

**Warren County  
Job and Family Services  
Division of Human Services  
Prevention, Retention, Contingency Plan (PRC)  
September 12, 2016**

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## SECTION I INTRODUCTION

The Prevention, Retention and Contingency Program, better known as PRC, was mandated in House Bill 408. The program is designed to provide benefits and services to needy and low income employed families in overcoming immediate barriers to achieving or maintaining self-sufficiency, personal responsibility, and preventing unemployment and job loss. It is the goal of the PRC Program to provide a means for families to work toward long-term self-sufficiency; thereby, preventing the need for ongoing public assistance.

A PRC service/benefit is not ongoing Ohio Works First (OWF) assistance. The PRC program provides for nonrecurring, short-term, crisis-oriented benefits and ongoing services that are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) Program. To ensure fair and equitable treatment of the families applying for PRC, the program shall be continuously in operation according to the standards and procedures as set forth within this document. The covered benefits, services, or amounts specified in this plan may not be reduced, limited or restricted unless the program is amended or at the discretion of the Director of the agency. The services and benefits provided under the PRC program fall into three categories:

- |                     |  |
|---------------------|--|
| <b>PREVENTION:</b>  | Services are provided to an Assistance Group (AG) to prevent them from reliance on and/or divert them from ongoing cash assistance and guide them toward self-sufficiency by helping them through the presenting crisis. |
| <b>RETENTION:</b>   | Services are provided to allow an employed individual to maintain employment and achieve self-sufficiency.   |
| <b>CONTINGENCY:</b> | Services are provided to meet an emergent need that threatens the health or well being of one or more Assistance Group (AG) members.   |

A program or service provided through the PRC program must accomplish one of the four purposes of TANF which include:

- |                        |  |
|------------------------|--|
| <b>TANF Purpose 1:</b> | To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.   |
| <b>TANF Purpose 2:</b> | To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.   |
| <b>TANF Purpose 3:</b> | To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. |
| <b>TANF Purpose 4:</b> | To encourage the formation and maintenance of two-parent families.   |

## **SECTION II**

### **EMERGENT NEED AND EXPLORING COMMUNITY RESOURCES**

Every reasonable effort must be made to explore the availability of resources within the county prior to the authorization of PRC. An Assistance Group (AG) is required to apply for and utilize any program benefit or support system(s) which may reduce or eliminate the presenting need. County staff determining eligibility for PRC should be aware of community resources which may be utilized to help meet the need. Failure on behalf of the applicant to accept or utilize available community resources will be grounds for denial of a PRC application. The PRC Program is designed to provide **temporary** assistance to families with a demonstrated emergent need. In all cases, the amount of the PRC benefit issued must meet, but may not exceed the emergent need of the AG and fall within the established caps of the program. If the amount of PRC available cannot prevent the onset or continuation of the emergent situation, there is no eligibility for payment. In addition, multiple requests (more than one) for PRC services will be evaluated on a case by case basis. Services may not be provided if an abusive pattern of usage is established.

## **SECTION III**

### **ELIGIBILITY**

#### **A. Economic Need**

Economic eligibility includes the combination of income eligibility and evaluation of family needs. Income eligibility for PRC Services is based upon the Federal Poverty Guidelines (FPG) and varies per service category. Specific FPG guidelines have been established per service category and are listed per service are in sections VI, V, and VI.

##### **1. Income**

In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect at the time of application. PRC applicants must provide information regarding income for the last thirty (30) days prior to the date of application, including verification of this income if requested by the Warren County Department of Job and Family Services (WCDJFS). Income and family composition guidelines may vary according to the service/benefit and TANF priority. In order to determine income eligibility, WCDJFS will compare all gross income received within the last thirty (30) days to the FPG standard for the specific service category unless otherwise stated. In most cases, PRC assistance is only available to members who haven't received PRC assistance above the monetary cap during the previous 12 consecutive months. Families receiving assistance under another program may receive PRC assistance. Some exceptions to this rule exist and can be found within each service category.

All gross earned and unearned 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 the application and ends on the application date. The income received during this period is used in the computation of financial

eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF, FA or DA. Examples of gross earned and unearned income include;

Gross earned income examples include, but are not limited to:

- Earnings from work as an employee
- Earnings from self-employment, less the cost of doing business
- Training allowance
- Commission

Gross unearned income examples include, but are not limited to:

- Income as stated in OAC 5101:1-24
- RSDI benefits
- Alimony and child support
- Veterans Administration Benefits
- Worker's Compensation
- Unemployment Benefits
- OWF and SSI payments

Income of all Assistance Group members must be verified. Only **earned** income of an AG member under the age of 18 will be **excluded** (unless child is a parent). No other exclusions apply.

With the above exception, the total gross income, both earned and unearned, of all the PRC AG members, shall be counted. There are no deductions or exclusions allowed from any type of countable income. Written or verbal verification of income is required. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the name and position of the information provider, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification.

Once the total gross countable income of a PRC AG is determined and verified, the amount is compared to the 200% Federal Poverty Guidelines for the appropriate PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement.

**B. Assistance Group:**

General PRC eligibility requires that a child under the age of eighteen (18) or age eighteen (18) but attending high school or its equivalent reside in the household. Special consideration has been made to non-custodial parents, shared parenting, families where children have been temporarily removed, kinship providers, and pregnant women in their third trimester of pregnancy.

The method of defining the PRC Assistance Group (AG) varies by service category and is described per service area. AG determination for families where children are temporarily absent from the home or shared parenting situations are described below.

1. Cases where children are temporarily absent from the home (i.e., taken into legal protective custody by the Warren County JFS, Division of Children Services), remaining household members may be eligible for PRC assistance if the following criteria apply:
  - The child has been out of the home less than a total of six (6) consecutive months,
  - The family has a Children Services reunification plan in place,
  - The family is actively working toward reunification, as verified by the Children Services caseworker. Authorization of PRC services must contribute to the reunification process.

## 2. Shared Parenting

In a situation where two parents claim custody or shared parenting of child(ren) and are claiming the child to be in the home for purposes of PRC eligibility, one of the following three criteria must be verified:

Does the requesting parent receive and/or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify

- a. Does the requesting parent or the other custodial parent receive OWF case assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent. If neither household receives cash assistance, verify (b).
- b. The parent requesting PRC services may present one of two documents to verify shared parenting. He/She may bring verification that the child is claimed as a dependent on the most recent Federal tax filing OR may bring in a signed letter from the other parent. Such letter should state that the parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer's future eligibility for PRC services.

## C. Disqualifiers

Disqualifiers are listed per service category and deem the applicant ineligible for the services. Refer to specific service area for list of corresponding disqualifiers.

## D. Application Process

The PRC applicant or an authorized representative must complete the WCDJFS, Prevention, Retention, and Contingency Program (PRC) Application to request PRC benefits or services. In accordance with Section 329.051 of the ORC each applicant will be provided with a voter registration form when requesting a PRC application. An applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process.

Eligibility for PRC is dependent upon the PRC Assistance Group's (AG) demonstration and verification of the need for financial assistance and/or services, and whether the county determines that a provision of PRC will satisfy the need.

Samples of all PRC Applications appear in the Exhibits Section of the Plan.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 10 working days after completion of the application process in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs, whether or not the PRC Program can be of benefit, will be determined by the WCDJFS. WCDJFS has the authority to designate the application process be completed by other entities based upon a contractual agreement.

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF, Food Assistance or DA assistance group is active is not necessarily a determining factor in the consideration of eligibility for the PRC Program. In addition, the WCDJFS must inform individuals about other programs (i.e., Medicaid and Food Assistance) that are available and of hearing rights that are applicable.

Once the PRC application is approved, WCDJFS will authorize and generate payment for assistance, goods, or services. Authorization may occur any time after the application is approved.

The applicant shall receive a notice of approval or denial within forty-five 45 days of the date of application. The applicant shall receive Notice of Approval of Your Application for Assistance (ODJFS 4074) or Notice of Denial Your Application for Assistance (ODJFS 7334) pursuant to the decision rendered. Applicants shall receive a copy of hearing rights at the time of the decision.

Under this Program, an eligible AG may receive customized assistance, goods, or services determined by the WCDJFS. Ongoing receipt of Medicaid, Ohio Works First, or Disability Assistance is not a determining factor in considering an AG's eligibility for PRC services (outside of any income received through said programs). WCDJFS will inform applicants of other programs/services available through the Agency.

Receipt of PRC services in another county or PRC/TANF services provided in another state shall be considered when processing a PRC application. PRC/TANF benefits and amounts received in other counties and/or states shall be considered and included in the caps.

WCDJFS will pursue collection of PRC assistances which has been obtained fraudulently or that has been determined to be an overpayment.

**E. PRC Program Modification/Termination**

Warren County reserves the right to modify or terminate the PRC program at any time. Modifications may encompass any or all areas of the county PRC Plan. Any modifications of the PRC Plan will be submitted to the Warren County Board of County Commissioners for approval. Upon approval, WCDJFS will submit the modified plan to the Ohio Department of Job and Family Services. Warren County reserves the right to modify or terminate PRC services or eligibility requirements for any reason, including (but not limited to) reduction of funds, changes in State or Federal Regulations, and the need to address appropriate emerging needs within the Agency.

**SECTION IV  
CHILD WELFARE SERVICES AND BENEFITS**

PRC payments are limited to the amount actually required to meet the presenting need, up to the amounts listed below for each type of assistance received within the timeframes described. Verifications of amounts owed must be original bills or invoices.

- A. **Kinship Navigator Services-** are designed to provide support and assistance to relatives, legal guardians or caregivers of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day to day care and well-being of a child(ren) on a long term basis.

Kinship Navigator Services meet TANF Purpose: 1 To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

**AG definition for Kinship Navigator-** A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate household members which includes the relative, legal guardian, or caregiver, spouses of the relative, legal guardian, or caregiver, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG.

**Eligibility:** At or below 200% FPG. Eligibility is based on information gathered in Application D found on page 24 of this plan.

**Disqualifiers:** Any one of the following AG characteristics will deem the applicant ineligible for services:

- Any members of the AG have outstanding OWF or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive's felons or probation/parole violators.

Kinship Navigator Services	Description	Eligibility at or below 200% FPG	CAPS per rolling twelve (12) month period
Information and referral  Comprehensive information and access to legal services  Comprehensive information and access to child care  Respite care	Kinship Navigator services provide an opportunity for the Warren County JFS, Division of Children Services to assist children and family members/care givers providing care for children who are unable to be cared for by their biological or step parents.	At least one child in the household must be a kinship care placement.  Kinship services can be provided to relatives/caregivers who are responsible for the day to day care and wellbeing of a child(ren) on a long term basis.	N/A
Training  Comprehensive information and access to financial assistance  Evaluation and reporting	(see the assistance group section for information regarding child who are temporarily absent from the home)		

**B. TANF Child Welfare**

**AG definition for TANF Child Welfare consists of a child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG.**

TANF Child Welfare services meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

**Eligibility:** At or below 200% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of child/children within the AG. Eligibility is based on information gathered in Application D.

**Disqualifiers:** Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators.

TANF Child Welfare Services	Description	Eligibility at or below 200% FPG	CAPS per rolling twelve (12) month period
<p>Child welfare services allowable under the TANF program but not limited to:</p> <ul style="list-style-type: none"> <li>• Emergency housing services</li> <li>• Domestic Violence Services</li> <li>• Homes-based services &amp; mentoring programs</li> <li>• Parent education and training</li> <li>• Post adoption finalization services</li> <li>• Respite care services</li> <li>• Special services for alcohol and drug abusers</li> <li>• Transportation Services</li> <li>• Voluntary or formalized court diversion activities &amp; mediation</li> <li>• Case management services</li> </ul>	<p>TANF Child Welfare services provided an opportunity for the Warren County Job and Family Services, Division of Children Services to provide services to assist in family reunification or to prevent children from being removed from the home.</p> <p>(See definitions of eligible TANF Child Welfare Services)</p>	<p>Child/ren may reside in the family home or the child has been out of the home <u>less than a total of six consecutive months</u></p> <p>If the children are out of the home, the family must have a reunification plan in place, and actively working toward reunification, as verified by the Children Services Caseworker</p> <p>Authorization of PRC services must contribute to the reunification process.</p>	<p>N/A</p>

## Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services. The following services are also allowable TANF Child Welfare Services under the Warren County PRC Plan:

### Emergency Housing

Providing case management or supportive services as it relates to emergency housing needs including: making referrals, arranging for, and planning for emergency housing needs and services.

### Children Services Case Management

Case management services including: making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children.

### Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to: meals, transportation, housing referral services, legal advocacy, children’s counseling and support services and other services to victims of domestic violence and their dependents. Other eligible services include providing case management or supportive services including: making referrals, arranging for and planning for care or services, planning, supervising an assessing results of care as it relates to domestic violence services.

**Home Based Services**

Home Based Services are those services provided to families in their own homes or community which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs, examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, child care and transportation services, Home based services also include direct (face to face) education and counseling, referral and linkage to other community services and case management.

**Parent Education Services**

Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case management, making referrals to, arranging for services, planning, supervising, and assessing results of Parent Education services.

**Post Adoption Finalization Services**

Post-finalization services or post-finalization adoption services means services provided or arranged by Children Services to support, maintain and assist an adopted child or adoptive family any time after finalization of an adoption.

**Respite Care Services**

Eligible services include case management, making referrals to, arranging for services, planning, supervising, and assessing results of respite care activities and the provision of respite care. Respite care services are services designed to provide temporary relief to child-caring functions which may include, but are not limited to, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child placed in a foster home or with a relative as well as for a child in his own home.

**Special Services for Alcohol and Drug Abusers**

Services to provide rehabilitation program for alcohol and drug dependent persons. Services activities include:

- Work with the individual, family members, and appropriate social service agencies to develop and carry out an individual rehabilitation plan.
- Providing or arranging for individual, family and group counseling.
- Services to assist the individual to recognize the danger or continued substance abuse.
- Case management services including; making referrals to, arranging for rehabilitation services, planning, supervising, and assessing results of services provided to alcohol and drug abusers.

**Transportation Services**

Transportation Services include arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision of escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and monitoring visits.

**The following services are not PRC eligible**

- Foster care and out of home maintenance payments.
- Juvenile justice services.
- Any costs associated with children who do not live with a custodial parent or other adult caretaker relative, legal guardian, or legal custodian (Except for the 180 day provision or Federal TANF goals # 3 and #4).
- Services available through other federal funding sources.
- Medical services with the exception of those services allowable under Ohio's 1996 IV-A state plan.

**C. Kinship and Child Welfare Conditional Services**

**AG Definition for Child Welfare Conditional Services:** A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, kinship caregivers who have legal custody of a minor child, biological and step-siblings in the household. Other adult household members will not be considered part of the AG. Pregnant women in their third trimester of pregnancy-each fetus is considered a separate family member.

Kinship and Child Welfare Conditional Services meeting TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

**Eligibility:**

- At or below 200% FPG.
- Eligibility is based on information gathered in Application D.
- Families must work with WCJFS either through Children Services or meet the definition for kinship services, and are in need of services in order to reunite, maintain or care for children in their home.

**CAP:** Kinship and Child Welfare Conditional are not to exceed \$2,000 per family.

**Disqualifiers:** Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators.

<b>Kinship &amp; Child Welfare Conditional Service</b>	<b>Description</b>	<b>Eligibility at or below 200% FPG</b>
Rent (Excludes late fees)	To prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, or employment related out of county relocation.	Rent is limited to a maximum of 4 consecutive months
Mortgage	To prevent foreclosure Mortgage assistance is limited to a maximum of 4 consecutive months.	Deed and mortgage to be in applicants name, and must be the primary residence of the AG
Security Deposit	For necessary relocation, to alleviate an overcrowded situation (out of county relocation must be employment related)	Unsubsidized and subsidized housing
Utilities/Deposits for utilities	Gas/heating fuel Cooking fuel Electric Water Sewage Basic telephone services	If the HEAP eligible applicant is requesting assistance with heating or utility payment, the applicant should be referred to WCCS (Warren County Community Services) during HEAP Season prior to accessing services through the PRC Program
Household items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens or any other necessary household item	

**SECTION V**  
**WCDJFS SERVICES AND BENEFITS**

<b>Service or Benefit</b>	<b>CAP</b>	<b>Assistance Group</b>	<b>Targeted Group</b>	<b>Economic Need Standard</b>	<b>Verifications</b>
<p><b>Contingency Services:</b> An emergent need that threatens the health, safety, or acceptable living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation/retention, work or marriage.</p>	Any number of individual payments to meet a non-recurrent crisis or episode of need up to <b>\$1,000.00</b> per assistance group per 12 month period.	<p>Parents or specified relatives with minor children.</p> <p>Pregnant women</p>	<p>AG must have experienced an unforeseen circumstance that places a documented financial hardship on the AG, promoting the request for PRC.</p> <p>Adults in AG must be employed, awaiting UCB, or have other income such as, but not limited to disability payments. An AG whose only income is that of minor children shall not be eligible for PRC contingency services.</p>	<p><b>At or below 200% FPL</b></p> <p><b>TANF Purpose: 1</b></p>	<p>Must demonstrate verifiable income to meet recurring living expenses: rent/mortgage and utility expenses in succeeding months.</p> <p>For all contingency services, the applicant AG must show a pattern of good faith effort to maintain payment to the best of their ability.</p>

<b>Service or Benefit</b>	<b>CAP</b>	<b>Assistance Group</b>	<b>Targeted Group</b>	<b>Economic Need Standard</b>	<b>Verifications</b>
<p><b>Employment and Training Services and Benefits:</b></p> <ul style="list-style-type: none"> <li>• Purchase clothing or uniforms for work.</li> <li>• Purchase safety equipment, i.e., shoes, glasses, work boots.</li> <li>• Purchase special tools and/or equipment required for employment.</li> </ul>	\$250.00 for non-recurrent short term benefits to be provided once within a 12 month period.	<p>Parents or specified relatives with minor children.</p> <p>Non-custodial parent with child support order and must be cooperating with CSEA.</p> <p>Child only- minor child temporarily out of the home with reunification plan.</p>	<p>Recently employed individuals</p> <p>Under employed individuals</p> <p>Unemployed families in receipt of OWF who are actively participating in their work activity and have obtained employment and/or training opportunities.</p>	<p><b>At or below 200% FPL</b></p> <p><b>TANF Purpose: 2</b></p>	Proof of employment or offer of employment

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard	Verifications
<b>Rent or Mortgage Payment</b>  (No payment will be made for extra fee for pets unless the pet is also a service animal)	One month of rent/mortgage due, or deposit up to <b>\$1,200.00</b> , payment to the landlord or mortgage company.  Amount due may include late fee for one month only.  Landlords/managers must sign a repayment agreement for security deposits.	Parents or specified relatives with minor children.  Pregnant women	AG's who can provide written documentation from the landlord or mortgage company specifying the monthly rent/mortgage and the actual amount of any initial deposits.  *No employment requirement with this benefit.	<b>At or below 200% FPL</b>  <b>TANF Purpose: 1</b>	With Landlord or Court Ordered Eviction Notice  Homeless  Uninhabitable residence determined by Health Department  Residing in spousal abuse center  Overcrowded conditions (number in home must be verified by landlord/homeowner)  An AG whose monthly income has decreased by half due to a situation beyond their control and who needs to relocate to a less expensive housing option.

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard	Verifications
<b>Utility Assistance for Initial Services and Shut-offs:</b> <ul style="list-style-type: none"> <li>Gas, propane, kerosene, wood, electric, water, sewer</li> <li>AG must be responsible for the utility</li> </ul>	Amount due, up to <b>\$600.00</b> once within a 12 month period to assist with initial services or disconnects. Only during non-HEAP (Home Energy Assistance Program) season.  HEAP Referral Exception one-time <b>\$200.00</b> within 12 month period	Parents or specified relatives with minor children.  Pregnant women	Families at risk:  "The existence of or potential for a disruption to the health, safety or decent living arrangement of the family."  Families with children at risk of abuse or neglect.  Victims of domestic violence  *No employment requirement with this benefit.	<b>At or below 200%</b>  <b>TANF Purpose: 1</b>	AG must provide a current utility bill with the account number, service address, amount due and account holder's name. Must enroll in PIP.  AG must have at least made 1 payment within the 3 months prior to filing a PRC application to be considered for assistance.  Not available during HEAP season with the exception of a one-time assistance payment for <b>heating</b> of up to \$200.00 with a referral from HEAP/ERHEAP with proper verification.

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard	Verifications
<b>Automobile Repair</b>	Up to <b>\$1,500.00</b> one time in a 12 month period.  CDJFS has the option to deny repairs based on age, condition, repair needed and value of the vehicle.	Parents and specified relatives with minor children.  Non-custodial parents, who are cooperating with CSEA.	Recently employed individuals  Under employed individuals  Unemployed individuals in education or training for up to 4 consecutive months.	<b>At or below 200% FPL</b>  <b>TANF Purpose:2</b>	The applicant must be scheduled or have worked for a minimum of 30 hours per week at minimum wage (or the equivalent), participating at a verifiable work experience program, or enrolled and attending education/training for up to 4 consecutive months.  Automobile repairs will only be provided in those situations where the automobile is needed to retain employment, meet the above work activity requirement, or assist with transportation for education/training. <i>Two bids are required from certified auto repair company.</i>

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard	Verifications
<b>Transportation</b>	Limited to contracted amount. <u>Transit tickets are the preferred option.</u>  Transit tickets capped at <b>30 days</b> for newly employed individuals.  <b>OR</b>  Gas Cards- Limited to 4 Gas Cards issued either Weekly or Bi-Weekly dependent on proof of mileage by applicant in the amount of \$50.00 per card not to exceed a \$200.00 total disbursement.  Uncapped for active OWF/TANF Work Activity participants	Parents and specified relatives with minor children.  Pregnant women  Non-custodial parents, who are cooperating with CSEA.	Recently employed individuals  OWF Work Activity Participants	<b>At or below 200% FPL</b>  <b>TANF Purpose: 2</b>  <b>TANF Purpose: 4</b>	Newly Employed OWF Recipients must provide proof of employment.  OWF/TANF Work Activity Participants, no cap.  Newly employed individuals must provide proof of employment.

<b>Service or Benefit</b>	<b>CAP</b>	<b>Targeted Group</b>	<b>Economic Need Standard</b>	<b>Verifications</b>
<b>TANF Youth Employment Program</b>	Hourly wage capped at \$10.00 per hour.  Services not to exceed agency TANF grant amount.	Youth age 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 full time student in a secondary school)  Youth age 18-24, as long as they are in a needy family that also has minor child  or  Youth ages 18-24 that have a minor child and are considered needy	<b>At or below 200% FPL</b>  <b>TANF Purpose: 2</b>	TANF Youth Employment Program meets the first two purposes of TANF:  1) To provide assistance to needy families so that children may be cared for in their homes or the homes of relatives. 2) To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.  Eligibility to participate does not guarantee all youth will get an opportunity for employment. Opportunities for employment are limited to funding and employer participation.

<b>Service or Benefit</b>	<b>CAP</b>	<b>Assistance Group</b>	<b>Economic Need Standard</b>	<b>Verifications</b>
<b>Other Services/Benefits Targeted to Goals of TANF and the PRC Plan</b>	Determined by County	Parents or specified relatives with minor children.  Minor Children  Pregnant women  Non-custodial parents, who are cooperating with CSEA	<b>At or below 200% FPL</b>  <b>TANF Purposes: 1,2,3,4</b>	Defined or Approved by the Director or Designee

**SECTION VI**  
**WCDJFS DISASTER SERVICES AND BENEFITS**

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard
<p><b>Disaster Assistance</b> Benefits to assist with the damage or loss sustained as a result of natural disaster upon declaration by County Commissioners, identified by the Red Cross, or otherwise identified. All families are potentially eligible for this category of assistance regardless of OWF sanction status. PRC issued in this category will not apply toward the yearly cap per family. If the applicant has homeowners insurance that can address the emergent need, it must be accessed prior to the issuance of PRC. The following list is not all inclusive.</p> <ul style="list-style-type: none"> <li>➤ <i>Shelter Assistance</i> <ul style="list-style-type: none"> <li>• Rent/Rent Deposits</li> <li>• Mortgage Payments</li> <li>• Emergency shelter/temporary shelter (excluding hotel charges)</li> <li>• Payment of moving expenses</li> </ul> </li> <li>➤ <i>Utility Assistance</i> <ul style="list-style-type: none"> <li>• Payments for initial hook up</li> <li>• Purchase bulk fuel destroyed or damaged by disaster</li> <li>• Installation or repair of telephone (when medically necessary with Doctor Statement)</li> <li>• Home repair or replacements affecting basic structure (provided to the homeowner only)</li> <li>• Appliances or fixture repair or replacements</li> <li>• Repair or purchase of furnace, air conditioning, or water heater (provided to the homeowner only)</li> <li>• Purchase or replace essential household contents</li> </ul> </li> <li>➤ <i>Personal items</i> <ul style="list-style-type: none"> <li>• Essential clothing for members of the Assistance Group</li> <li>• Essential non-consumable products, excluding tobacco products and alcohol</li> </ul> </li> <li>➤ Vehicle repair for damage caused by the disaster provided the automobile is necessary for employment or medical condition</li> </ul>	<p>Determined by State or County, not to exceed \$1,500 per family.</p> <p>All Disaster Benefits are dependent on available PRC funding.</p>	<p>Parents or specified relatives with minor children.</p> <p>Pregnant women</p> <p>Non-custodial parent and minor child(ren)</p> <p>Child only minor child temporarily out of home with reunification plan.</p>	<p>Families sustaining disaster related damage or loss</p>	<p><b>Determined by State Declaration</b></p> <p>or</p> <p><b>At or below 200% FPL</b></p> <p><b>TANF Purpose: 1</b></p>

<p><b>Disaster Relief for Adults and Disabled NOT eligible for TANF Plan.</b></p>	<p>Determined by State or County, not to exceed \$750 per family.</p> <p>Disaster Relief for Adults and Disabled are dependent on available PRC funding.</p>	<p>Age 55 or over with no minor children</p> <p><b>OR</b></p> <p>No minor children but in Receipt of disability payments such as SSI, Social Security Disability, VA Disability, PERS or STERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc.</p>	<p>Families sustaining disaster related damage or loss</p>	<p><b>Determined by State Declaration</b></p> <p><b>or</b></p> <p><b>At or below 200% FPL</b></p> <p><b>TANF Purpose: 1</b></p>
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**SECTION VII  
COMMISSIONER APPROVAL**

**OTHER**

Other expenditures incurred by an AG which meet one of the components of the PRC Program can be approved on a case-by-case basis by the Director or Supervisor, if it is a verified need to gain or maintain employment, maintain family stability, or prevent or reduce the incidence of out-of-wedlock pregnancies.

If a shortage of funding exists the CDJFS may elect to Amend/Prioritize our services and benefits offered through the PRC Program.

**INTERPRETATION**

In instances of ambiguity or lack of clarity in the provisions of this Plan, the determination of the CDJFS as to the meaning and interpretation shall be final and binding. The CDJFS will be the final authority for all decisions regarding eligibility for PRC benefits and services and for the allocation of PRC funds to support benefits and services to the public.

**Warren County Job and Family Services, Division of Human Services agrees to implement this Prevention, Retention and Contingency (PRC) Plan as amended on September [REDACTED], 2016.**

[REDACTED]

**Director, Warren County JFS, Division of Human Services**

**Date**

*[Handwritten signature in blue ink]*

**SECTION VIII**  
**EXHIBITS**  
**Application A- WCDJFS PRC Application**

## WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

416 S. East Street • Lebanon, Ohio 45036  
Phone (513)695-1420 • Fax (513)695-2940

www.co.warren.oh.us/humanservices  
WARRE\_CDHS\_INFO@odjfs.state.oh.us

### PRC APPLICATION

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/ST./ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please list EVERY person in the home, even if they are not applying for assistance:

Last Name	First Name	MI	U.S. Citizen	Relationship	SSN	DOB	Sex	Age
				<b>SELF</b>				

How much income, earned or unearned, has been received by all household members in the last 30 days?  
 \_\_\_\_\_

From what source?  SSI  Social Security  Child Support  Alimony  BUC

Other: \_\_\_\_\_

Has anyone in the home received any type of public assistance from any county in Ohio or any other state this month or in the past 3 months?  YES  NO If YES, Who? \_\_\_\_\_

What was received? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

Is anyone in the home currently employed?  Yes  No If yes,

	WHO	WHERE	HOURLY RATE	# HOURS PER WEEK
JOB 1				
JOB 2				

Has anyone left employment in the last 90 days? (quit, fired, terminated, laid off, etc.)  Yes  No If yes

WHO	WHERE	WHEN	WHY

DO YOU NEED HELP WITH:  Utility Disconnect  Rent/Mortgage  Car Repairs  Transportation  
 Contingency Services  Employment/Training  Other (Explain) \_\_\_\_\_

Do you pay Rent or a Mortgage?  YES  NO If YES, monthly amount: \_\_\_\_\_

List the Utilities you pay and the average monthly amount: \_\_\_\_\_

Are you and your family:  In a Shelter  Have a court ordered eviction  Homeless

Does anyone in the home have Resources, such as:  Checking/Savings  Stocks/Bonds

If Yes, Who/What/Value: \_\_\_\_\_

Is anyone in your home Pregnant?  YES  NO If yes, Due Date? \_\_\_\_\_

Please use the back of this form as needed to provide the requested information.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Reset this form

Print this form

## Application B

### WCDJFS- TANF Summer Youth Employment Program Application

#### PRC Request for TANF Summer Youth Employment Program 2016



**Instructions: Please complete Section I, II, III and IV.**  
Incomplete applications will not be considered for this program.

**Section I: Complete the Demographic Information Below**

Parent or Guardian Name	Youth Name	
Social Security Number	Youth Social Security Number	Youth Age
Present Address	Present Phone Number	

**Section II: List All Household Members:**

Name	Date of Birth	Relationship to Youth	Does this person receive OWF, Food Assistance, or Medicaid)	
(YOUTH NAME)		SELF	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

(List any additional household members on the back of this form.)

**Section III: Complete and answer all questions about income.**

- Is your household actively receiving Food Assistance Benefits?  Yes  No
- Is your household actively receiving Medicaid?  Yes  No
- Is your household actively receiving Cash Assistance (OWF) Benefits?  Yes  No
- Does anyone in the household have an outstanding OWF overpayment?  Yes  No

Check the box to indicate your family income in the last 30 days and list each individual with income, type of income and monthly amount. Attach proof of income for each income type. (Note: If your family receives Ohio Works First cash assistance or food assistance, you will not need to provide verification of income but you will still be required to complete the section below.)

	List the Individuals with Income	List the Type of Income (Examples: Wages, Social Security, SSI, Child Support)	List the Monthly Amount of Income
<input type="checkbox"/> \$0 - \$1980			
<input type="checkbox"/> 1981 - 2670			
<input type="checkbox"/> 2671 - 3360			
<input type="checkbox"/> 3361 - 4050			
<input type="checkbox"/> 4051 - 4740			
<input type="checkbox"/> 4741 - 5430			
<input type="checkbox"/> 5431 - 6122			
<input type="checkbox"/> 6123 - 6815			

## PRC Request for TANF Summer Youth Employment Program 2016

If you are not registered to vote where you live now, would you like to apply to register to vote here?

YES, I want to register to vote.  NO, I do not want to register to vote.

If you do not check either box, you will be considered to have decided not to register to vote at this time.

**Section IV: Read and Sign the Application.**

By my signature below, I agree that the above information is true and complete to the best of my knowledge. I also give consent for my information to be shared with Ohio Means Jobs – Warren County and Warren County Educational Service Center for any purpose related to the TANF Summer Youth Employment Program.

Parent / Guardian Signature	Date
Youth Signature	Date

How did you hear about this program?

FOR WCJFS USE ONLY	FOR WCJFS USE ONLY	FOR WCJFS USE ONLY
<input type="checkbox"/> Eligible	<input type="checkbox"/> Approval Letter Given	<input type="checkbox"/> Not Eligible
<input type="checkbox"/> Eligibility determined by receipt of OWF, FA, or Medicaid verified through CRISE, OBWP, BIC or another reporting source.		
<input type="checkbox"/> age 16-17 minor child in needy family in school	<input type="checkbox"/> 18-24 in needy family with minor child	
<input type="checkbox"/> 18-24 with child and considered needy		
Signature of WCJFS Worker	Date	

Additional Notes (If applicable):

## Application C WCDJFS- Winter Coat Program Application

### WARREN COUNTY HUMAN SERVICES PRC APPLICATION WINTER COAT PROGRAM

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/ST./ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>FOR AGENCY USE</b>
ARAD # _____
CASE # _____

Please list EVERY person in the home :

Last Name	First Name	SSN	Relationship	DOB	SEX	AGE	SIZE
			<b>SELF</b>				

Are you currently receiving any of the following:  CASH ASSISTANCE  FOOD ASSISTANCE

Is anyone in the home **currently employed**?  Yes  No (INCLUDE 4-6 WEEKS PAY)

	WHO	WHERE	HOURLY RATE	# HOURS PER WEEK
JOB 1				
JOB 2				

Unearned income:  SSI  Social Security  Child Support  Alimony  Unemployment  Other  
 If yes

WHO	SOURCE	WHEN	AMOUNT

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

APPROVED  DENIED

\_\_\_\_\_  
WORKER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
Date

## Application D TANF Child Welfare/Kinship Navigator Application



Prevention Retention and Contingency  
Application

### TANF CHILD WELFARE/KINSHIP NAVIGATOR APPLICATION

By signing this Agreement, I verify the following information is true and accurate (*please check all statements that apply*):

- I am a U.S. citizen or legal alien.
- I am not a fugitive felon.
- My family's income falls within the stated guidelines below.

My Family Size is \_\_\_\_\_ My Family's Gross Monthly Income \$ \_\_\_\_\_

Number of people in your family (include spouse and all children)	TANF PRC Eligibility Monthly gross income is less than or equal to...
2	\$2,670
3	\$3,360
4	\$4,050
5	\$4,740
6	\$5,430
7	\$6,122
8	\$6,815

\_\_\_\_\_  
Signature of parent/guardian or authorized representative Date

\_\_\_\_\_  
Print Name

#### FOR AGENCY USE ONLY

Family is requesting/receiving:

<input type="checkbox"/> Kinship Navigator Services	PRC Eligible? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> TANF Child Welfare Services	Approval/Denial Letter Issue Date: _____
	Caseworker: _____