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INTEROFFICE MEMORANDUM
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TO: Washington County Commissioners
FROM: Thomas E. Ballengee
SUBJECT: Approval for Revision to the Washington County PRC Plan
DATE: August 10, 2016

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I would like to request permission to make the following changes to the PRC Plan for Washington County:

Summer Employment Program for Youths - This program will operate from May 1, 2016 to August 31, 2016 and will provide wage subsidies to employers who employ Washington County youths. Gasoline assistance will also be provided, if needed.

Clothing Voucher Program – This program will provide clothes/shoes for children who attend grades K-12 outside of their home during the school year 2016-2017. The amount given to each child will be determined based on available funding.

Your approval of these changes is appreciated.

[Redacted Signature]

Washington County Board of Commissioners Date

[Redacted Signature]

Washington County Board of Commissioners Date

[Redacted Signature]

Washington County Board of Commissioners Date

AUG 12 2016

Prevention, Retention and Contingency Program for Washington County

Situations happen in every household when unplanned expenses arise which weren't anticipated. For many households, these unplanned expenses are met by utilizing their savings or by borrowing the money and paying it back over time.

For those living at or near poverty, unplanned expenses can pose disaster, as there may be no savings or credit ability to attain the money to meet the unplanned expense.

The challenge is to help the poor households of the county without absorbing the total household's responsibility for the unplanned expense.

In Washington County, we accepted the challenge by starting a model program on October 1, 1997 called Prevention, Retention and Contingency (PRC).

This PRC Plan is funded, in whole or in part, by federal funds provided under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, commonly known as Temporary Assistance to Needy Families (TANF). As such, use of the TANF funds for programs is predicated upon the program achieving at least one (1) of the overarching goals of the TANF program as shown below:

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

QUALIFICATION, ELIGIBILITY & APPLICATION

NON-FINANCIAL ELIGIBILITY REQUIREMENTS

1. Must have a minor child as defined by OWF or an adult pregnant woman in the household; or a non-custodial parent of a minor child in which paternity has been established, is cooperating with the child support enforcement agency in establishing a support order and an employment related need exists; or a non-custodial parent of a minor child who is ordered into the Employment Program by a Court within Washington County or referred by the Washington County Child Support Enforcement Agency (WCCSEA) and is complying with the Employment Program to find a job. However, if program meets either or both TANF goal three or four, then the County reserves the right to designate any household composition or any income limits.
2. Household composition will be determined by including all who live in the household.

3. PRC is restricted to eligible payments made to qualified households over a 30-day period of time within a 12 consecutive month cycle, unless otherwise noted. However, if previous PRC payments were totally repaid to the county via cash payments, the 12 consecutive month cycle will be ignored. Conversely, the 12 consecutive month cycle will be extended indefinitely for those households that contain an adult who received a previous PRC payment as an adult which was not fully repaid by any of the three (3) repayment methods listed below.
4. Those households containing an adult who previously received assistance under another Ohio county PRC program or another states emergency assistance program within the past 12 months will be restricted from obtaining PRC assistance for non-employment related items until 12 months of time has transpired since the last authorization of PRC or emergency assistance benefits. In addition, if another Ohio County had conditions on receipt of their PRC benefits, those conditions will continue in effect in Washington County if known to the agency.

FINANCIAL ELIGIBILITY REQUIREMENTS

1. Total gross household income for necessary **employment** related needs can't exceed 150% of the monthly Federal Poverty Guidelines as indicated on CRIS-E based on household size. Only earned income of a minor child who is attending up through a secondary school, any student loans/grants for any household member and all other income and resources pursuant OAC 5101:1-24-20 shall be excluded. A 30-day budget period will be used and begins 30 days prior to the date of application and ends on the date of application. Reasonable attempts will be made by the agency to verify income. Repayment agreement must be signed by every adult household member prior to PRC issuance with household making choice of paying back the total amount issued for PRC by either (1) regular payments, (2) donating a specified number of volunteer hours to designated needs within the county, or (3) a combination of both. The PRC authorized by the WCDJFS plus any additional needed payments by the client must be sufficient to purchase the service and to not create an obvious repayment hardship for the household at a later date. Failure to repay may result in legal actions. For those choosing the option to volunteer hours for community needs, applicants may need to obtain a site prior to the authorization of PRC in which they and the site are willing to allow the PRC recipient to serve their hours. The site will then be reviewed by the agency to determine if it is acceptable and may approve it or designate another volunteer site.
2. Total gross household income for **non-employment** related needs that threaten the safety or health of the household can't exceed 100% of the monthly Federal Poverty Guidelines as indicated on CRIS-E based on household size. Only earned income of a minor child who is attending up through a secondary school, any student loans/grants for any household member and all other income and resources pursuant OAC 5101:1-24-20 shall be excluded. A 30-day budget period will be used and begins 30 days prior to the date of application and ends on the date of application. Reasonable attempts will be made by the agency to verify income. Repayment agreement must be signed by every adult household member prior to PRC issuance with household making choice of paying back the total amount issued for PRC by either (1) regular payments, (2) donating a specified number

of volunteer hours to designated needs within the county, or (3) a combination of both. The PRC authorized by the WCDJFS plus any additional needed payments by the client must be sufficient to purchase the service and to not create an obvious repayment hardship for the household at a later date. Failure to repay may result in legal actions. For those choosing the option to volunteer hours for community needs, applicants may need to obtain a site prior to the authorization of PRC in which they and the site are willing to allow the PRC recipient to serve their hours. The site will then be reviewed by the agency to determine if it is acceptable and may approve it or designate another volunteer site.

Applicants Ineligible for PRC

1. Single people (unless noted), childless couples (unless noted) and parents without a minor child (unless noted) with exception of employed non-custodial parents of a minor child or a non-custodial parent of a minor child who is ordered into the Employment Program by a Court within Washington County or by the Washington County Child Support Enforcement Agency (WCCSEA) and is complying with the Employment Program to find a job is eligible. Short-term cost incurred by agency to determine if non-custodial parent will comply is reimbursable to the agency.
2. Households containing a fugitive felon or probation/parole violator.
3. Households containing an individual with any outstanding OWF fraud or PRC fraud or Child Care fraud overpayment balance.
4. Households containing an individual who is ineligible for this or any other assistance program due to non-compliance with the terms of their assistance.
5. Households containing an individual who is under sanction on the OWF program unless due to current income into the household they would be financially ineligible for OWF if no sanction were imposed or if all adults in the assistance group are currently employed at 40 hours per week at no less than minimum wage.
6. Households containing any adult or minor head of household who quits a job is ineligible for a 90-day period from date of quit except where good cause has been established per 5107.26 of the Ohio Revised Code.
7. Households containing any adult or minor head of household who has been fired within 90 days of application due to willful actions on the employees part to cause the employer to fire them.
8. A non-graduate parent under 18 not attending high school or equivalent.
9. A parent under 18 not living in an adult supervised setting.
10. A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states are ineligible for 10 years.
11. If a member of a PRC household exhausts all of their federal and state time limits for OWF cash assistance, the household would only be eligible for necessary employment related needs under the PRC program.
12. Because the PRC Program is funded with federal Title IV-A block grant funds, no medical expenses for applicants are covered except pre-pregnancy family planning services or as permitted by state and/or federal law.
13. Residence outside of Washington County, Ohio with exception that a non-custodial parent of a minor child who is ordered into the Employment Program by a Court within

Washington County or referred by the Washington County Child Support Enforcement Agency (WCCSEA) and is complying with the Employment Program to find a job may live outside of Washington County, but needs to be within State of Ohio.

14. Any illegal alien.
15. Households containing an adult member that is unwilling to sign the application and/or the repayment agreement.

BENEFIT LEVELS & QUALIFICATIONS

Maximum payment for PRC approved items will be determined by the following: Participants ability to repay the amount loaned. Items required are prudent and necessary. All yearly PRC participant payments are within the agency PRC budget. A maximum of \$500.00 per 12 consecutive month period per eligible PRC household, will be issued based on the following:

1. Criteria for employment related benefits would be determined based on need and income. For those whose household incomes is not greater than 150% of the Federal Poverty Level, as indicated on CRISE, they will be eligible for up to 100% of the maximum eligible payments.
2. Criteria for non-employment related benefits would be determined based on need and income. For those whose household incomes is not greater than 100% of the Federal Poverty Level, as indicated on CRISE, they will be eligible for up to 100% of the eligible payments. Households who present a bill for PRC payment and have themselves failed to make a payment for three or more consecutive months are ineligible for PRC unless reasonable cause can be documented for the non-payment and this reasonable cause is accepted and approved by the WCDJFS.
3. Up to three quotes for any single purchased item that exceeds \$250.00 in cost for either employment or non-employment related PRC may be required of the applicant to obtain prior to PRC being authorized. **Note: Effective 8/1/09 the PRC program will no longer cover the purchase of vehicles.**
4. If state or federal programs are available to meet participant needs (i.e., HEAP, etc.); participants must utilize those services before utilizing PRC.
5. Eligibility factors, processing, delivery and the maximum benefits allowable under the Washington County PRC plan may be waived in unusual circumstances, as defined by the department, and approved by the Director of the WCDJFS.

AGENCY PROCEDURES

1. Eligibility will be determined within three business days.
2. Eligibility will be determined on a case-by-case basis in consideration of the presenting need of the PRC AG.
3. Will inform PRC applicants about other available programs (i.e., Medicaid and Food Stamps and child care) and hearing rights that are applicable.
4. If eligibility is established, an agency representative will authorize payment for assistance, goods, and/or services. Actual payment will be done at a later date and according to procedures in place at the WCDJFS.
5. Appropriate information will be available for an audit trail.
6. If eligibility for PRC is established, the WCDJFS will mail or deliver the ODJFS 4074, Notice of Approval of Your Application for Assistance. If it is determined that an Application for PRC is denied, the WCDJFS will mail or otherwise deliver the ODJFS 7334, Notice of denial of Your Application for Assistance.
7. If an employed non-custodial parent is not currently paying child support, then WCDJFS will report all current employment to CSEA prior to approval.
8. WCDJFS will pursue and collect a PRC overpayment if it is determined that the assistance group fraudulently received the PRC.
9. We will help you if English is not your primary language. Persons who cannot, or have difficulty speaking or understanding the English language are protected against discrimination based on national origin. We may also be able to provide you oral or written translation of documents.
10. Charitable Choice: The CDJFS has agreements with other agencies to provide services to Families who may be receiving PRC or act as worksites to families receiving OWF. Some of the services or worksites may be held at religious agencies, such as churches. If you do not want to go to a religious agency for services or as your worksite, your worker will provide you with another agency for your worksite or to provide the services.
11. WCDJFS or any third party agency will make a voter registration application available to persons applying for or participating in the PRC program. WCDJFS will send completed voter registration forms to the Board of Elections.

Continue to page 6 for additional PRC programs

WASHINGTON COUNTY PRC

LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	NEED STANDARD	REPAYMENT REQUIRED
<p>Regular PRC Employment Related Services: clothing, tools, car repairs*, etc. *car repairs will only be approved if it is a work related need. Must get three estimates if not using agency vendor.</p>	\$500	Families with minor children residing in the home; non-custodial parent	150% FPG	Yes
<p>Contingency Services: (an emergent need that threatens the health, safety or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and family life.) Could include: rent, security deposits, utilities, etc.</p>	\$500	Families with minor children residing in the home; non-custodial parent	100% FPG	Yes
<p>Combination of Employment Related and Contingency Services: See above</p>	Combined cannot exceed \$500	Families with minor children residing in the home; non-custodial parent	see above	Yes
<p>Grant-In-Aid - Tuition Trust Authority Credits: (employment and job readiness) Credits will be used once other available funding (PELL, WIA, etc.) has been exhausted to offset the cost of tuition for very specific and identified course of study. Recipient must agree to work within the county for a year in the chosen profession. This will ensure</p>	None	Families with minor children residing in the home; non-custodial parent	300% FPG	No
			TANF Goal 1, 2, 4	

<p>that qualified, licensed professionals are available to work in Washington County and able to end their dependency on public assistance.</p>				
<p>Clothing Voucher Program Provides clothes and shoes for children who attend school outside of their home – program ends 2/28/17</p>	<p>Amount to be determined based on available funding</p>	<p>Children grades K-12 during the school year 2016-2017</p>	<p>Are or would be eligible for Ohio Medicaid in March 2016 TANF Goal 1</p>	<p>No</p>
<p>Gas Cards: Provides gas cards, not to exceed a value of \$100 per qualified time, to eligible AG's that receive food assistance and has an adult AG member that has earned income and utilizes a car to get to and from work. Eligibility for this program will be done during intake, redetermination of the food assistance, or when a change in employment has been reported and verified. NOTE: AG has one month from the date the approval notice was mailed to come to the agency to pick up the gas card. If it is not picked up by that date, the application will be denied.</p>	<p>\$100 (no more than one card within six months)</p>	<p>Families with minor children residing in the home</p>	<p>TANF Goal 1,2</p>	
<p>Summer Youth Employment: Wage subsidy (not to exceed \$10.00 per hour) for youths (aged 14-24) enrolled in the program. Assistance with gasoline can be provided, if needed.</p>	<p>None</p>	<p>Families with minor children residing in the home</p>	<p>200% FPG TANF Goal 1,2</p>	<p>No</p>

<p>Note: Funding for this program is contingent on funds received from ODJFS specifically for this program.</p>				
<p>Visitation/Mediation Program: Serves custodial and non-custodial parents experiencing difficulty in establishing and/or maintaining a relationship with their children</p>	None	Custodial parents residing in Washington County with a minor child living in the home or a non-custodial parent who lives in the State of Ohio.	None TANF Goal 4	No

Agreement:

Washington County Department of Job and Family Services agree to implement the PRC Model as written.



 Thomas Ballengee, Director of WCDJFS Date