC application.**

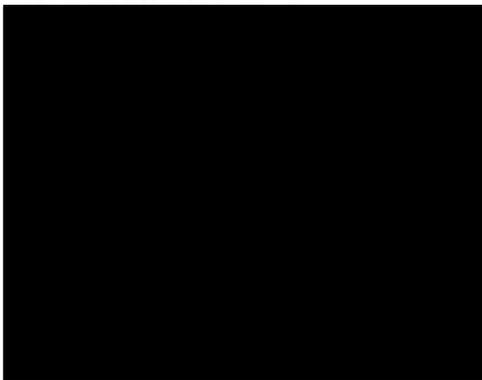
**Union County will reimburse employers up to 100% of the wages up to \$10.00 per hour, worker's compensation expenses, that**

**occur between 5/1/\_\_\_\_-10/31/\_\_\_\_, FICA, and fringe benefits(excluding health benefits). All child labor laws and regulations apply to all participants and employers. Union County will assist in matching youth applicants with interested employers for the summer employment program. The applicant will become an employee of the employer and must adhere to all policy and laws in place at the worksite.**

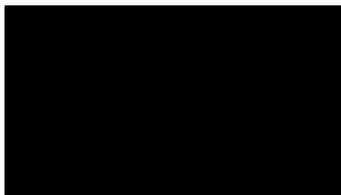
**\*\* Applicants: this wage subsidy may affect your benefits (OWF and Food Assistance).**

**Our program will encompass the following : a week long Job Club where participants will learn to log into and use the Ohio Means Job website, complete a resume, focus on soft skills, complete a mock taped interview, budgeting information, complete a career assessment, and meet with potential employers in preparation for their summer employment.**

**Follow up and continuous support from OMJ-Union County employees will be provided during the specified time of the program.**



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Charles Hall  
Steve Stolte  
Gary Lee

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**UNION  
COUNTY**  
COMMISSIONERS  
*grow with us.*

Eric Richter, County Administrator

Letitia Rayl, Budget Management Officer

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UNION COUNTY COMMISSIONERS

**SEPTEMBER 22, 2015**

**RESOLUTION NO. 15- 354 RE: PREVENTION, RETENTION AND CONTINGENCY (PRC)  
PROGRAM – UCDJFS – EFFECTIVE 10-01-2015**

A motion was moved by Steve Stolte and seconded by Gary Lee to approve the updated PRC program agreement. The program is designed to reflect the priorities and needs of Union County Community. The effective date of the original plan was 10-01-1997. The date of this revision is 09-01-2015, with an effective date of 10-01-2015

A roll call vote resulted as follows:

Charles Hall, Yea  
Steve Stolte, Yea  
Gary Lee, Yea

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The Union County Commissioners certify that the Union County Department of Job and Family Services has complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies of the Union County Prevention, Retention, and Contingency Plan.

