

**STATE OF OHIO  
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES**

**TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) PROGRAM  
STATE TITLE IV-A PLAN**

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**Section I**  
**OVERVIEW OF OHIO'S TANF PROGRAMS**

**General Overview**

In 1997, the Ohio General Assembly enacted House Bill 408, landmark legislation that fundamentally changed the nature of welfare assistance in Ohio. House Bill 408 built on welfare reform provisions in the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), which Congress enacted in 1996. The law eliminated the Aid to Dependent Children program and replaced it with the federal Temporary Assistance for Needy Families (TANF) program. Ohio created from TANF two innovative programs – Ohio Works First (OWF) and Prevention, Retention and Contingency (PRC). With these two programs, Ohio has transformed public assistance from a system focused on entitlement to one focused on employment, personal responsibility, and sustained self-sufficiency.

Within Ohio, welfare reform has been implemented as a partnership between the state and counties, with the Ohio Department of Job and Family Services (ODJFS) entering into a Partnership Agreement with each Board of County Commissioners. House Bill 408 delegated a significant amount of decision-making to counties, giving them the flexibility to create nonassistance programs that meet community needs. ODJFS provides technical assistance to the 88 County Departments of Job and Family Services and monitors performance measures.

The success of welfare reform in Ohio has been significant. This effort has dramatically decreased welfare dependence by investing in services, resources and strategies that promote work. Since the implementation of the TANF program, Ohio's cash assistance caseload declined from 549,312 in August 1996 to 190,295 recipients by June 2002, a decline of 65.36%. At the same time, OWF and PRC have transformed public assistance from a system focused on entitlement to one focused on personal responsibility and sustained self-sufficiency. Likewise, services and programs have rapidly expanded to prevent dependency and support employment for those not on cash assistance.

Investments in workforce development services prepare recipients for employment, assist them in the labor market and sustain their attachment to the world of work. Investments in family stability services help build stronger families, foster the development of children and youth and address counter-productive behaviors. Investments in child care provide payments for child care services as well as support the costs of developing slots, improving the quality of child care and helping parents find appropriate child care.

In State Fiscal Year 2002 Ohio used TANF funds to support the following PRC services to individuals:

<u>Service and Program</u>	<u>Estimated Number Served SFY 2002</u>
Employment, Training & Work Support	157,445
Diversion and Retention	217,932
Child Welfare and Protection	109,248
Non-Custodial Parents	3,820
Pregnancy Prevention	396,805

<u>Service and Program</u>	<u>Estimated Number Served SFY 2002</u>
Domestic Violence	5,941
Disaster Services	50
Youth Educational Supportive Services	312,400
Community and Economic Development	6,132
Help Me Grow	216,444

### **Overview of Ohio's TANF Programs**

In Ohio, the following programs and services are supported through the TANF program. Other programs act as supports to families as they pursue self-sufficiency.

*Ohio Works First* - OWF is a county-administered, state-supervised program that serves every political subdivision in the State. OWF provides time-limited cash assistance to needy families with (or expecting) children, by furnishing parents or specified relatives with work, training, and other support services they need in order to attain permanent self-sufficiency while meeting the family's ongoing basic needs. Non-time-limited OWF cash assistance is also provided to child-only cases.

*Prevention, Retention and Contingency* - PRC is a county-administered, state-supervised program that serves every political subdivision in the State. The program is designed to provide benefits and services that are not considered assistance in accordance with 45 CFR 260.31. PRC provides ongoing services and nonrecurring short-term benefits designed to accomplish one of the four purposes of TANF by addressing supports needed by working families and by addressing the needs of families with barriers to self-sufficiency. The goal is always to provide the appropriate mix of cash and non-cash services that will enable the family to achieve self-sufficiency. Ohio chooses to provide services authorized by the Title IV-A Plan that was in effect on August 21, 1996. This plan authorizes Ohio to fund certain medical services and certain Child Welfare services with TANF dollars. The specific Title IV-A plan is in Appendix A.

*Separate State Program* - In Ohio, as in many states, drug and alcohol addiction plays an ever increasing role in family dysfunction as well as economic and social dependency. In order to better address this underlying cause of dependency, Ohio has created a Separate State Program (SSP) to provide prevention, treatment and mentoring services for youth and adults where drug and alcohol abuse threatens their ability to become economically self-sufficient and to care for children in their own home.

*Other TANF-Funded Benefits and Services* - ODJFS administers other TANF-funded programs and components of Title IV-A programs which provide benefits and services to TANF-eligible individuals, as established by the Ohio General Assembly or Executive Order issued by the Governor. The benefits and services provided under this section are not considered assistance as defined in 45 CFR §260.31(a) and are benefits and services that 45 CFR § 260.31(b) excludes from the definition of assistance.

*Family Supports* - A very important component in moving people away from public assistance and toward self-sufficiency is the provision of adequate family supports. As families move into regular, meaningful employment, it is imperative that they are given the opportunity to access support services that help them maintain their jobs. Assistance with buying food, getting health coverage, paying for child care and transportation are all family supports that assist families in their pursuit of success.

## **Overview of Funding**

ODJFS will structure Federal TANF funds and State Maintenance of Effort (MOE) funds in a manner consistent with federal and state law, as well as the efficient and effective operation of programs designed to serve the needs of families envisioned in the purposes of TANF. The structure of funding may include the following:

- C Segregated TANF funds expended in the TANF program
- C Segregated State MOE funds expended in the TANF program
- C Commingled Federal TANF and State MOE funds expended in the TANF program
- C Separate MOE funds expended on state programs operated outside the TANF program

To the extent allowable under P.L. 104-193, the State may transfer funding from the TANF Block Grant to the Social Services Block Grant and the Child Care Development Fund.

**Section II**  
**OPERATIONAL PROCEDURES FOR OHIO'S TANF PROGRAMS**

**Ohio Works First**

The OWF program is the primary program for providing cash assistance to needy families and requires participants to engage in work activities based on a Self-Sufficiency Contract when the assistance group contains an adult or minor head-of household. OWF encourages family self-sufficiency through employment while it meets temporary needs through the provision of cash assistance.

When determining eligibility for OWF, the State will require that the assistance group contain a minor child who resides with a custodial parent, legal guardian, legal custodian or specified relative caring for the child (under Ohio law, guardians and custodians stand *in loco parentis*); or a woman who is at least six months pregnant. Additionally, all adult members or minor heads of household must sign and comply with a self-sufficiency contract. There is no resource limit/asset test in the OWF program.

*Initial Income Test*

The first step in determining whether a family is financially eligible to participate in OWF is the state's initial income test. The initial income test is a modified program eligibility test, similar to the initial eligibility test formerly prescribed by AFDC regulation. The earned income disregard is not applied at this initial income test.

The assistance group is ineligible to participate in OWF if the assistance group's gross income, less amounts disregarded by departmental rule, exceeds the amounts in the chart that follows. The income amounts that are disregarded in the initial income test are from income sources which the state has chosen to exclude from the definition of gross earned and gross unearned income (e.g., SSI, income excluded under the food stamp program regulations). In addition, for purposes of applying this initial income test, the actual dependent care costs (up to allowable maximums defined in the state's rule) paid by the assistance group for nonpublicly funded dependent care for an incapacitated adult or a child who is a member of the assistance group are also disregarded. The remaining family gross monthly income is compared to the amounts designated for the family size in the chart that follows.

Assistance Group Size	Gross Income
1	\$423
2	\$537
3	\$630
4	\$750
5	\$858
6	\$942
7	\$1038
8	\$1139
9	\$1241

10	\$1343
11	\$1440
12	\$1542
13	\$1643
14	\$1742
15*	\$1844

\* For each person in the assistance group that brings the assistance group to more than fifteen persons, add one hundred two dollars to the amount of gross income for an assistance group of fifteen specified above.

### *Continued Eligibility*

If the remainder of the family's gross monthly income does not exceed the amount designated for the family size in the initial income test chart, the family passes the initial income test. Once determined eligible to participate, the family's OWF cash benefits are determined by deducting \$250 and ½ the remainder from the family's gross monthly earned income as an earned income disregard and deducting any nonpublicly funded dependent care costs (up to allowable maximums). The family's unearned income is added to the remainder, and the total is compared to the OWF payment standard for the family size. The OWF payment is the difference derived from subtracting the family's countable income from the OWF payment standard for the family size.

A temporarily absent individual is considered to be in the home for eligibility purposes under OWF. The absence of a member of the assistance group is temporary if all the following conditions are met:

- C The location of the absent individual is known;
- C There is a definite plan for the return of the absent individual to the home;
- C The absent individual shared the home with the assistance group prior to the onset of the absence.

A minor child or parent/specified relative who, without good cause, has been, or is expected to be, absent from the home for a period of forty-five consecutive days or longer does not meet the temporary absence requirement for OWF. Exceptions to this requirement are limited to the following good cause reasons:

- C Hospitalization (includes inpatient drug and alcohol treatment);
- C Detention in a juvenile home until a court commitment;
- C Attendance at school;
- C Vacationing;
- C Trip made in connection with current or prospective employment;
- C Shared parenting situations;
- C Service in the military when it is the sole reason for absence;
- C Removal of a child(ren) by the Public Children Services Agency (PCSA) if a reunification plan is in place and the parents are cooperating with it. Cash assistance for a child(ren) removed can continue to be provided for up to six payment months after the removal date.

### *Time Limits*

An assistance group is ineligible to participate in OWF if the assistance group includes an adult who has participated in the program for thirty-six months. The assistance group then remains ineligible for twenty-four

months. After that period, if good cause exists according to the CDJFS, the assistance group may be eligible for up to an additional twenty-four months of cash assistance. The additional period of eligibility requires the establishment and compliance with a new self-sufficiency contract. Based on a waiver inconsistency (Appendix B), State and Federal time limits began on 10/1/97, and will not be applied retrospectively to participants who received assistance and services before 10/1/97.

A CDJFS may exempt up to twenty percent of the average monthly number of families receiving OWF from the time limit on the grounds that they determine that the time limit is a hardship. This is not applicable unless the group has exhausted its thirty-six months of cash assistance or at the point that the assistance group has reached 60 months of cash assistance.

*Benefit Levels*

The maximum OWF benefit levels available to assistance groups are based on the assistance group size. The following chart provides the standards:

Number in Assistance Group	Payment Standard
1	\$223
2	\$305
3	\$373
4	\$461
5	\$539
6	\$600
7	\$670
8	\$743
9	\$817
10	\$891
11	\$963
12	\$1037
13	\$1110
14	\$1182
15	\$1256
Add for Each Person above 15	\$93

*Assessment/Appraisal*

The goal of OWF is that every family becomes self-sufficient. As soon as possible after an assistance group submits an application for OWF cash assistance, the CDJFS conducts an appraisal of each member of the assistance group who is a minor head of household or an adult. The appraisal includes an evaluation of employment history, education, skills, abilities, interests, and work barriers in order to formulate an employment goal and a plan to achieve self-sufficiency for the individual and the family. The CDJFS also

assesses the skills, prior work experience and employability of each participant who has attained 18 years of age, and has not completed high school or obtained a high school equivalency certificate, and is not attending secondary school.

#### *Self-Sufficiency Contracts*

Under OWF and pursuant to 42 U.S.C. 608 (b)(2), each member of an assistance group who is a minor head of household or an adult must enter into a written agreement with the CDJFS that is known as a self-sufficiency contract (SSC). The SSC must be signed within thirty days of applying for assistance or undergoing an eligibility redetermination, and should be based on the mandatory appraisal that each CDJFS is required to perform of each assistance group applying for assistance. The SSC sets forth the rights and responsibilities of both the assistance group and the CDJFS. Each SSC will include (but not be limited to) the following items:

- C The assistance group's plan to achieve self-sufficiency and personal responsibility through unsubsidized employment within the time limits specified for participation;
- C Work assignments for each adult member or minor head-of-household in the assistance group -- this should include the type of assignment (federally-allowable work activities, developmental activities, and/or alternative work activities), what the specific assignment is, and the number of hours required. In the case of a two-parent family, one parent may complete the requirement for the assistance group;
- C Responsibility of the caretaker member of the assistance group to cooperate in establishing the minor child's paternity and establishing, modifying, and enforcing a support order for the child;
- C Other responsibilities that members of the assistance group must satisfy to participate in OWF;
- C The consequences to the assistance group for failure or refusal without good cause to satisfy all the responsibilities inherent in the SSC;
- C Assistance and services to be provided to the assistance group by the CDJFS, the Child Support Enforcement Agency, and the Public Children Services Agency;
- C Other provisions designed to enable the assistance group to achieve self-sufficiency and personal responsibility;
- C Procedures for assessing participant and CDJFS compliance with the terms of the SSC and whether the contract should be amended; and
- C Procedures for amending the contract.

If a member of an assistance group fails or refuses to comply in full with a provision of their SSC without good cause, the CDJFS shall sanction the assistance group in accordance with the legislatively prescribed sanction policy.

ODJFS has developed a descriptive self-sufficiency contract model. Counties are not required to use the model, but must remain consistent with OWF provisions if they choose to adopt their own model.

### *Sanctions*

Each CDJFS establishes standards for the determination of good cause for failure or refusal to comply in full with the provisions of the Self-Sufficiency Contract. The first failure or refusal results in OWF ineligibility for the entire assistance group for one payment month, or until compliance, whichever is longer. The assistance group may also receive a reduction in food stamp benefits. The second failure or refusal causes OWF ineligibility for the entire assistance group for three payment months or until compliance, whichever is longer. The assistance group may also receive a reduction in food stamp benefits. The third or subsequent failure or refusal results in OWF ineligibility for the entire assistance group for six payment months or until compliance, whichever is longer. The assistance group may also receive a reduction in food stamp benefits. For a third or subsequent work activity failure, the adult who failed or refused to comply without good cause may also lose Medicaid coverage until he/she complies with the work-activity requirement. Other members of the assistance group remain eligible for Medicaid.

Ohio statute requires that after sanctioning an assistance group for failure to comply with a provision of the self-sufficiency contract, the CDJFS continues to work with the assistance group to provide the member of the assistance group who caused the sanction an opportunity to demonstrate a willingness to cease the failure or refusal. Assistance groups who are sanctioned may remain eligible for publicly-funded child care and support services.

### *General Work Provisions*

An OWF participant cannot be assigned to a Federal Work, Developmental or Alternative Work Activity when the employer removes or discharges another person for the purpose of substituting the participant in the person's place. This is true for any of the following circumstances where:

- C The person is already employed as a regular, full-time or part-time employee; or
- C The person has been employed full-time or part-time as a participant in a work activity, developmental activity or alternative work activity; or
- C The person is, or has been, involved in a dispute between a labor organization and the employer; or
- C The person is on a layoff from the same or any substantially equivalent job.

An employer cannot hire a participant to circumvent hiring a full-time employee. Each CDJFS shall have a grievance process to resolve complaints by employers and participants.

### *Exemptions From Work Activities*

There are limited exemptions from work requirements. Child-only cases are exempt and Ohio will take the state option which exempts a single-parent who is caring for a child under age one from the federal work participation requirements. This option will be passed to the counties, who may choose whether to accept the option. Single-parent families that are exempt from the federal work participation requirement are required under state law to participate in Developmental Activities.

### *Work Activities*

#### Federally-Allowable Work Assignments

A significant number of adults and minor heads of households participate in the work activities that are prescribed under Federal law. They are defined as follows:

- C Employment - employment where an individual receives compensation for services performed. This

includes activities that the CDJFS deems to be legitimately entrepreneurial including micro-enterprise self-employment programs.

- C Work Experience Program (WEP) - a program in which individuals work without pay at a job site in a public, private-non-profit or private-for-profit organization in order to gain work experience and training. It may include activities ensuring that participants become familiar with workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. WEP may include specific hands-on-training. WEP may include child care service activities in which a participant provides child care for another participant's child who is a member of another assistance group. WEP may include Community Service activities including a program under which a participant of OWF who is responsible for a minor child enrolled in grade twelve or lower is involved in the minor child's education on a regular basis. An individual who is assigned to be involved with the minor child's education is required to attend academic home enrichment classes that provide instruction for parents in creating a home environment that prepares and enables children to learn at school and must participate in a work assignment at the school that the child attends.
- C Subsidized Employment Program (SEP) - a program in which individuals work with pay at job sites in public, private-non-profit or private-for-profit organizations in order to gain specific occupational training. In return for hiring the individual, a subsidy is provided to the employer for a specified period of time.
- C On-The-Job Training (OJT) - a program which combines classroom instruction and paid or unpaid work experience to improve individuals' skill development and assist them in obtaining, retaining, or improving employment.
- C Job Search and Job-Readiness Activities - programs which assist individuals in acquiring the life skills that are used in obtaining, retaining or improving employment; and those activities to seek and secure employment as directed and approved by the CDJFS.
- C Vocational Education - a program of education and training with a goal of enabling individuals to obtain employment. Vocational education includes college, technical, vocational, or other course work leading toward a degree, certificate or license. Study time may be included in this activity.
- C Job Skills Training - a program designed to increase individuals' employability potential. It may include college, technical, vocational, or other course work. It may include activities ensuring that participants become familiar with workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. Various types of structured programs would qualify, such as rehabilitation services, counseling, personal development and pre-employment classes. Study time may be included as part of this activity.
- C Education Related to Employment - any educational program provided to individuals who do not have a high school diploma or GED. Study time may be included as part of this activity.
- C Basic Education Activities - a program provided to individuals who do not possess basic literacy skills whether or not they have obtained a high school diploma or equivalent. Basic education may include high school or equivalent education and adult basic and literacy education. Study time may be included as part of this activity.

### Developmental Activities

Developmental Activities are a special feature of the OWF program. For many assistance groups, Developmental Activities serve as a supplement to the Federal Work Activities, and are performed in hours required above and beyond the work hours that are required to satisfy the work participation requirements in P.L. 104-193. For other assistance groups, such as single-parents with children under age one who are exempt from the federal work requirement, Developmental Activities are assigned.

In establishing Developmental Activities, county departments are not limited by the restrictions that Title IV-A imposes on work activities. Developmental Activities may be the same as, similar to, or different from Federal Work Activities and Alternative Work Activities. Developmental Activities may be any type of activity that moves the family toward self-sufficiency. Because Developmental Activities are not limited to Federal Work Activities, participants assigned to these activities will not necessarily be counted in the numerator of the participation rate calculation. Examples of Developmental Activities include basic education, mental health counseling, or vocational rehabilitation services.

### Alternative Work Activities

In cases where traditional work activities are unsuitable, and individuals are unable to fully participate in Federal Work Activities, individuals are placed in Alternative Work Activities appropriate to their specific circumstances and needs.

Participants placed in Alternative Work assignments are assigned to activities that may include, but are not limited to: 1) parenting classes and life-skills training; 2) participating in certified alcohol or drug addiction programs; 3) in the case of a homeless assistance group, finding a home; 3) in the case of a minor head of household or an adult with a disability, active work in an individual written rehabilitation plan with the Rehabilitation Services Commission; 4) in the case of a minor head of household or adult who has been the victim of domestic violence, residing in a domestic violence shelter, receiving counseling or treatment related to the domestic violence, or participating in criminal justice proceedings against the domestic violence offender.

Like Developmental Activities, Alternative Work Activities may be any activity that moves the family toward self-sufficiency. No more than twenty percent of adults and minor heads of households participating in OWF may be assigned to Alternative Work Activities. The CDJFS shall establish standards for determining whether an adult or minor head of household has a temporary or permanent barrier to participating in Federal Work Activities.

### *Work After Two Years*

Each CDJFS must immediately assess and assign at least one adult or minor head of household in each family to a Federal Work, Developmental or Alternative Work Activity at the time of, or as soon as possible after, application for OWF. ODJFS and each CDJFS understands that, pursuant to 42 U.S.C. Section 602 (a)(1)(A)(ii), each family must be participating in some type of a work activity after receiving cash assistance for 24 months. Since Ohio requires individuals to be appraised and assigned to a work activity at the time of or as soon as possible after OWF application, all families should receive an assignment by the time the 24 month period is reached.

### *Community Service After Two Months*

Ohio will opt out of the provision which requires a parent or caretaker receiving assistance under OWF to participate in community service after two months if the parent or caretaker is not engaged in or exempt from work activities (Appendix C). The Community Service Activity is not necessary to offer in Ohio because all adults and minor heads of household are assessed and assigned to Federal Work, Developmental, or Alternative Work Activities at the time of application for assistance.

### *Number of Hours Required to Work*

Single-parent assistance groups are required to participate in a Federal Work or Developmental Activity for at least 30 hours per week. Single-parent families with a child age 6 or over are required to participate at least 30 hours in a Federal Work Activity. Single-parent families with a child under the age of six are required to participate at least 30 hours in an activity, 20 of which must be in a Federal Work Activity and the remaining ten hours must be in a Federal Work Activity or a Developmental or Alternative Work activity.

Two-parent assistance groups are required to participate in a Federal Work Activity for at least 35 hours per week if the family is not receiving federally funded child care and 55 hours per week if the family is receiving federally funded child care. One parent may complete the requirement for the assistance group.

Single-parent families with a child under the age of one are required to participate in a Developmental Activity for the number of hours required by the county. The county has the option of assigning a parent with a child under the age of one to a Federal Work Activity and including that family in the federal participation rate calculation.

### *Ombudsperson*

Ohio statute requires each CDJFS to have at least one OWF ombudsperson. The OWF ombudsperson acts as a liaison between the OWF applicant/participant and the CDJFS.

### *Work Participation Rates*

Ohio will comply with provisions related to work participation rates outlined in 42 U.S.C. section 607.

### *Domestic Violence Option*

Ohio has elected not to take the domestic violence option at this time.

### *Application of Waivers*

Pursuant to 42 U.S.C. section 615, Ohio will rely on two waivers that were previously approved; the Learning, Earning, and Parenting (LEAP) Program waiver and the time limit waiver operated under the "Ohio First" terms and conditions. Ohio will continue to operate the LEAP Program waiver which is set to expire in 2003. Ohio implemented its time limit waiver provision in July 1996 (TANF was implemented in 10/96) and the policies were continually applied through 9/30/97. Beginning 10/1/97, Ohio aligned its time limit policies with the requirements of 42 U.S.C. 608(a)(7). In accordance with 45 CFR section 260.75, Ohio submitted the required certification from Governor Bob Taft relating to waiver inconsistencies. (See Appendix B).

## **Prevention, Retention & Contingency**

### *Services*

The PRC program provides benefits and services to needy families and low-income working families who are in need of help with essential supports to move out of poverty and achieve self sufficiency. The program is designed to provide benefits and services that are not considered assistance in accordance with 45 CFR 260.31. The PRC program provides a broad variety of services and short-term benefits to needy families that are designed to accomplish one of the four purposes of TANF.

In addition, Ohio chooses to provide services authorized by the Title IV-A Plan that was in effect on August 21, 1996. This plan authorizes Ohio to fund certain medical and certain Child Welfare services with TANF dollars. The specific Title IV-A Plan is in Appendix A.

Prevention services are designed to be provided to a PRC assistance group (the PRC assistance group is not necessarily the same as an assistance group as defined in OWF) to divert them from ongoing cash assistance and help them reach self-sufficiency by helping them through the presenting crisis. Retention services are provided to the PRC assistance group to allow an employed member to maintain employment, and thereby achieve or continue self-sufficiency. Contingency services are provided to the PRC assistance group to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more PRC assistance group members.

Among the TANF-allowable services that may be provided to TANF-eligibles are: services for unruly and misdemeanor youth; information and referral services to kinship caregivers concerning access to legal services, child care, respite care and financial assistance; adult literacy and child reading services; workforce development and supportive services; microenterprise development and other entrepreneurship activities; technology expansion, technical assistance, and training; youth job training; job creation and retention services; improving existing technology centers, purchasing technology, and technology upgrades; teen pregnancy prevention services; out-of-wedlock pregnancy prevention services; school readiness services such as, counseling and placement, parent education and parent-child activities, peer support groups, and home visits; disaster relief; transportation services; domestic violence services; after-school programs; family preservation and reunification services; mediation services; employer recruitment; early childhood developmental and intervention services; Individual Development Account (IDA) match; and post-secondary education and job training.

#### *PRC Administration*

Each County Department of Job and Family Services (CDJFS) is required to establish a PRC program. Counties have the flexibility to design PRC in such a way as to best fit the needs of their community and may specify the types of benefits and services they offer including funding for certain services if the county chooses to include them in their plan.

ODJFS is required by state statute to develop a PRC model, which counties may choose to adopt and implement if they so desire. Counties that do not choose the state-developed model must establish and operate a unique PRC program, specifically tailored to the needs of their communities. As a requirement of PRC, all counties must operate fully within the scope of all Federal and State law. In addition, counties must also determine eligibility, distribute benefits, and treat all clients in a fair and equitable manner. Finally, counties must indicate to ODJFS whether they accept the model program, and if not, then they must submit a copy of their PRC program to ODJFS.

The State PRC Model provides optional definitions of assistance group composition, economic need, benefit issuance limits/caps, budget periods and application processing guidelines. It also indicates examples of the range of short-term assistance and services to be provided, such as job preparation services and benefits, work support/retention services and benefits, transportation services and benefits, and shelter benefits.

Appendix D contains matrixes which illustrate the scope of each county's PRC plan as well as statewide legislatively-mandated TANF services. Counties can amend their PRC plans at any time. The "County Prevention, Retention, & Contingency Program" matrix is updated quarterly and can be accessed at <http://www.state.oh.us/odjfs/owf/prc/>. Appendix E is the State PRC Model.

#### **Separate State Program**

*Alcohol/Drug Treatment and Mentoring Programs* - In Ohio, as in many states, drug and alcohol addiction plays an ever increasing role in family dysfunction as well as economic and social dependency. In order to better address this underlying cause of dependency, Ohio has created a Separate State Program to provide

for prevention, treatment and mentoring services for youth and adults where drug and alcohol abuse threatens their ability to become economically self-sufficient and to care for children in their own home.

Services will be provided to members of needy families with dependent children under 200% of poverty. These programs will be administered by the Ohio Department of Alcohol and Drug Addition Services (ODADAS) in accordance with an interagency agreement between ODADAS and ODJFS. ODADAS will work closely with the Alcohol, Drug Addiction and Mental Health Boards, Alcohol, and Drug Addiction Services Boards, County Departments of Job and Family Services, Public Children Services Agencies and local providers to identify the service needs of the target population and develop service interventions appropriate to those needs.

### **Other TANF-Funded Benefits and Services**

ODJFS administers other TANF-funded programs and components of Title IV-A programs which provide the following benefits and services to TANF-eligible individuals, as established by the Ohio General Assembly or Executive Order issued by the Governor. The benefits and services provided under this section are not considered assistance as defined in 45 CFR §260.31(a) and are benefits and services that 45 CFR §260.31(b) excludes from the definition of assistance.

*TANF Education Program* - This program consists of two components and is administered by the Ohio Department of Education (DOE), in accordance with the terms of an interagency agreement between ODE and ODJFS. Both components of the program provide TANF-allowable services to TANF-eligible individuals with income at or below 200 percent of the federal poverty guidelines.

*Head Start Services Component* - One component of the program provides TANF- allowable Head Start services to TANF-eligible individuals. Head Start services are focused on the importance of early childhood and family development. It is targeted toward providing children aged three to five with activities and opportunities that are designed to improve the cognitive abilities of young children in preparation for their entry into kindergarten.

*Student Intervention Component* - Beginning in state fiscal year 2003, the other component of the program will provide TANF-allowable Title IV-A student intervention services.

*TANF Family Planning* - The TANF Family Planning program is administered by the Ohio Department of Health (ODH) in accordance with an interagency agreement between ODH and ODJFS. The program provides TANF-allowable family planning services for TANF-eligible families whose income is at or below 200 percent of the federal poverty guidelines.

*TANF Housing Program* - The TANF Housing Program is administered by the Ohio Department of Development (DOD) in accordance with an interagency agreement between DOD and ODJFS. The program provides TANF-allowable supportive services for TANF-eligible low-income families related to housing or homelessness, including housing counseling; to provide grants to nonprofit organizations to assist Title IV-A eligible families with income at or below 200 percent of the federal poverty guidelines with down-payment assistance for home ownership or down-payment assistance toward the purchase of mobile homes, to provide emergency home repair funding for Title IV-A eligible families with income at or below 200 percent of the federal poverty guidelines; to provide operating support for family emergency shelter programs for families at or below 200% of the federal poverty guidelines; and to provide emergency rent and mortgage assistance for families with incomes at or below 200 percent of the federal poverty guidelines.

*Child Care Subsidy Program* - In Ohio, TANF funds may specifically be used to support Ohio's state child care subsidy program in the provision of services to:

- C OWF families,
- C Families who leave OWF due to employment, and;
- C Low-income employed families at or below 185% of the federal poverty level (reduced to at or below 150% of the federal poverty level as of June 1, 2003).

*Adoption Services* - Federal TANF funds will be used to recruit, promote and support the formation and maintenance of two-parent adoptive families under purpose 4 (segregated Federal TANF funds) and for needy single-parent adoptive families(at or below 120% of the state median income scaled by family size, including the child(ren) to be adopted). Post-adoptive services will be provided to ensure the success of these placements and to prevent disruption of the families.

### **Faith-Based Initiatives**

Faith-Based and Non-Profit Capacity Building Program : The Faith-Based and Non-Profit Capacity Building Program supports capacity-building efforts among faith-based and non-profit organizations for the purpose of providing TANF-allowable services to TANF-eligible individuals.

### **Additional Provisions**

#### *Fair & Equitable Treatment*

Under OWF and PRC, benefits and services are deemed inalienable. Ohio shall therefore determine eligibility and deliver benefits in a manner consistent with 42 U.S.C. section 602(a)(1)(B)(iii). All applicants and participants will be treated in a fair and equitable manner, including those who move to Ohio from another state, those participants who have been adversely affected and claim hearing rights, and, to the extent allowable under Federal law, legal aliens who are not United States citizens.

An appellant who appeals under Federal or State law a decision or order of a job and family services agency, shall be granted a state hearing by ODJFS at the appellant's request. A state hearing decision is binding upon the agency and department, unless reversed or modified on appeal to the director of the department of job and family services or a court of common pleas. An appellant who disagrees with a state hearing decision may make an administrative appeal to the director of the department of job and family services, who shall review it and may affirm, modify, remand, or reverse the state hearing decision.

#### *Confidentiality Provisions*

Pursuant to 42 U.S.C. section 602(a)(1)(A)(iv), ODJFS will take steps to ensure the confidentiality of all information collected in Ohio's TANF-funded programs. Under the guidelines established that govern Ohio's TANF plan, no person or government entity shall solicit, disclose, receive, use or knowingly permit the use of information regarding a TANF client for any purpose that is not directly related to the operation or administration of the TANF program. To the extent permitted under Federal law, the State will:

- C Release information on TANF recipients to State agencies who are responsible for administering the TANF program or other State, Federal or Federally-assisted public assistance programs that provides cash, in-kind assistance, or services directly related to individuals;
- C Provide information on TANF recipients to law enforcement agencies for the purpose of an investigation, prosecution, or criminal or civil proceeding that is related to the administration of a public assistance program;
- C Provide information to the following persons: the recipient, an authorized representative of the recipient, a parent/guardian of the recipient, and the attorney of the recipient, if the attorney has the

recipient's written authorization;

- C Provide information if the recipient gives written consent and specifically identifies the persons or government entities to which the information may be released.

ODJFS will also enter into written agreements with law enforcement agencies to share information about public assistance recipients to determine whether a recipient or a member of the recipient's assistance group is either a fugitive felon or violating parole procedures. This sharing of information is necessary in order to comply with the prohibitions on assistance to fugitive felons and parole violators that are established in section 408 of the PRWORA.

#### *Out-of-Wedlock Pregnancies*

The goal of reducing out-of-wedlock births is contained within Ohio's Wellness Program, which targets the reduction of the rate of births to teens. Efforts are largely county-focused. Specific county goals are listed within Appendix F.

#### *Statutory Rape*

Pursuant to 42 U.S.C. section 602(a)(1)(A)(vi), as part of ODJFS' TANF program, the State plans to contract with an outside vendor to devise and operate a public outreach program related to statutory rape. The program will target law enforcement officials, educational institutions, and relevant counseling agencies, and will encourage these groups and individuals to include men in teen pregnancy prevention programs, to the extent that statutory rape is a contributing factor to teen pregnancy.

#### *Treatment of Individuals Moving From Other States*

For the purposes of benefits and services offered under Ohio's TANF-funded programs, Ohio will treat individuals who have moved from other states within the last twelve months no differently from residents who have resided in the state for more than twelve months.

#### *Treatment of Aliens*

ODJFS provides OWF cash assistance and other TANF-funded services and benefits to qualified aliens to the extent allowable under Federal law, and in the same manner as they are provided to residents of Ohio.

- C Each member of the eligible assistance group must be a citizen or qualified alien.
- C Non-citizens who enter the U.S. Prior to August 22, 1996, and are in a qualified alien status, qualified aliens who are exempted from the 5-year bar as provided for in section 403 (b) of PRWORA, as amended [8 U.S.C. 1613(b)], and those qualified aliens for whom the 5-year bar has expired are eligible for benefits and services to the same extent as citizens and must meet all of the same eligibility requirements.
- C Qualified aliens who enter the U. S. on or after August 22, 1996, are not eligible for cash assistance for a period of 5 years except for those qualified aliens exempted from the 5 year bar, based upon Title IV, Section 403 of the PRWORA as amended (8 USC 1613).
- C Victims of severe forms of trafficking are eligible for benefits and services to the same extent as an alien admitted to the U.S. as a refugee under U.S.C. 7107 (b)(1)(A).

## **Family Supports**

The following support services are offered to individuals to help them maintain their jobs:

- C Medicaid Eligibility. To the extent allowed by law, Medicaid eligibility is aligned with eligibility for the Ohio Works First program, so that all participants have access to quality health care. Upon leaving OWF, former participants may have up to one year of extended Medicaid eligibility to help them make the transition from public assistance to self-sufficiency. Additionally, many families who are diverted or sanctioned from public assistance may still be eligible for Medicaid through the Ohio Healthy Start program.
- C Transportation. OWF work participants must have access to employment opportunities in order to successfully enter and remain in the labor force. For this reason, the Ohio General Assembly has appropriated an additional \$5 million per year specifically for transportation planning and assistance. Each county is required to submit a transportation plan, detailing how it plans to provide adequate transportation services to OWF participants.
- C Child Care Assistance. Reliable child care is essential for families to obtain and retain long-term employment. In addition, families participating in employment and training programs require child care assistance. For these reasons, OWF participants with children under 13 years old are eligible for subsidized child care, with the subsidies varying according to the income of the assistance group. Child care is guaranteed to OWF participants and to families who leave OWF for employment for up to one year, or until their income exceeds 150% of the federal poverty level. All families income up to 185% of the federal poverty level may be eligible for non-guaranteed child care assistance. While state law permits the department to provide subsidies to families up to a maximum of 200% of the federal poverty level, since October 1, 1998, the department has set by administrative rule the upper limit at 185% of the federal poverty level in order to keep within the state and federal child care appropriation. The state child care subsidy program is funded with Ohio General Revenue, CCDF, TANF and SSBG funds.
- C Food Stamps. OWF participants are considered categorically eligible for participation in the Ohio Food Stamp program. Additionally, individuals leaving OWF may continue to be eligible if their income remains below 133% of the poverty level and they meet all other eligibility criteria of the Food Stamp program. Ohio expanded categorical eligibility to cover the four purposes of the TANF block grant in accordance with 7 CFR 273.2(j)(2)(ii).
- C Service Integration. County Departments of Job and Family Services are proactively involved in local service integration to serve TANF eligible families. Each county is required by Ohio Statute to have a Family Services Planning Committee to provide County Commissioners advice on implementation, administration, and evaluation of social service programs in the county. In addition, each county is required to engage in a community planning process as a part of the Partnership Agreement that is signed by the Director of the Ohio Department of Job and Family Services and the Board of County Commissioners. These efforts are designed to help counties determine the needs in the county and to develop goals and strategies necessary to serve those needs and meet those goals. These efforts are intended to link public and private service providers with needs of low income families and employers.

## **Section III GOVERNANCE**

### **State-County Partnership**

#### *Partnership Agreements*

With the provision of TANF-funded services (i.e., OWF and PRC) as well as workforce development services in Ohio, each Board of County Commissioners enters into a biennial Partnership Agreement with ODJFS. The Agreement includes the terms and conditions that define the roles and relationships of the county and the state. The purpose of the Agreement is to create an environment in which ODJFS and the County Board of County Commissioners can work together to improve the administration and delivery of social services and workforce development services at the county level.

Each Partnership Agreement addresses and includes the following elements:

- C Purpose;
- C Effective dates, amendments and termination;
- C State and county duties and activities;
- C County negotiated provisions.

#### *Community Plans*

As a prerequisite for a Partnership Agreement, each Board must adopt a County Community Plan addressing the service needs of the county. The Community Plan identifies the county's goals and objectives under the OWF and PRC programs, and the strategies the county will utilize in achieving desired outcomes. Each County Community Plan together with its amendments is on file with ODJFS. While the plan is the end product and ultimately becomes the county's road map, it is the planning process that produces the greatest benefits for the community. The involvement of community stakeholders may maximize the utilization of resources and lead to consensus on strategies outlined in the plan.

### **Incentive Structure**

#### *Incentives*

Incentives and sanctions play a pivotal role in influencing county behavior to meet specific programmatic guidelines and goals. Under a Partnership Agreement, each county agrees to performance standards, which the county is expected to meet or exceed. Counties that meet and exceed these standards are issued incentives contingent upon the availability of funds. Incentives are calculated based on specific performance criteria. This has included caseload reductions and participation rates. Additional incentives have been established to support workforce activities.

#### *Sanctions*

To recognize the joint responsibility for client outcomes that the State and counties share, any Federal sanction imposed on Ohio will be shared among the State and counties. The State will assume 50 percent of the State share of any Federal sanction, and the remainder of the penalty will be distributed proportionately among the counties that were responsible for the imposition of the sanction.

### **Separate State Program and Other TANF-Funded Benefits and Services**

Ohio's Separate State Program and other TANF-funded benefits and services are administered in accordance with respective interagency agreements or contracts. A more detailed discussion of these is provided in Section II.

## **Draw Down of Federal Funds**

U.S.C. 42 Section 603(a)(1)(A) provides that each eligible State shall be entitled to receive for each of the fiscal years 1996 through 2002, a grant in the amount equal to the State family assistance grant as defined in section 603(a)(1)(B).

### **I. Payments to Agency Administering the TANF Program**

Payments for the TANF program will be made to the organization managing the AFDC/JOBS programs as of August 22, 1996, unless the State indicates that the TANF administering agency has changed. If a change is made, describe the name, address and EIN of the new organization.

### **II State Payments for TANF Program**

Section 605 requires that grants be paid to States in quarterly installments, based on State estimates. The State's estimate for each quarter of the fiscal year by percentage is:

#### **For FY 2000 and Future Years**

<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>	<u>4<sup>th</sup></u>
<u>Quarter</u>	<u>Quarter</u>	<u>Quarter</u>	<u>Quarter</u>
20.00%	20.00%	30.00%	30.00%

STATE OF OHIO  
**Executive Department**

OFFICE OF THE GOVERNOR

*Columbus*

**CERTIFICATIONS BY THE GOVERNOR OF OHIO IN SUPPORT OF THE OHIO  
PLAN FOR IMPLEMENTATION OF TANF GRANT**

I, Bob Taft, Governor of the State of Ohio and, in accordance with Article III, Section 5 of the Ohio Constitution vested with the supreme executive power of the State, do hereby make the following certifications in support of the Ohio State Plan for implementation of the federal Block Grant for Temporary Assistance for Needy Families (TANF):

1. During each fiscal year the State will operate a child support enforcement program under the State Plan approved under part D of Title IV of the Social Security Act.
2. During each fiscal year the State will operate a foster care and adoption assistance program under the State plan approved under part E of Title IV of the Social Security Act and will take such actions as are necessary to ensure that children receiving assistance under such part are eligible for medical assistance under the State plan under title XIX of the Social Security Act.
3. During each fiscal year the Ohio Department of Job and Family Services will supervise the administration of the program by the County Departments of Job and Family Services, and the State department assures that local governments and private sector organizations have been consulted regarding the plan and design of welfare services in the State so that services are provided in a manner appropriate to local populations. The plan was finalized at the conclusion of a 45-day public comment period, which occurred between August 1, 2002 and September 15, 2002. The public comment period was accomplished by posting the TANF State Plan on the Department's Internet home page, and by mailing or e-mailing notification to the local government and private sector organizations that are on the Department's mailing list.
4. During each fiscal year the State will provide each member of an Indian tribe, who is domiciled in the State and is not eligible for assistance under a tribal family assistance plan approved under section 412, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government.
5. The State has established and is enforcing standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks, and the use of political patronage.

12/5/02  
DATE

  
BOB TAFT, GOVERNOR

## **APPENDIX**

- A. Title IV-A State Plan in effect on August 21, 1996
- B. Governor Taft's Letter and Certifications regarding Waiver Inconsistencies
- C. Letter Exercising Option to Disregard Requirement to Place TANF Participants in Community Service after Two Months of Receiving Benefits
- D. County PRC Matrix and Statewide Legislatively-Mandated TANF Services Matrix
- E. State PRC Model
- F. Teen Births Chart

**Appendix A**

**Title IV-A State Plan In Effect on August 21, 1996**

IV-A

STATE OF OHIO

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CITATIONS  
233.120

EMERGENCY ASSISTANCE TO NEEDY FAMILIES WITH CHILDREN

A. Kinds of emergencies covered.

Situations in which lack of food, clothing, shelter, appliances, or medical supplies may lead to the destitution of a child. Also covered are situations in which a family is encountering an emergency that could lead, or has led, within the past six months, to removal of a child from the family's home due to child abuse, neglect or dependency.

B. Kinds of assistance provided to meet emergency situations.

Emergency assistance payments may not be issued in a warrant payable to the recipient. Emergency Assistance payments may be in the form of a relief supply order or by warrant payable to the provider of the service.

C. Kinds of service provided to meet the emergency situations.

- (1) Food - When there is no eligibility for food stamps.
- (2) Necessary clothing - Replace items lost or destroyed due to a natural disaster such as fire, flood, tornado, blizzard, or chemical disaster or due to a state of civil disorder as declared by the Governor of Ohio.
- (3) Household items - Limited to replacement of bedding, linens, and cooking/eating utensils lost or destroyed due to a natural disaster such as fire, flood, tornado, blizzard, or chemical disaster or due to a state of civil disorder as declared by the Governor of Ohio.

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Date 02/08/96

Effective  
Date 07/01/95

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C. Kinds of service provided. (continued)

- (4) Furniture - Limited to the replacement of bed (bed frame, mattress, box spring) and kitchen table and chairs when lost or destroyed due to a natural disaster such as fire, flood, tornado, blizzard, or chemical disaster, or due to a state of civil disorder as declared by the Governor of Ohio.
  
- (5) Appliances - Limited to the repair or replacement of cooking stoves, heating stoves, refrigerators, and, if needed, due to a verified medical disability of a household member, washing machines.
  
- (6) Home repairs - Limited to those affecting the basic structures or the home including wall, roof, flooring, plumbing, water supply, electric, heating, and water/sewage system.
  
- (7) Rent - When there is a court-ordered eviction pending or when the conditions of the home cause it to be uninhabitable.
  
- (8) Interest on principal of mortgage - Must serve to forestall foreclosure on the home.
  
- (9) Emergency Family Housing - Used only in extreme situations, when an individual/family is homeless and has no alternative living arrangement available, to provide temporary housing or arrange permanent housing.
  
- (10) Security deposits - Issued only when the landlord will not waive it and when the individual / family is homeless due to court-ordered eviction, uninhabitable conditions of the previous home due to natural or chemical disaster, living in temporary shelter, or forced to live in a domestic violence shelter.
  
- (11) Heating fuel and utilities - Includes any type of fuel used to provide heating for the home, electricity, water, cooking fuel.
  
- (12) Deposit for heating fuel or utilities - Issued only when the provider will not waive it and a deposit is necessary to establish, maintain, or restore service.

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Date 09/01/94

Effective  
Date 09/01/94

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C. Kinds of service provided. (continued)

(13) Telephone installation - Issued only when medically verified as necessary.

(14) Medical service - Includes payment for medical supplies (hypodermic needles and syringes for diabetic, oxygen, catheters, etc), laboratory and x-ray services, pharmaceutical supplies (prescription drugs, insulin, no "medicine cabinet" items such as first aid supplies, vitamins, etc), licensed physician care (limited to the minimum appropriate procedure needed to relieve the pain), and dental care (limited to minimum procedure needed to relieve pain or infection).

(15) Family preservation/reunification services - Includes diagnostic services, emergency caretaker services, home health aide services, home maker services, parent education services, in-home services, respite care services, special services for alcohol and drug abusers, therapeutic counseling, transportation services, domestic violence services, emergency shelter, post finalization services. See attachment 3-C for service definitions contained in Ohio Administrative Code Rule 5101:2-39-01.

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Date 09/01/94

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EMERGENCY ASSISTANCE TO NEEDY FAMILIES WITH CHILDREN

Other eligibility requirements are in effect.

1. Voluntary residence within the state with intent to remain permanently or for an indefinite period of time is a requirement.

Residency may be established when an individual is not receiving assistance from another state and/or has entered the state with a job commitment or seeking employment.

2. Co-payment is that portion of the cost of EA items for which the family is responsible. The net income in excess of the financial eligibility standard for the appropriate household size as set forth in attachment 3-D is considered available towards the emergent need. This is the income which remains after all deductions as set forth in attachment 3-D are allowed.

In computing the amount of resources available for co-payment the first \$50 is exempt. Any liquid assets of the assistance group in excess of \$50 are considered countable resources to be applied toward the emergent need as a co-payment.

Liquid assets are those resources which are in cash or payable in cash upon demand. For EA purposes, liquid assets are those which can be converted to cash within the budget period as defined in state policy so that the funds are available to help meet the emergent need. The most common types of liquid assets are cash on hand, saving accounts, checking accounts, stocks, bonds, mutual funds, promissory notes, and burial accounts.

The countable income and countable resources are added together to become the family's co-payment. The co-payment amount is the family's obligation to pay towards the emergent need. The co-payment is then applied toward the emergent need to determine the amount of the FEA payment. If the co-payment is equal to or exceeds the emergent need, no FEA payment is made. If co-payment is less than the emergent need, the amount of co-payment is applied towards the emergent need and the FEA payment is issued along with the co-payment to meet the total amount needed to meet the emergency.

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Other eligibility requirements are in effect.(cont.)

2. Co-payment may be waived upon approval of the CDHS Director or his designee in situations in which income anticipated to be received during the budget period must be used for payment of another bill which, if not paid promptly, would create another emergent situations.

The co-payment requirement is waived in emergency situations that could lead to the removal of a child from the family's home and in emergency situations involving the return of a child in substitute care to his family's home.

3. In no instances will emergency assistance be issued to cover needs for more than 180 days.

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FAMILY PRESERVATION/REUNIFICATION DEFINITIONS AS CON-  
TAINED IN OHIO ADMINISTRATIVE CODE 5101:2-39-01

1. DIAGNOSTIC SERVICES -

Medical, psychiatric, or psychological services performed by a licensed physician, psychiatrist, psychologist, licensed professional counselor with clinical endorsement, or a licensed independent social worker for the purpose of evaluating an individuals current physical, emotional, or mental condition.

2. DOMESTIC VIOLENCE SERVICES -

The provision of direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence. This includes services such as meals, transportation, housing, information referral, legal advocacy, children's counseling and supportive services.

3. EMERGENCY CARETAKER SERVICES -

Services provided by a person placed within a child's own home to act as a temporary caretaker when the child's own caretaker is unable or unwilling to fulfill the responsibility.

4. EMERGENCY SHELTER -

The short-term crisis placement of any child who is threatened or alleged to be abused, neglected, or dependent or an extent that there is imminent risk to the child's life, physical or mental health, or safety.

5. HOME HEALTH AIDE SERVICES -

Personal care and maintenance activities provided to individuals for the purpose of promoting normal standards of health and hygiene. Services are provided during periods of disability, illness, or in the presence of any such condition that prohibits the individual from performing daily living tasks. This includes services such as assistance with bathing, grooming, walking, getting in and out of bed, and nutrition.

6. HOMEMAKER SERVICES -

Professionally directed or supervised simple household maintenance or management services provided by trained homemakers or individuals in their own home. This includes services such as basic cleaning, shopping, laundry, food preparation, check-cashing, bill paying and any other such tasks as may be necessary to strengthen or enhance the individual's or family ability to function in their own house.

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Date 09/01/94

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7. IN-HOME SERVICES -

Services provided intensively to children and families in their own homes. The service is multi-faced, immediate, intense, family-oriented, and generally time limited.

8. PARENT EDUCATION SERVICES -

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.

9. POST FINALIZATION SERVICES -

Services provided and arranged by the PCSA and PCPA to support, maintain and assist an adoptive family after finalization of an adoption.

10. SPECIAL SERVICES FOR ALCOHOL AND DRUG ABUSERS -

Services to provide a rehabilitation program for alcohol and drug dependent persons. Service activities includes:

- " 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 of continued substance abuse.
- " Providing or arranging for alcohol or drug detoxification medical services in a facility, including room or board coasts; not to exceed seven days.

11. THERAPEUTIC COUNSELING -

Includes psychiatric or psychological services performed by a licensed psychiatrist or psychologist, licensed or certified social worker or a licensed professional counselor to correct or alleviate any mental or emotional handicap or disorder of a person.

12. TRANSPORTATION SERVICES -

Arrange or provide transportation to and from needed resources and facilities. (It may include the provision of escort assistance).

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Date 09/01/94

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Date 09/01/94

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STATE OF OHIO

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13. RESPITE CARE SERVICES -

Services designed to provide temporary relief of child-caring functions which includes services such as crisis nurseries, day treatment, protective day care, and volunteers or paid individuals who provide such services within the home and may include respite care for children placed in foster homes or with relatives.

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Date 09/01/94

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Date 09/01/94

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CITATIONS  
233.120

Financial Eligibility Chart

The following chart is used in determining financial eligibility for EA.

<u>Number in Assistance Group</u>	<u>Financial Eligibility Standard</u>
1	\$368
2	498
3	627
4	757
5	886
6	1015
7	1144
8	1273
9	1402
10	1531
11	1660
12	1789
13	1918
14	2047
15	2176

Add \$129 to the financial eligibility standard for each person above 15, i.e., a family of 20 would receive \$2821.

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Date 09/01/94

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Date 09/01/94

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STATE OF OHIO

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Earned Income Deductions

Deductions for work-related expenses may be allowed from the gross earnings of each employed assistance group member to arrive at net income. Because of the nature of EA, it may not always be possible to verify the exact amount of work-related expenses in a timely manner. Therefore, the amount of the work expenses to be disregarded is calculated by either one of the following methods:

- (1) If verification of work expenses is not readily available, the eligibility determiner will deduct the first \$90 from the gross earnings. In addition, if there are child care costs, the actual charge up to a maximum of \$175 per child or \$200 if the child is under the age of two, is deducted. The \$90 and \$175 (or \$200 if child is under the age of two) disregards are not adjusted for part-time employment.
- (2) If verification of work expenses is readily available, the actual verified amounts which will be deducted from the gross earnings or paid by the individual during the 30-day period are disregarded from gross earnings.

Following is list of the earned income exclusions to be deducted from gross earnings of each employed member of the assistance group when allowing the actual verified costs. This list is all-inclusive and may not be expanded:

- (1) Mandatory deductions of involuntarily withheld, income taxes (federal, state, and city), social security, compulsory retirement, unemployment, and disability insurance contributions.
- (2) Transportation to and from work. A mileage allowance equal to the amount which is reimbursed to state staff is deducted when the individual uses his own vehicle.
- (3) Child care costs.
- (4) Expenses for union dues involuntarily withheld.
- (5) Miscellaneous deductions required by the employer.

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Other Income Exclusions

For the determination of EA, there are two additional income exclusions. These may be excluded from either earned or unearned income. The amount of the exclusion is limited to the actual verified expense.

The two additional income exclusions are:

- (1) Court-ordered child support and alimony when paid to an individual not included in the eligible assistance group.
- (2) Court-ordered garnisheed payments.

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Approval  
Date 09/01/94

Effective  
Date 09/01/94

**Appendix B**

**Governor Taft's Letter and Certifications  
Regarding Waiver Inconsistencies**

Bob Taft  
Governor



Jacqueline Romer-Sensky  
Director

## Ohio Department of Human Services

30 East Broad Street, Columbus, Ohio 43266-0423

July 22, 1999

Joyce Thomas  
Hub Director  
105 West Adams Street, 20<sup>th</sup> Floor  
Chicago, Illinois 60603

Dear Ms. Thomas,

In accordance with federal TANF regulations at 45 CFR 260.75, Ohio is submitting the required certification from Governor Bob Taft relating to waiver inconsistencies. The two specific waivers that Ohio is addressing are the LEAP waiver and the time limit waiver operated under our "Ohio First" terms and conditions.

If there are any questions relating to the waiver inconsistencies, please contact Jeanne Carroll of the Bureau of Family Stability at 614/466-3698.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacqueline Romer-Sensky".

Jacqueline Romer-Sensky  
Director

JRS:jf  
Attachment

**OHIO**  
the heart of it all!

*An Equal Opportunity Employer*

**CERTIFICATIONS BY THE GOVERNOR OF OHIO  
REGARDING CLAIMS OF WAIVER INCONSISTENCIES IN  
THE TANF PROGRAM**

I, Bob Taft, Governor of the State of Ohio and, in accordance with Article III, Section 5 of the Ohio Constitution vested with the supreme executive power of the State, do hereby make the attached certifications which claim waiver inconsistencies exist in Ohio's TANF program for work and time limit policies.

*Bob Taft*

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BOB TAFT  
GOVERNOR

## **CERTIFICATIONS FOR LEAP WAIVER:**

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### **260.75(a)(1):**

Existing LEAP policies have been continually applied since September 1, 1996 (Ohio implemented its TANF program October 1, 1996). Ohio initially implemented the LEAP waiver in September 1989.

### **260.75(a)(2):**

Ohio's LEAP technical waivers allow the state to conduct the demonstration statewide for all pregnant and parenting teens under the age of 20 who do not possess a high school diploma or its equivalent. Specifically, Ohio was granted a waiver of Sections 402(a)(19)(A), (C)(iii), (v), (vi) (E) of the Social Security Act and various provisions of the regulations at 45 CFR 250.30(b)(1), (8) and (9), 250.32 and 250.41.

### **260.75(b):**

Inconsistencies exist with respect to exemptions from the LEAP program, with special requirements concerning educational activities in determining monthly participation rates and with respect to applicable sanctions at Section 408(a)(4) of the Act.

### **260.75(b)(1)(i):**

In accordance with the LEAP waiver, the following two-parent and all-parent cases are exempt from participation for the purpose of determining the denominator of the work participation rate:

- (1) the teen is the primary caregiver of a child who is less than six weeks old.
- (2) child care services are necessary for the teen to attend school, but child care is unavailable.
- (3) transportation to or from the teen's school is necessary and there is no public, private, or CDHS-supported transportation available.
- (4) transportation to or from child care is necessary and there is no public, private, or CDHS-supported transportation available.
- (5) the teen is reasonably prevented from attending school by a physical or mental illness which is expected to last one month or longer.
- (6) the child of the teen parent is ill with a physical or mental illness which is expected to last at least one month or longer and this requires full-time care by the teen.
- (7) the teen is unable to attend school because the teen was expelled from school and another school or GED program is not available because:
  - (A) there is no public or private school or GED program within reasonable travel time or distance which will accept the teen;

(B) there is no public, private, or CDHS-supported transportation available to another school or GED program; or

(C) there is a public or private school which will accept the teen but the tuition charge is prohibitive and the teen's school district refuses to pay the tuition.

(8) there are other exceptional circumstances that reasonably prevent the teen from attending school.

Ohio will include the case in the numerator and denominator if another individual in the family meets the standard for being “engaged in work”.

**260.75(b)(1)(ii):**

In accordance with the LEAP waiver, all non-exempt two-parent and all-parent cases will be required to attend secondary school or the equivalent and will be required to meet the minimum attendance requirements in accordance with state policy. It should be noted that, due to their age, some LEAP teens attend elementary or middle schools to fulfill their LEAP requirements. These requirements apply to all pregnant or parenting teens under the age of 20 regardless of marital status or head-of-household designation.

Individuals required to participate in the LEAP program who are age 18 and over may meet the LEAP program requirements through participation in work activities in place of educational activities if it is determined that participation in educational activities is inappropriate.

For the duration of the waiver, LEAP teens who are deemed to be engaged in work by participating in LEAP activities will be excluded from the 30% limit specified in 45 CFR Section 261.33.

**260.75(b)(1)(iii):**

Teens subject to LEAP requirements receive a sanction in the following situations:

- T** Failure, without good cause, to meet the assessment and orientation, school enrollment, regular attendance requirement, or to cooperate with home-based case management, as assigned, results in a \$62 reduction in the OWF payment.
  
- T** Individuals who have had two consecutive sanctions are required to participate in a face-to-face interview to resolve issues or barriers. Failure, without good cause, to attend the face-to-face interview or to comply with LEAP requirements following the interview results in the imposition of the \$62 sanction for a period of six months or until compliance. The calculation of the six-month period includes the two-consecutive months which prompted the face-to-face interview.
  
- T** If the individual has not complied by the end of the six-month sanction period, the OWF payment is decreased by the amount for the individual required to participate and for any child or children of such individual in the assistance group.
  
- T** Teens age 18 or over who meet LEAP program requirements through participation in work activities are subject to Ohio’s progressive full-family sanction, in lieu of the above sanctions.

## **CERTIFICATIONS FOR TIME LIMIT WAIVER:**

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### **260.75(a)(1):**

Ohio implemented its time limit waiver provision in July 1996 (TANF was implemented in 10/96) and the policies were continually applied through 9/30/97. Beginning 10/1/97, Ohio aligned its time limit policies with the requirements of Section 408(a)(7) of the Social Security Act.

### **260.75(a)(2):**

One of our technical waivers for the “Ohio First” demonstration permits Ohio to conduct a demonstration statewide that allows the state to establish time limits for the receipt of benefits and exemptions from those limits. Receipt of cash benefits was limited to 36 months out of any 60 month period for assistance groups headed by adults. Specifically, Ohio was granted a waiver of Section 402(a) of the Social Security Act to enable the state to establish time limits for the receipt of benefits and exemptions from those limits.

### **260.75(b):**

Inconsistencies existed from 10/1/96 through 9/30/97 with respect to exemptions from the time limit, with respect to the applicability of time limits to the control and experimental groups and with respect to the effect of the time limit on individuals who were not exempt from the time limit.

### **260.75(b)(2)&(3):**

In accordance with the time limit waiver, the following cases were exempt from 10/1/96 through 10/1/97 and therefore, any month in which the adult was exempt will be excluded from the determination of the number of months of federal assistance received by the family during that time period:

- T** the assistance group consisted of a dependent child who resided with a caretaker relative who was not a required member of the assistance group
- T** the assistance group was one for which staff of the local county department of human services determined that the time limit would impose a hardship (a local department could exempt up to 15% of the county’s recipient population for this reason.
- T** the assistance group was headed by an individual who was exempt from JOBS (this reason would encompass all the prior law JOBS exemptions)
- T** the assistance group was headed by an individual who was not able to actively participate in a JOBS component because he/she was on a waiting list as maintained by the county department of human services; or
- T** other good cause existed as determined by criteria established by the county department of human services. Good cause included, at least, the inability, through no fault of the individual, to obtain or retain employment at or after the expiration of the time limit which provides income, in combination with other income, which equals the cash payment standard plus the work expense deduction. The state could specify that individuals in such cases must have substantially complied with all JOBS requirements and may not have voluntarily turned down or terminated employment or substantially reduced hours of employment, without good cause as established in state policy approved by the department.

During the period 10/1/96 through 9/30/97, in accordance with the terms and conditions of the demonstration, Ohio implemented a random assignment evaluation. Ohio chooses to exclude cases assigned to the experimental and control groups during that time period, which were not otherwise exempt, for the purpose of determining compliance with the federal time limit.

We agree with the provision in 45 CFR section 260.74(b)(1) that states that generally a state will count , toward the Federal five-year limit, all months for which the head-of-household or spouse of the head-of-household subject to the state time limit receives assistance with federal TANF funds, just as it would if it did not have an approved waiver. However, the manner in which Ohio applied the time limit to non-exempt cases is inconsistent with the time limit requirements of section 408(a)(7) of the Act. Under Ohio's time limit for the period 10/1/96 through 9/30/97, receipt of cash benefits was limited to 36 months out of any 60 month period rather than to a lifetime limit of 60 months. Individuals who were subject to Ohio's waiver time limits would be unfairly disadvantaged by retroactively counting their months of receipt toward the federal lifetime limit of 60 months.

Based on the stated inconsistency, any month in which the non-exempt adult received benefits during the period 10/1/96 through 9/30/97 will be excluded from the determination of the number of months of federal assistance received by the family.

## **Appendix C**

### **Letter Exercising Option to Disregard Requirement to Place TANF Participants in Community Service After Two Months of Receiving Benefits**



GEORGE V. VOINOVICH  
GOVERNOR

STATE OF OHIO  
**OFFICE OF THE GOVERNOR**

COLUMBUS 43266-0601

August 18, 1997

Donna Shalala, Secretary  
U.S. Department of Health & Human Services  
200 Independence Avenue  
Washington, D.C. 20201

Dear Secretary Shalala:

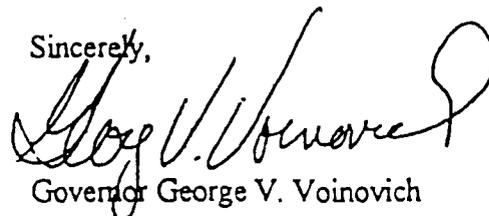
The purpose of this memorandum is to notify the Department of Health & Human Services that the State of Ohio will exercise the option provided in P.L. 104-193 Section 602(a)(1)(B)(iv) which allows states to disregard the requirement to place TANF participants into community service if they are required to work but have not become engaged in work after two months of receiving benefits.

Ohio Works First (OWF), which becomes effective October 1, 1997, provides for much more stringent requirements than P.L. 104-193. OWF requires individuals to enter into a self sufficiency contract within 30 days of applying for assistance. As part of that contract, participants are required to perform work activities which are tailored to meet the needs of the assistance group and will help them achieve self sufficiency within a three year time limit. OWF requirements will put participants to work sooner than P.L. 104-193 and will ensure that the work assignment is appropriate for the client.

In addition, as Governor of Ohio, I remain concerned that the federal government is attempting to require states to place clients into community service activities without clear guidance on the applicability of the Fair Labor Standards Act provisions. Federal guidance indicates the FLSA would apply to these work slots. However, what is not clear is how states are to address issues like workers compensation benefits, unemployment compensation benefits, FICA and other employer taxes. If these slots are to be treated as regular work slots, as the federal policy implies, the costs of these additional employer taxes would be prohibitive to organizations who will take welfare participants under the community work experience program.

In closing, Ohio has chosen to opt out of the provisions of P.L. 104-193 Section 602(a)(1)(B)(iv) in order to implement a more meaningful program to help Ohioans become self sufficient. Thank you for your consideration of this request.

Sincerely,



Governor George V. Voinovich

c: Arnold Tompkins  
c:\tan\0822

**Appendix D**

**County PRC Program Matrix  
&  
Statewide Legislatively-Mandated  
TANF Services Matrix**

**COUNTY PREVENTION, RETENTION, & CONTINGENCY PROGRAMS**  
(As of 9/10/02)

COUNTY	Economic Need Standard/ Month	Maximum Amount	Budg.Period Prior/Proj.	Duration of Program	Co-Pay	Promptness (Working days)	Loan/Repay Program	Diversion Program yes/no	Earned Income Tax Credit (EITC) yes/no	Individual Develop. Account (IDA) yes/no	*NCP yes/no	Child Protective Services (CPS) Family Pres./Reunif.	Amend/Rev. Date
ADAMS	200%	\$1000 Non E \$3000	30 days prior	24 mos.	NA	10 days	no	no	no	no	yes	no	7/2/01
ALLEN	200%	\$1800 P/R short-term servs. \$10,000 P/R ongoing servs. \$500 C	30 days prior	12 mos. P/R 36 mos. C	Yes	5 days	no	yes	no	no	yes	yes	7/12/01
ASHLAND	Varied	\$1000 Relocation \$1800	30 days prior	12 mos.	Yes	8 days	no	no	no	no	no	CPS	10/1/01
ASHTABULA	Varied	\$1000	30 days prior	12 mos.	NA	3 days	no	no	no	no	yes	CPS	2/1/01
ATHENS	150% FEA 150% EA	\$300 FEA \$700 EA	30 days prior	12 mos.	NA	3 days	no	no	no	yes	yes	no	1/1/02
AUGLAIZE	300%	Varied	30 days prior	12 mos.	NA	10 days	no	yes	no	yes	yes	Fam. Pres./Reunif.	11/1/01
BELMONT	200%	Varied	30 days prior	6 mos.	NA	5 days	no	yes	no	no	yes	CPS	8/8/02
BROWN	150%	\$200 C \$1000 P/R \$1200 vehicle	30 days prior	36 mos. C 24 mos. P/R	NA	10 days	no	no	no	no	no	CPS Fam. Pres./Reunif.	6/19/01
BUTLER	200%	\$1500	30 days prior or projected	12 mos.	Yes	1 day	no	no	no	no	yes	CPS	12/1/01

C-Contingency P/R-Prevention, Retention R-Retention T-Transportation Non E-Non Employment related needs E-Employment related needs H-Services provided directly by Hamilton CDJFS CP-\$1000/participant paid to Hamilton County Community Providers as incentive to keep referred participant off Public Assistance for (4) months B-Employment retention bonus Training for women in non-traditional careers (ONOW) in conjunction with Washington CDJFS \*NCP-Noncustodial parent FEA-Family Emergency Assistance EA-Employment Assistance CW-Child Welfare

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(As of 9/10/02)

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CARROLL	150%	\$1200	30 days prior	12 mos.	Yes	8 days	yes @ Fed. min. wage	no	no	no	no	CPS	3/1/02
CHAMPAIGN	200%	\$1500	30 days prior	12 mos.	Yes	5 days	no	yes	no	no	yes	CPS Family Stability	7/1/01
CLARK	100% C 150% P/R	\$500 C \$1000 P/R	30 days prior	12 mos.	NA	10 days	no	no	no	no	yes	Family Stability	5/02
CLERMONT	Varied	Varied \$800 C	30 days projected	12 mos.	NA	10 days	no	yes	no	no	yes	CPS	6/6/02
CLINTON	Varied	\$2000	30 days prior	12 mos.	NA	10 days	no	yes	no	no	yes	CPS	11/1/01
COLUMBIANA	100%	\$1200	30 days prior/proj. Total 60 days	12 mos.	NA	30 days	no	yes	yes	no	yes	CPS Fam. Pres./Reunif.	8/16/02
COSHOCTON	Varied	\$1500	30 days prior	12 mos.	yes	20 days	no	no	no	no	yes	no	10/17/01
CRAWFORD	Varied	Varied	30 days prior	12 mos.	NA	10 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	6/1/02
CUYAHOGA	200%	\$3000	30 days projected	12 mos.	yes	2 days	no	yes	no	yes	yes	Child Welfare Servs. In tandem with Emerg. Servs. Assist.	1/1/02
DARKE	Varied	Varied	30 days prior	12 mos.	Yes	10 days	yes	no	no	no	no	Family Stability	6/24/02
DEFIANCE	Varied	\$3000	30 days projected	12 mos.	Yes	10 days	no	yes	no	no	yes	no	8/1/02

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DELAWARE	Varied	Varied \$500 C	30 days projected	3 mos. E 15 mos. C	NA	10 days	no	no	no	no	yes	Fam. Pres./Reunif.	2/15/02
ERIE	Varied	Varied	30 days projected	24 mos.	Yes	10 days	yes	no	no	no	yes	CPS Fam. Pres./Reunif.	10/4/01
FAIRFIELD	Varied	\$1000	30 days prior	12 mos.	NA	10 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	7/29/02
FAYETTE	200% P/R 100% C	\$1750 P/R \$500 C Total \$1750	30 days prior	12 mos.	NA	5 days	no	no	no	no	yes	CPS	4/15/02
FRANKLIN	150%	\$1000	30 days prior	12 mos.	NA	20 days	no	no	no	yes	yes	no	5/1/02
FULTON	Varied	\$1500	30 days prior	12 mos.	NA	3 days	yes C	no	no	no	yes	Fam. Pres./Reunif.	6/1/02
GALLIA	200%	\$300 C \$500 P/R/ E	30 days prior	12 mos.	NA	5 days	no	no	no	no	yes	CPS	6/17/02
GEAUGA	Varied	Varied	30 days projected	12 mos.	no	10 days	no	no	no	no	yes	no	11/15/01
GREENE	Varied	Varied	30 days prior	12 mos.	Yes	5 days	no	no	no	yes	yes	CPS Child Welfare Servs.	2/1/02
GUERNSEY	Varied	\$3000	30 days prior	12 mos.	NA	5 days	yes	no	no	no	yes	Family Stability	4/20/02
HAMILTON	Varied	Varied	30 days prior	12 mos.	yes	10 days	no	yes	no	no	no	CPS	1/1/02
HANCOCK	Varied	Varied	6 weeks prior	12 mos.	NA	10 days	no	no	no	yes	no	Fam. Pres./Reunif. CPS	3/1/02

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HARDIN	200%	Varied	30 days prior	12 mos.	NA	30 days	no	no	no	yes	yes	CPS	9/1/02
HARRISON	100%	\$900	30 days prior	12 mos.	NA	5 days	yes	no	no	no	yes	CPS	8/1/02
HENRY	150%	Varied	30 days prior	24 mos.	NA	10 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	4/1/02
HIGHLAND	100%	\$1000 \$500 C	30 days prior	12 mos.	NA	10 days	no	no	no	no	yes	CPS	8/1/02
HOCKING	150%	\$750	30 days prior	12 mos.	NA	7 days	no	no	no	no	yes	no	7/10/02
HOLMES	\$3000 maximum HH income 200%	\$800 \$1500-R advance for employ. related items	30 days prior	12 mos.	NA	10 days	Loan/volunte er hours program for advances	no	no	no	yes	Fam. Pres./Reunif.	7/11/02
HURON	200%	\$1800	30 days prior	12 mos.	NA	5 days	no	no	no	no	yes	Fam. Pres./Reunif.	7/1/02
JACKSON	200%	\$1200	30 days prior	12 mos.	NA	5 days	no	no	no	no	yes	CPS	3/1/02
JEFFERSON	150%	\$400 C \$800 Total	30 days prior	12 mos.	Yes	30 days	yes	yes	no	no	yes	CPS Fam. Pres./Reunif.	1/22/02
KNOX	Varied	\$1800	30 days prior	12 mos.	NA	10 days	no	no	no	no	yes	CPS	8/13/01
LAKE	150%	\$500	30 days projected	12 mos.	NA	10 days	no	no	no	no	no	no	7/1/02
LAWRENCE	200%	\$1800 P/R \$1000 C	30 days prior	12 mos.	Yes	5 days	no	no	no	no	yes	CPS Children Servs. \$1800/child	7/2/02

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LICKING	Varied	Varied	30 days prior	12 mos.	NA	5 days	no	no	no	yes	yes	no	8/1/02
LOGAN	200%	\$2000 \$7000 DAP	30 days prior	12 mos.	NA	10 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	1/29/01
LORAIN	Varied	Varied	30 days projected	12 mos.	NA	10 days	no	no	no	yes	yes	Family Stability Contracted Servs.	8/15/02
LUCAS	150%	\$500	30 days prior	12 mos.	NA	30 days	no	yes	no	yes	yes	CPS Fam. Pres./ Reunif	7/02
MADISON	200%	\$5000	30 days projected	12 mos.	NA	10 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	7/29/02
MAHONING	Varied	Varied	30 days projected	12 mos.	NA	10 days	no	yes	no	yes	yes	CPS	7/1/02
MARION	Varied	Varied	4 wks. prior	12 mos.	Yes	3 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	7/1/02
MEDINA	185%	\$1000	30 days prior	12 mos.	Yes	10 days	no	no	no	no	yes	CPS	2/1/02
MEIGS	200%	\$1000P/R \$500 C Total \$1500	30 days prior	12 mos.	Yes	10 days	no	no	no	no	no	CPS	4/1/02
MERCER	Agency Formula	\$500 C \$1200 P/R	30 days prior	12 mos.	Yes	5 days	yes	no	no	yes	yes	CPS Fam. Pres./Reunif.	7/1/02
MIAMI	150%	\$1000	30 days prior	12 mos.	NA	10 days	no	no	no	no	yes	CPS	6/3/02

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(As of 9/10/02)

COUNTY	Economic Need Standard/ Month	Maximum Amount	Budg.Period Prior/Proj.	Duration of Program	Co-Pay	Promptness (Working days)	Loan/Repay Program	Diversion Program yes/no	Earned Income Tax Credit (EITC) yes/no	Individual Develop. Account (IDA) yes/no	*NCP yes/no	Child Protective Services (CPS) Family Pres./Reunif.	Amend/Rev. Date
MONROE	Varied	\$1200 E \$500 Non-E	30 days prior	12 mos.	NA	5 days	yes	no	no	no	yes	no	7/9/02
MONTGOMERY	Varied	Varied	30 days projected	Based upon avail. of funds	Yes	10 days	no	yes	no	yes	yes	Fam. Pres./Reunif. Family Stability	7/1/02
MORGAN	Varied	\$2000 P/R \$400 C	30 days prior	18 mos. C 12 mos. P/R	NA	10 days	yes @ Fed. min. wage	no	no	no	yes	CPS	7/1/02
MORROW	Varied	Varied	30 days prior/proj. Total 60 days	12 mos.	NA	5 days	no	yes	no	yes	yes	CPS Fam. Pres./Reunif.	5/18/00
MUSKINGUM	Varied	\$400 C \$900 \$900 Total	30 days prior	12 mos.	NA	30 days	no	no	no	no	yes	CPS	7/1/02
NOBLE	100%	\$1800 \$900 C	30 days prior	12 mos.	NA	5 days	yes	no	no	no	yes	CPS	4/8/02
OTTAWA	Varied	Varied	30 days prior	24 mos. C Varied	NA	no later than 30 days	no	yes	no	no	no	Fam. Pres./Reunif.	5/1/02
PAULDING	County Formula	\$5000 \$500 C	30 days prior	18 mos.	NA	5 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	2/14/02
PERRY	200%	\$1000 E	30 days prior	24 mos.	NA	5 days	yes	no	no	no	yes	no	8/1/02
PICKAWAY	200%	\$1200	30 days prior	12 mos.	NA	4 days	no	no	no	no	yes	CPS	10/1/01

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COUNTY	Economic Need Standard/ Month	Maximum Amount	Budg.Period Prior/Proj.	Duration of Program	Co-Pay	Promptness (Working days)	Loan/Repay Program	Diversion Program yes/no	Earned Income Tax Credit (EITC) yes/no	Individual Develop. Account (IDA) yes/no	*NCP yes/no	Child Protective Services (CPS) Family Pres./Reunif.	Amend/Rev. Date
PIKE	200%	\$800 P/R \$500 C \$1300 Total	30 days prior	12 mos.	NA	10 days	yes	no	no	no	yes	no	8/26/02
PORTAGE	200%	\$2000	30 days prior	12 mos.	Yes	5 days	no	no	no	no	yes	Contracted	1/25/00
PREBLE	150% C 185% P/R	\$1200 \$400 C	30 days prior	12 mos. P/R 36 mos. C	NA	14 days	no	no	no	no	yes	Family Stability CPS	7/1/01
PUTNAM	Varied	Varied	30 days projected	cont.	NA	10 days	no	yes	no	no	yes	CPS Fam. Pres./Reunif.	7/1/02
RICHLAND	Varied	\$600 \$300 C \$600 Total	30 days projected	12 mos.	NA	3-10 days	no	no	no	no	no	no	5/16/02
ROSS	150%	\$400 Emer. Assist. \$400 work-related	30 days prior	12 mos.	NA	5 days	no	no	no	no	yes	Fam. Pres./Reunif.	12/1/01
SANDUSKY	Varied	\$500	30 days projected	12 mos.	Yes	10 days	no	yes	no	no	no	CPS Fam. Pres./Reunif.	3/25/02
SCIOTO	200%	\$1000	30 days prior	12 mos.	NA	5 days	\$1000 max.	no	no	no	yes	CPS Fam. Pres./Reunif.	7/23/02
SENECA	Varied	Varied	30 days prior	12 mos.	Yes	10 days	no	no	no	no	yes	Family Stability Fam. Pres./Reunif.	12/17/01

C-Contingency P/R-Prevention, Retention R-Retention T-Transportation Non E-Non Employment related needs E-Employment related needs H-Services provided directly by Hamilton CDJFS CP-\$1000/participant paid to Hamilton County Community Providers as incentive to keep referred participant off Public Assistance for (4) months B-Employment retention bonus Training for women in non-traditional careers (ONOW) in conjunction with Washington CDJFS \*NCP-Noncustodial parent FEA-Family Emergency Assistance EA-Employment Assistance CW-Child Welfare

**COUNTY PREVENTION, RETENTION, & CONTINGENCY PROGRAMS**  
(As of 9/10/02)

COUNTY	Economic Need Standard/ Month	Maximum Amount	Budg.Period Prior/Proj.	Duration of Program	Co-Pay	Promptness (Working days)	Loan/Repay Program	Diversion Program yes/no	Earned Income Tax Credit (EITC) yes/no	Individual Develop. Account (IDA) yes/no	*NCP yes/no	Child Protective Services (CPS) Family Pres./Reunif.	Amend/Rev. Date
SHELBY	Varied	\$1000	60 days averaged	12 mos.	NA	3 days	no	no	no	no	yes	Fam. Pres./ Reunif. Family Stability	7/1/01
STARK	150%	\$1000	30 days prior and 2 wks. projected	12 mos.	NA	10 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	8/1/02
SUMMIT	Varied	Varied	30 days prior	12 mos.	NA	5 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	2/1/02
TRUMBULL	Varied	\$1200	30 days prior	12 mos.	Yes	5 days	no	no	no	no	yes	Child Welfare Servs.	8/1/02
TUSCARAWAS	200%	Varied	30 days projected	Once in 12 mos.	Yes	10 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	8/5/02
UNION	Varied	Varied	30 days prior	12 mos.	Yes	10 days	no	no	no	no	yes	CPS	7/1/02
VAN WERT	Varied	Varied	30 days prior	12 mos.	NA	30 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	1/29/01
VINTON	200%	\$500 P/R/C \$750 max.	30 days prior	12 mos.	yes	10 days	no	yes	no	no	no	CPS	7/1/02
WARREN	Varied	\$1200	30 days prior	12 mos. 24 mos. C	Yes	5 days	no	no	no	no	no	CPS	12/6/01
WASHINGTON	150% E 100% Non-E	\$1800 \$800 Non-E \$1800 Total	30 days prior	12 mos.	NA	3 days	yes	no	yes, applied to electric bill	no	yes	WCCS School Outreach Prevention Program	8/27/02
WAYNE	Varied	\$1200	30 days projected	12 mos.	Yes	10 days	no	no	no	no	yes	CPS	7/26/02

C-Contingency P/R-Prevention, Retention R-Retention T-Transportation Non E-Non Employment related needs E-Employment related needs H-Services provided directly by Hamilton CDJFS CP-\$1000/participant paid to Hamilton County Community Providers as incentive to keep referred participant off Public Assistance for (4) months B-Employment retention bonus Training for women in non-traditional careers (ONOW) in conjunction with Washington CDJFS \*NCP-Noncustodial parent FEA-Family Emergency Assistance EA-Employment Assistance CW-Child Welfare

COUNTY	Economic Need Standard/ Month	Maximum Amount	Budg.Period Prior/Proj.	Duration of Program	Co-Pay	Promptness (Working days)	Loan/Repay Program	Diversion Program yes/no	Earned Income Tax Credit (EITC) yes/no	Individual Develop. Account (IDA) yes/no	*NCP yes/no	Child Protective Services (CPS) Family Pres./Reunif.	Amend/Rev. Date
WILLIAMS	Varied	\$500	30 days prior	12 mos.	NA	10 days	no	no	no	no	yes	no	8/1/02
WOOD	200%	\$1500	30 days projected	12 mos.	NA	10 days	no	no	no	no	yes	CPS Fam. Pres./Reunif.	12/18/01
WYANDOT	Varied	Varied	30 days prior	12 mos.	NA	10 days	yes	yes	no	no	yes	CPS Fam. Pres./Reunif.	3/18/02

Rev. 9/10/02-Cash Assistance Policy

## TANF County Benefits/Services

In accordance with Am. Sub. H.B. 94 and Sub. H.B. 299 of the 124<sup>th</sup> General Assembly, certain TANF dollars will be spent in the following manner:

Project Title	Project Description	Needs Based/ Poverty Level
<b>Help me Grow (Early Start) Program</b>	Special allocation to provide funds for Help Me Grow services to TANF eligibles	yes (locally defined)
<b>Adult Literacy &amp; Child Reading Programs</b>	Provides adult literacy programs and child reading programs to TANF eligibles	yes (locally defined)
<b>Transportation services</b>	Provides transportation services to TANF eligibles	yes (locally defined)
<b>School Readiness Centers</b>	Provides linkage and referral services to local health and social service providers within the community and direct services such as counseling, parent education, and peer support	yes - for direct services (locally defined) no - for outreach such as billboards & phone banks
<b>Kinship Navigators</b>	Provides funds to the CDJFS for the purpose of making allocations to the local PCSA to provide services for the Kinship Navigator program. Core services include: information & referral concerning access to legal services, child care, respite care & financial services. In some instances, direct services will be provided.	yes - for direct services (locally defined)  no - for outreach such as billboards and phone banks
<b>Disaster Relief</b>	Special allocation to be issued to counties in the event that a disaster or state of emergency has been declared by the Governor for TANF eligibles	yes (Per OWF/PRC Guidance Letter #17 the maximum amount per family is \$1500)
<b>County Training</b>	Provides funds to be used for training CDJFS staff and partners re: TANF programming & eligibility	no (these are admin. Funds)
<b>Wellness</b>	Provides services to youth for teen pregnancy prevention programs under TANF purpose 3 (prevention of out-of-wedlock pregnancies)	no - services provided under TANF purpose 3 do not have to be for needy families

Project Title	Project Description	Needs Based/ Poverty Level
<b>Youth Diversion Programs</b>	Provides funds for child welfare services. Up to ½ of funds may be used for services for unruly and misdemeanor diversionary programs for TANF eligibles	yes (locally defined)
<b>TANF-WIA Supplement</b>	For use as county incentives based on WIA expenditures; may be used for workforce development services for TANF eligibles.	yes - (locally defined)
<b>Appalachian Workforce Development and Training</b>	In coordination with the governor's Office of Appalachia, provides funds to be used for workforce development, economic development, technology expansion, technical assistance and training, job creation and retention, etc., based on plan approved by Gov's Office of Appalachia. For use by TANF eligibles only.	yes (locally defined)
<b>Montgomery County Out of School Youth Project</b>	Provides services for TANF eligible individuals in Montgomery County thru the Sinclair Community College	yes (locally defined)
<b>Talbert House</b>	Provides funding for TANF eligibles under 200% of poverty (thru Hamilton Co.)	yes (locally defined)
<b>Center for Families &amp; Children</b>	Provides funding for TANF services being provided by the Center for Families & Children	yes (locally defined)

**Appendix E**  
**State PRC Model**



# Ohio Department of Human Services

30 East Broad Street, Columbus, Ohio 43266-0423

February 5, 2000

## OWF/PRC Guidance Letter No. 13

TO: Directors, County Departments of Human Services  
Directors, County Public Children Services Agencies  
Directors, Child Support Enforcement Agencies  
Regional Account Managers

FROM: Jacqueline Romer-Sensky, Director

SUBJECT: **PREVENTION, RETENTION, AND CONTINGENCY (PRC) PROGRAM GUIDANCE AND STATE MODEL REVISION #1**

This guidance letter contains two distinct sections. The first section contains an overview of information relating to PRC program requirements that is based in federal and state law. The second section contains a revised state PRC model. The Prevention, Retention, and Contingency Program is established under Chapter 5108 of the Ohio Revised Code (ORC). It is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. New opportunities can be provided within the program to develop and implement creative and innovative strategies and approaches to remove families from a cycle of dependency on public assistance and into work. The Ohio Department of Human Services (ODHS) administers the program in accordance with Title IV-A federal regulations, state law, the Title IV-A state plan, and amendments to the plan.

ODHS has the responsibility to develop and provide county departments of human service (CDHS) with a PRC model. Each CDHS has the option of developing its own policies, modifying the state designed model or creating a combination of both. Each county has the ability to amend or revise its PRC plan as long as requirements of the program remain consistent with Title IV-A federal regulations, state law, the Title IV-A state plan, and amendments to the plan. The CDHS shall inform the state department of its adoption of the state PRC program model or provide a written copy of its designed policies and any amendments it adopts to that policy.

The state PRC program model that was provided in Ohio Works First (OWF) Letter No. 1, dated August 28, 1997 is being obsoleted and replaced with the issuance of this letter. This new guidance reflects revisions within the State PRC program model made as a result of the issuance of the final federal Temporary Assistance for Needy Families (TANF) regulations and subsequent federal clarification. This letter also obsoletes portions of OWF/PRC Guidance Letter No. 1 relating to prohibitions,<sup>1</sup> (all endnotes are located on pages 7 & 8 of this document) to the discussion of assistance group composition,<sup>2</sup> and to the definition of economic need.<sup>3</sup> Within this document are definitions, guidelines, and program requirements which counties may use in redesigning PRC plans to best fit their local community needs.

**Note: The state PRC model contains policy options. The use of these options is at county discretion.**

Each county must submit their PRC models or subsequent amendments to the Ohio Department of Human Services, PRC Coordinator. Reference OWF/PRC Guidance Letter No. 3.

Attachments:

JRS:jf

c:	County Commissioners Assoc.	Deputy Directors
	OHSDA	Cheri Walter
	PCSAO	Technical Assistance Managers
	Wayne Sholes	Bureau Chiefs/County Ops.

# PRC Overview

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

## Use of Funds

The PRC program provides flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to get a job, keep a job, and improve their economic circumstances. In Ohio, there are two ways in which to spend TANF funds (not counting the State's ability to transfer funds to other block grants). As a general rule, counties must use the available funds for eligible, needy families<sup>4</sup> with a child<sup>5</sup> and the use of PRC funds must be to meet one of the four purposes of TANF (Reference 45 C.F.R. 260.20) which are:

- ' 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.

PRC may also be used for purposes previously authorized under Ohio's AFDC state plan that was in effect on August 21, 1996. OWF/PRC Guidance Letter No. 12 contains the requirements applicable to the use of funds for this purpose.

## PRC Benefits and Services

PRC is a critical tool which may be used to provide services and benefits that directly lead to, or can be expected to lead to, accomplishing one of the four purposes of TANF by addressing supports needed by working families and by addressing the needs of clients with barriers to self-sufficiency. As discussed above, PRC funds may also be used for purposes previously authorized under Ohio's August 1996 AFDC state plan. The flexibility that is available presents new opportunities for creative thinking about potential activities which may be adopted to further the purposes of TANF. While TANF does allow considerable flexibility to provide benefits and services to families through PRC, there are certain federal regulations that are applicable. PRC by design has been developed to provide benefits and services that are not considered "assistance" in accordance with 45 C.F.R. 260.31. The following are included in the definition of "non-assistance":

- ' Nonrecurrent, short-term benefits that:
  - ' are designed to deal with a specific crisis situation or episode of need;
  - ' are not intended to meet recurrent or ongoing needs; and
  - ' will not extend beyond four months.
- ' Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
- ' Supportive services such as child care and transportation provided to families who are employed;
- ' Refundable earned income tax credits;
- ' Contributions to, and distributions from, Individual Development Accounts (IDAs);
- ' Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
- ' Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.

### **PRC Program Guidance Provided in Ohio Revised Code**

Chapter 5108 of the ORC provides minimal policy for the creation and maintenance of the program to allow county departments of human services with the flexibility of design and implementation which may best meet the needs of their local communities and local conditions.

Chapter 5108 of the Ohio Revised Code contains the following minimal guidance to the county regarding the development and amendment process of the PRC program:

- ' It provides a statement as to the purpose of the program.
- ' It provides minimal definitions of an “assistance group” and a “minor child” for the purposes of the program.
- ' It places some requirements on a county and ODHS in designing and implementing the program, including establishing or specifying eligibility requirements, assistance or services to be provided, administrative requirements and other matters the county determines necessary.
- ' It provides the basis for the decision in a state hearing or administrative appeal.
- ' It requires an application containing information the county department requires to determine program eligibility (Reference Section 5108.10 of the ORC)

Note: PRC benefits and services are available to a family assistance group (AG) which includes, at a

minimum, a minor child or a pregnant individual as defined in Sections 5108.01 and 5108.06 of the revised code. Beyond the minimum requirements, PRC benefits and services may also be provided to other members of the household who could significantly enhance the family's ability to achieve economic self-sufficiency. In addition, PRC benefits and services may be provided to noncustodial parents of a minor child. 45 CFR 260.30 defines a noncustodial parent as:

A parent of a minor child who:

- ' Lives in the State; and
- ' Does not live in the same household as the minor child.

### **PRC Program Restrictions Based in Federal and State Law**

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

- ' No benefits or services for families without a minor child (see exception in endnote #5).
- ' No benefits or services to a single individual, unless such individual is pregnant (see exception in endnote #5).
- ' No medical services except for prepregnancy family planning services.<sup>6</sup>
- ' No benefits or services to an individual who is not a citizen of the United States or a qualified alien.
- ' No assistance for families that fraudulently receive assistance under the OWF and PRC programs until repayment occurs (Reference Section 5101.83 of the ORC).
- ' PRC funds may not be used for the provision of child care services. Ohio has a statewide child care program with income and eligibility requirements established in state law and Ohio Administrative Code rules. ODHS reserves the right to hold the TANF funds dedicated to child care services at the state level to maximize every opportunity to expand services.

Although counties have considerable flexibility to expend PRC funds consistent with the purposes of TANF, 42 U.S.C. 602 requires that the state certify that it will continue to operate the child support enforcement, foster care, and adoption assistance programs under titles IV-D and IV-E of the Social Security Act. Therefore, use of TANF (or MOE) funds to supplant spending in these program is not allowable. Additionally, TANF funds should not replace, supplant or refinance existing ongoing efforts but rather complement and expand services to families. Federal regulations prohibit using TANF dollars where other primary funding streams are available. This principle is outlined in OMB Circular A-87.

### **County Responsibilities/Requirements**

Counties must set forth objective criteria for the delivery of benefits, determination of eligibility, and for fair and objective treatment of families. Counties have the flexibility to specify the income limits and resource

limits (if any) they will use to determine eligibility. Counties may specify the assistance group composition for the provision of services and benefits (Reference OWF/PRC Guidance Letter No. 4) and they may set different financial eligibility criteria to establish need for different services or benefits.

Receipt of assistance from programs such as Ohio Works First (OWF), Disability Assistance (DA) and entitlement programs such as Medicaid and Food Stamps does not preclude eligibility for receipt of benefits and services within the PRC program. Counties must ensure that individuals diverted from assistance receive appropriate information about, referrals to, and access to Medicaid, Food Stamps, Child Care Assistance and other programs that provide benefits that could help them successfully transition to work.

There are certain requirements which the county must adhere to ensure fair and equitable treatment within the PRC program.

- ' Adopt the State Model, develop own policy, or create a combination of both.
  - ' Include in the PRC plan:
    - ' A written statement of policies, including the criteria used to determine a family's eligibility for the PRC program, the assistance group composition, the economic need standards, and the benefits or services to be provided.
- Note: A definition of economic need could include a means test, such as an income level, percentage of poverty, or relationship to the state's median income. Enrollment in other means-tested programs, such as Food Stamps or Medicaid can constitute economic need. Different definitions of economic need may be used for different types of benefits/services.
- ' A process to investigate and record circumstances of a family applying for PRC assistance.
  - ' A process in which the county determines that an applicant is eligible to participate in the program, the benefits or services which should be received, and the appropriate date when participation is to begin. The process must be in compliance with the notice requirements of Chapter 5101:6 of the Ohio Administrative Code. At the time of application individuals are to be afforded an explanation of their right to request a state hearing. This can be done, by providing a copy of the ODHS 4059, Explanation of State Hearing Procedures. OAC rules 5101:6-2-02 and 5101:6-2-03 set forth the requirements for issuing notice when an application for public assistance benefits, included in which is aid under the PRC program, is approved or denied.

Note: In presenting the county's case with regard to hearings related to the Prevention Retention and Contingency (PRC) program, the agency representatives should take great care to ensure that they present the hearing officer with a copy of the notice of denial indicating the relevant policy contained in the county's PRC plan that resulted in the denial. It is also a good idea to present the county's plan, or relevant portions of that plan in effect at the time the eligibility determination was

made, so that the appellant and the hearing officer can refer to the policy supporting the actions of the agency.

' A process in which an applicant found ineligible or adversely affected by a county determination is provided with notice in accordance with Chapter 5101:6 of the Ohio Administrative Code and the opportunity to be heard in a state hearing or administrative appeal. PRC hearing decisions are based upon the PRC program plan in effect at the time of adverse decision.

' Be consistent with Chapter 5108 of the ORC.

' In accordance with section 329.051 of the ORC, the voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC shall be made available to persons applying for or participating in the PRC program.

' Be consistent with federal statutes and TANF regulations which require a document that sets forth objective criteria for the delivery of benefits and the determination of eligibility and fair and equitable treatment.

' Submit county or state model and any amendments with a prospective effective date to ODHS.

' Ensure that individuals diverted from the OWF program have information about and access to Medicaid, Food Stamps, Child Care Assistance and other programs critical to the success of TANF in achieving lasting employment. See the Appendix which contains a chart to address these program supports.

' Reference Section 5153.165 of the ORC, when family emergencies involve the removal of a child from the family home or return of a child to the family home as determined by the Public Children Services Agency (PCSA) pursuant to a plan of cooperation, Section 307.983 of the ORC.

Note: A family may be eligible for PRC services when a child is temporarily absent from the home of a custodial parent, specified relative, legal guardian or legal custodian. The timeframes established for temporary absence in rule 5101:1-3-04 of the Ohio Administrative Code (relating to OWF) are applicable for the PRC program.

' Specify and coordinate child support services under PRC through the partnership agreement and a plan of cooperation to ensure that services provided do not supplant IV-D expenditures.

' Follow the PRC data reporting requirements as outlined in OWF/PRC Guidance Letter No. 9 and any subsequent instructions.

*endnotes:*

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1.

Specifically, the language on page 5 of this guidance letter under the section entitled "PRC Program Restrictions

Based in Federal and State Law” obsoletes language in OWF/PRC Guidance Letter No. 1, Section IIC, concerning “Teen Parents Education”, Teen Parent Residency”, “Misrepresentation”, and “Fugitive Felons”.

2.

The discussion under endnote #5 in this guidance expands the language in OWF/PRC Guidance Letter No. 1 in regards to assistance group composition. Under purpose 3 & 4 of the TANF program, certain services may be provided to childless couples and individuals.

3.

Specifically, the language on page 6 of this guidance letter under the section entitled “County Responsibilities/Requirements”, third bullet under “Note”, obsoletes language in OWF/PRC Guidance Letter No. 1, relating to the use of a geographic area or circumstance related to economic need, such as homelessness.

4.

Purposes 3 & 4 are not limited to “needy” families. For federal reporting purposes, costs relating to purposes 3 & 4 must be tracked and identified separately. Refer to the “CORE General Table and Mapping Reports” which was sent to all County Human Service Directors on 10/22/99.

5.

PRC funds for purposes 1 & 2 may only be used to provide benefits and services for eligible families that include a child living with (except for a “temporary absence”) a parent, specified relative, legal guardian or legal custodian (or to a pregnant woman). Purposes 3 & 4 do not contain the same constraints and there may be some instances where the use of PRC funds to meet these purposes may be made on behalf of childless individuals. For example, TANF federal funds could be used for a pregnancy prevention initiative that serves young adults.

A child may be “temporarily absent” from the home for up to six months in accordance with the time periods in ORC 5107.10 (which are applicable to PRC) and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, specified relative, legal guardian, or legal custodian. The county may continue to help the eligible family through expenditures that are reasonably calculated to accomplish one of the four purposes of the TANF program including some expenditures for the temporarily absent child. The child must return to the home by the end of the six-month period. Otherwise, the child no longer resides with the parent, specified relative, legal guardian, or legal custodian. HHS does not believe it is reasonable to determine that a child is temporarily absent from the home if the child has been adjudicated or otherwise determined to require placement out of the home for longer than the state’s established temporary period (i.e., six months).

6.

As stated in OWF/PRC Guidance Letter No. 1, ODHS has generally interpreted this provision to allow for certain work readiness services such as pre-employment physicals and substance abuse assessments that are not reimbursable under Medicaid. This guidance letter does not supercede the information provided in OWF/PRC Guidance Letter No. 1. Additionally, any inpatient treatment can not be supported using PRC funds. Basically, outpatient counseling services in mental health and substance abuse treatment are Medicaid reimbursable. To the extent that a person is eligible for Medicaid they should be provided through Medicaid. For persons not eligible for Medicaid and for whom these services are needed to secure and maintain employment or prevent out-of-home placements they could be paid for through PRC so long as Medicaid eligibility was explored. General family counseling services (that are not Medicaid reimbursable) provided to maintain employment or to prevent out-of-home placements could be paid for through PRC.

# Appendix

## Program Checklist

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*Dramatic declines in the Ohio Works First (OWF) program caseloads have shown promise in moving families from welfare to work. In our attempts to assist families, we must make sure they are aware of valuable support services that are available to help them maintain stability as they enter the workforce. Informing families about the availability of Food Stamps, Medicaid, and Child Care can play a major role in supporting working families as they strive to attain self-sufficiency.*

*The attached chart illustrates the “risk points” for families moving in and out of the OWF/PRC system and can be used as a tool to ensure families are adequately informed of the availability of these key benefits.*

# Program Checklist

Where are program “risk points” for families moving in and out of the OWF/PRC system?

Risk Points”	Procedures/Strategies	Policy Cites
<p>Are families that are diverted from OWF cash assistance discouraged from filing an application for Medicaid, Food Stamps, and Child Care Assistance?</p>	<p>Families must be given the opportunity to apply for Medicaid, Food Stamps, or Child Care “without delay”. Even if families are discouraged from applying for OWF or are required to meet certain OWF requirements before they file an application for OWF, families must be allowed to apply for Medicaid, Food Stamps, or Child Care. Diversion from OWF should include the exploration of Food Stamps, Medicaid and Child Care Assistance as family supports.</p>	<p>Medicaid: OAC 5101:1-2-01 and 5101:1-2-10</p> <p>Food Stamps: OAC 5101:4-2-01</p> <p>Child Care: OAC 5101:2-16-30 and 5101:2-16-35</p>
<p>Are families not following through with their applications because of OWF requirements?</p>	<p>All applicants should be informed that not all OWF rules and procedures apply to Medicaid, Food Stamps, and Child Care assistance. Families should be advised of what they need to do to complete the application process for all programs.</p>	<p>Medicaid: OAC 5101:1-40-01 and 5101:1-40-021</p> <p>Food Stamps: OAC 5101:4-2-01</p> <p>Child Care: OAC 5101:2-16-30 and 5101:2-16-35</p>
<p>Are there delays in processing a joint application that are due to OWF program rules or requirements?</p>	<p>Eligibility for Medicaid, Food Stamp and Child Care applications must be determined promptly, generally within 30 days. OWF delays should not cause a delay in the Medicaid, Food Stamp or Child Care eligibility determination.</p>	<p>Medicaid: OAC 5101:1-2-01 and 5101:1-2-10</p> <p>Food Stamps: OAC 5101:4-2-11</p> <p>Child Care: OAC 5101:2-16-30 and 5101:2-16-35</p>

# Program Checklist

Where are program “risk points” for families moving in and out of the OWF/PRC system?

<b>“Risk Points”</b>	<b>Procedures/Strategies</b>	<b>Policy Cites</b>
<p>When OWF benefits are denied or terminated based on a joint application, is Medicaid and Food Stamp eligibility separately evaluated? Is the family given the opportunity to apply for Child Care Assistance?</p>	<p>The CDHS must determine Medicaid and Food Stamp eligibility based on the CAF, applying Medicaid and Food Stamp — not OWF rules. Medicaid and Food Stamp eligibility doesn’t necessarily depend on eligibility for OWF. Child Care eligibility is evaluated separately, using Child Care rules, not OWF rules.</p>	<p>Medicaid: OAC 5101:1-40-01</p> <p>Food Stamps: OAC 5101:4-2-01 and 5101:4-6-17</p> <p>Child Care: OAC 5101:2-16-30 and 5101:2-16-35</p>
<p>How can families that do not want to apply for OWF apply for Medicaid, Food Stamps, and Child Care Assistance?</p>	<p>A family can decline OWF cash and still have eligibility for Medicaid and Food Stamps explored. Families can also apply for Healthy Start by completing the Combined Programs Application (CPA) and for Child Care Assistance by completing the ODHS 1138, “Child Care Application”.</p>	<p>Medicaid: OAC 5101:1-40-021</p> <p>Food Stamps: OAC 5101:4-2-01</p> <p>Child Care: OAC 5101:2-16-35</p>

# Program Checklist

Where are program “risk points” for families moving in and out of the OWF/PRC system?

<b>“Risk Points”</b>	<b>Procedures/Strategies</b>	<b>Policy Cites</b>
<p>What happens to the family’s Medicaid, Food Stamp and Child Care benefits when the family loses OWF benefits due to a failure to comply with the Self-Sufficiency Contract (SSC) requirements?</p>	<p>The 3-tier OWF sanction policy applies differently to Low-Income Families (LIF) Medicaid. The only sanction allowed is at a 3<sup>rd</sup> tier work activities failure. The sanction is not for a minimum period for LIF; the sanctioned individual requalifies upon compliance. The work activity sanction applies only to the adult causing the failure; the children are not subject to any sanction.</p> <p>If an adult or minor head-of-household is sanctioned (removed from the food stamp assistance group) due to not complying with a provision of the SSC or a work requirement, the remaining members of the food stamp assistance group may continue to qualify for benefits.</p> <p>Income Eligible Employment and Training Child Care benefits are available for families who are sanctioned under OWF in order to participate in employment or training, and the family’s gross monthly income does not exceed the maximum per cent of the federal poverty level for eligibility as established by administrative order.</p>	<p>Medicaid: OAC 5101:1-40-01 and 5101:1-40-021</p> <p>Food Stamps: OAC 5101:4-2-03 and 5101:4-3-09</p> <p>Child Care: OAC 5101:2-16-30</p>
<p>Are families that lose OWF benefits due to OWF time limits also losing Medicaid, Food Stamps, and Child Care Assistance?</p>	<p>The OWF cash assistance time limits do not apply to Medicaid, Food Stamp and Child Care eligibility. Families may still qualify for these benefits.</p>	<p>Medicaid: OAC 5101:1-40-021</p> <p>Food Stamps: OAC 5101:4-2-03</p> <p>Child Care: OAC 5101:2-16-30</p>

# Program Checklist

Where are program “risk points” for families moving in and out of the OWF/PRC system?

<b>“Risk Points”</b>	<b>Procedures/Strategies</b>	<b>Policy Cites</b>
<p>What happens to Medicaid, Food Stamp, and Child Care eligibility when families lose eligibility for OWF due to earnings?</p>	<p>Families need to be informed that Medicaid, Food Stamp and Child Care coverage does not necessarily stop if the parent finds work. This will help prevent families from simply closing “their case” when they have earnings, not knowing that they may continue to qualify for these other benefits. Families gaining employment and/or earning minimum wage may still qualify for these other benefits.</p> <p>Medicaid coverage cannot be terminated unless the CDHS determines that the children and other family members are not eligible for Medicaid under any eligibility category. If the family has earnings, the children and the parents will be eligible for Transitional Medicaid Benefits (TMB). The children may be eligible under the “Healthy Start” category. If the CDHS knows the family has earnings, it does not need verification of the exact level of earnings the family will receive in order for the family to continue to qualify for Medicaid under TMB; there is no earnings limit for the first six months of TMB.</p> <p>Transitional or Income Eligible Employment and Training Child Care benefits are available for families to participate in employment or training as long as the family's gross monthly income does not exceed the maximum for eligibility as established by administrative order.</p>	<p>Medicaid: OAC 5101:1-40-01 and 5101:1-40-05</p> <p>Food Stamps: OAC 5101:4-4-11, 5101:4-4-19, 5101:4-4-23 and 5101:4-4-27</p> <p>Child Care: OAC 5101:2-16-30 and 5101:2-16-35</p>

# PRC STATE MODEL



# PRC State Model Revision #1

*Note: This section of the guidance letter provides a PRC “model” design in accordance with the requirements of ORC 5108.07 of the Revised Code. In order to present this model we have selected certain options for the “model” program design. As indicated in the first section of this guidance letter, each CDHS has considerable flexibility to specify their own eligibility requirements including (but not limited to) assistance group composition, economic need level for a particular benefit or service, and the benefits and services to be offered under the CDHS PRC plan.*

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include nonrecurrent, short-term, crisis-oriented benefits and, ongoing services that are directly related to the four purposes of the TANF program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. Nonrecurrent, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These nonrecurrent benefits and services may encompass more than one payment a year, as long as the payment provides short-term relief and addresses a discrete crisis situation rather than meeting ongoing or recurrent needs. These benefits and services are consistent with the federal definition of “nonassistance” as found in 45 C.F.R. 260.31(b). The definition of “nonassistance” includes:

- ' Nonrecurrent, short-term benefits that:
  - ' are designed to deal with a specific crisis situation or episode of need;
  - ' are not intended to meet recurrent or ongoing needs; and
  - ' will not extend beyond four months;
- ' Work subsidies (i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training);
- ' Supportive services such as child care and transportation provided to families who are employed;
- ' Refundable earned income tax credits;
- ' Contributions to, and distributions from, Individual Development Accounts (IDAs);
- ' Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
- ' Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.

## **Assistance Group Composition**

PRC benefits and services for purposes 1 and 2 of TANF are available to a family assistance group (AG) which includes a minor child or pregnant individual as defined in Sections 5108.01 and 5108.06 of the revised code. PRC benefits and services are also available to the noncustodial parent of a minor child who, lives in the county<sup>1</sup> and does not live in the same household as the minor child.

At a minimum, an eligible family must consist of a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian (or consist of a pregnant individual). No family is eligible for PRC benefits and services unless the family includes a minor child who resides with the parent, caretaker relative, legal guardian or legal custodian. PRC benefits and services may also be provided to a pregnant individual with no other minor children.

A child may be “temporarily absent” from the home in accordance with the timeframes established in rule 5101:1-3-04 of the Ohio Administrative Code and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family’s ability to achieve economic self-sufficiency.

The exception to the above assistance group composition requirement is that for purpose 3 of TANF<sup>2</sup>, pregnancy prevention services will be available to families with children as well as to childless individuals.

The assistance group composition for a specific benefit or service is reflected in the section titled “State Model: List of Services & Benefits”. All of the benefits and services in the chart are meant to meet purposes 1 and 2 of TANF, with the exception of pregnancy prevention services which are provided to meet purpose 3 of TANF.

## **Eligibility**

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

Eligibility for PRC for benefits and services to meet purposes 1 and 2 of TANF is dependent upon the AG’s demonstration and verification of need for financial assistance and/or services. In order for eligibility to be determined, the income of the AG must be compared to the economic need standard established for the benefits and services requested. The economic need standards are based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining eligibility for the PRC AG to receive benefits or services, the AG income must be equal to or less than the economic need standard. Eligibility for PRC for benefits and services to meet

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<sup>1</sup> As indicated in the first section of this guidance letter, counties can opt to provide PRC benefits and services to a noncustodial parent of a minor child who lives in the state.

<sup>2</sup> As indicated in the first section of this guidance letter, neither purpose 3 nor purpose 4 is limited to needy families or individuals. A county could use federal TANF funds (but not MOE), under PRC to serve non-needy families or individuals for either of these two purposes.

purpose 3 of TANF is available without regard to need. The economic need standard for a specific benefit or service is reflected in the section titled “State Model: List of Services & Benefits”.

### **Income**

The total gross income, both earned and unearned of all members of the PRC AG shall be counted except for gross earnings of a minor child as defined in Section 5101:1-23-20 (c)(i) of the Administrative Code. This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF) or Disability Assistance (DA). All income which is received or expected to be received during the thirty (30) day budget period is considered when determining financial need. The 30-day budget period begins 30 days projected from the date of the PRC application unless this period of time does not accurately reflect expected income. In this instance, income received 30 days prior to the date of application may be utilized.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed ODHS 7341, “Applicant/Recipient Authorization for Release of Information” should be obtained from the applicant for an inquiry. Once the release is received, verification which is obtained by phone, must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. More stringent verification is required when PRC benefits and services involve a direct monetary gain by the applicant and opportunities for fraud are prevalent.

### **Unearned Income**

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

- ! RSDI Benefits
- ! alimony and child support
- ! veteran administration benefits
- ! workers’ compensation benefits
- ! lump-sum payments (including tax refunds)
- ! unemployment benefits
- ! pension and retirement benefits
- ! strike benefits
- ! investment income
- ! rental income
- ! OWF, DA, or Supplemental Security Income (SSI) payments

### **Earned Income**

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

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

## **Residence**

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

## **Ineligible Family AGs**

Federal and State law must be adhered to when providing PRC benefits and services. Listed below are federal and state prohibitions based upon 42 U.S.C.608, section 431 of PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997), and the Ohio Revised Code:

- ' No assistance for families without a minor child (except in relation to purposes 3 & 4 of the TANF program).
- ' No assistance to a single individual, unless such individual is pregnant (with above exception).
- ' No medical services for families except for pre-pregnancy family planning services.
- ' No benefits or services to an individual who is not a citizen of the United States or a qualified alien.
- ' No assistance for families that fraudulently receive assistance under the OWF and PRC programs until repayment occurs. Ref. 5101.83 of the ORC.

## **Program Operation**

To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of policy and procedure as set forth within this document. The covered benefits or services or the amounts specified for the benefits and services listed in the section titled "State Model: List of Services & Benefits" may not be reduced, limited, or restricted unless the program is amended.

## **Scope of Benefits/Services**

The section titled "State Model: List of Services & Benefits" contains the scope of benefits and services provided under the state PRC program model. The chart also contains the assistance groups served, the economic need standards for the particular benefit/service, caps on benefits/services, and the targeted groups. The targeted groups are used to customize service delivery specific to the family's circumstances.

## **Standard of Promptness**

The focus of this program is to provide and authorize benefits and services within ten (10) days of the receipt of a signed application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency.

The ten-day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten-day period is not an acceptable practice. The AG record should contain sufficient documentation of the case activity on the PRC application, including an explanation of unexpected

or unavoidable delays in processing the application.

### **Community Resources**

The availability of resources within the local community shall be explored prior to the authorization of PRC. A PRC AG shall apply for and utilize any program, benefit or support system which may reduce or eliminate the presenting need.

Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of those resources that are available is necessary to determine if any other means within the community may meet or help meet the presenting needs. Local contracts with other entities may be initiated to provide services which may meet or help meet requested needs (i.e., planning transportation services). The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

### **Applicant Responsibility**

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. An applicant must utilize available income and resources in meeting the presenting need. This includes ongoing assistance programs such as OWF, DA, SSI and food stamps, as well as unemployment compensation, social security, and the special energy programs. There is no PRC eligibility if the AG fails to make use of available income or resources that are in an amount sufficient to meet a portion of, or the entire amount of the presenting need.

### **Application**

The ODHS 3800, "Prevention, Retention, and Contingency (PRC) Program State Model Application" has been developed for use when a family is applying for PRC benefits and services. The application and any other information gathered during the eligibility determination process should be kept in the ongoing OWF, Medicaid, and/or Food Stamp AG record. If the AG is not in receipt of ongoing OWF, Medicaid, and/or Food Stamp assistance, a separate AG folder should be maintained for the PRC application and related verifications. In addition, PRC benefits and services provided to noncustodial parents shall also be kept in a separate AG record.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered under PRC will be explained. In addition, anyone applying for PRC services will receive appropriate information about, referrals to, and access to Medicaid, food stamps, child care assistance and other programs that provide benefits that could help them successfully transition to work. All PRC applicants will be advised of their hearing rights and will be provided with a copy of the ODHS 4059, Explanation of State Hearing Procedures. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for or participating in the PRC program (reference Section 329.051 of the ORC).

PRC assistance will be authorized with the expectation that the PRC AG will be able to function without additional agency help. Services and benefits shall be provided which directly lead to or can be expected to lead the family in becoming self-sufficient by accomplishing one of the four purposes of TANF:

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

- ' End the dependence of needy parents on government programs by promoting job preparation, work and marriage;
- ' Prevent and reduce 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.

**Notice of Approval/Denial**

If it is determined that an application for PRC is approved, the ODHS 4074, “Notice of Approval of Your Application For Assistance” shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODHS 7334, “Notice of Denial of Your Application For Assistance” shall be mailed or otherwise delivered.

Once eligibility for PRC is established, authorization shall occur and a payment for the benefits or services will be generated. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within 30 days, actual payment may be made to vendors according to the procedures in place. All payments shall be made to the vendor or PRC AG. Policy has been written to ensure all auditing requirements are maintained.

This Prevention, Retention, and Contingency State Model is certified as written by \_\_\_\_\_.

Signature

on \_\_\_\_\_ Effective date of plan revision \_\_\_\_\_  
 Month/Day/Year Month/Day/Year

Attachments

## STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b>Job Preparation Services and Benefits</b>            Job readiness assessments (vocational, literacy),            Job readiness training (work habits, attitude, dress, literacy tutoring),            Adult Basic Education &amp; GED preparation,            Pre-employment drug testing,            Training for women in non-traditional jobs (construction, manufacturing),            Testing for state licenses, board certification, commercial drivers license,            Occupational training for computer literacy &amp; hotel work,             Short-term education expenses (books, manuals, tuition),            Money management classes,            Telephone installation,            Suitable attire for job interviews,            Skill training.</p>	<p>No cap on services (As needed)</p> <p>Non-recurrent short-term benefits: amount needed per episode up to \$3000 per 12 month period</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents</p>	<p>150% FPL</p>	<p>Recently employed individuals</p> <p>Under-employed individuals</p> <p>Individuals between jobs</p> <p>Individuals who are unemployed</p>

## STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>Work Support/Retention Services and Benefits</u></b>            Job Mentoring,            Money Management classes,            Supplies for new job (mechanic's tools, beautician equipment),            Employer mediation &amp; intervention services,            Job skill development and training.</p> <p>Subsidized employment (\$350/mo for up to 6 months),</p> <p>Job Retention Bonus (\$1500 after 6 months of steady employment),</p> <p>Employment subsidy (to offset work expenses).</p>	<p>No cap on services (as needed)</p> <p>Non-recurrent short-term benefits: amount needed per episode up to \$3000 per 12 month period</p> <p>Subsidized employment (once every 3 years)</p> <p>Job retention bonus (once every 3 years)</p> <p>Employment subsidy: \$200 first month of full time employment, \$100 per month for 11 subsequent months of full time employment</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents</p>	<p>200% FPL</p>	<p>Newly employed individuals,</p> <p>Under-employed individuals</p>



## STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b>Child Welfare Services</b> -                      Family counseling,                      Vocational &amp; education counseling,                      Respite care,                      Screen families who have been sanctioned from OWF for risk of child, abuse or neglect to provide case management services designed to eliminate barriers to compliance,                      Family preservation &amp; reunification services,                      Domestic violence services</p>	<p>No cap on services (as needed)</p>	<p>Parents with minor children                       Specified relatives with minor children</p>	<p>200% of FPL</p>	<p>Families with children at risk of abuse or neglect</p>
<p><b>Developmental Services</b> -                      Early Start,                      Youth development initiatives,                      Parenting classes,                      Prevention services for at-risk students,                      After-school programs for at-risk children.</p>	<p>No cap on services (as needed)</p>	<p>Families with minor children &amp; specified relatives with minor children</p>	<p>200% of FPL</p>	<p>Children (under 3 years of age for Early Start)</p>
<p><b>Relocation Assistance</b> -                      Moving expenses to relocate out of county or state</p>	<p>Actual cost up to \$1500 (once in lifetime)</p>	<p>Parents with minor children &amp; specified relatives with minor children</p>	<p>150% of FPL</p>	<p>Individuals with secured employment                       Victims of domestic violence</p>

## STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b>Family Disaster Assistance</b> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor.</p>	<p>Cap based on amount allocated by ODHS</p>	<p>Parents with minor children &amp; individuals living in their households</p> <p>Specified relatives with minor children &amp; individuals living in their households</p>	<p>200% of FPL</p>	<p>Families sustaining disaster related damage or loss upon disaster declaration by governor</p>
<p><b>Pregnancy Prevention Services</b> Teen peer support group, Pregnancy prevention counseling, Contraceptive drugs and devices.</p>	<p>No cap on services (as needed)</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p>	<p>Available without regard to need</p>	<p>Pre-teens</p> <p>Teens</p> <p>Young adults</p>
<p><b>Kinship Care Services</b> Respite care, Training related to caring for special needs children, Legal Services.</p>	<p>No cap on services (as needed)</p>	<p>Specified relatives with minor children</p>	<p>200% of FPL</p>	<p>Relatives caring for minor children</p>

## STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>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 marriage.)</u></b></p> <p>Utility shut-offs,            Purchase of bulk fuel for heating,            Installation or repair of telephone,            Security deposits,            Eviction notices,            Emergency shelter or temporary housing,            Personal expenses (school clothing, winter coats, child restraint seats),            Repair or purchase of furnace or water tank,            Home repairs affecting basic structure (roof, plumbing, walls),            Repair or purchase of appliances (stoves, refrigerators, air conditioners, fans, washer/dryer),            Furniture (beds, mattress &amp; box springs, kitchen table, chairs),</p>	<p>Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$2000 per assistance group per 12 month period</p> <p>(Note: purchase of air conditioning units must be accompanied by medical statement)</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p>	<p>150% of FPL</p>	<p>Unemployed individuals</p> <p>Under-employed individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>

**PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) APPLICATION FOR STATE MODEL**

Name of Applicant	Current Address
Social Security Number	
Telephone Numbers Where You Can Be Reached (____) _____ area code (____) _____ area code	

For Agency Use Only	
Case Number	
Date Sent	Date Returned
County	Unique ID

1. Have you ever received any type of public assistance from a human services department? **9** Yes **9** No If yes, give the county DHS, the type of assistance received and the date received? \_\_\_\_\_  
\_\_\_\_\_
2. Explain what you need and estimate the amount you are requesting. \_\_\_\_\_  
\_\_\_\_\_
3. Give the name of other agencies you have contacted for help. \_\_\_\_\_  
\_\_\_\_\_
4. Have any other agencies helped you with this need? **9** Yes **9** No If yes, name the agency and tell how you were helped. If no, tell why you were not helped. \_\_\_\_\_  
\_\_\_\_\_
5. Complete the chart below for anyone living in your home, including yourself. You are required to verify all income for all members of your household.

Name	Relationship to Applicant	Age	Education (last grade completed)	Source of Income (Earnings, Child Support, VA Benefits, SSA, SSI, etc.)	Monthly Amount of Income
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
8.					\$

6. Is anyone in your household eligible for, but not receiving court ordered child support? **9** Yes **9** No If yes, list name(s) of individuals not receiving court-ordered child support. \_\_\_\_\_  
\_\_\_\_\_

**PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) APPLICATION FOR STATE MODEL**

Page 2

7. Does anyone in your household own a car, have access to a car, or live near a bus line? **9** Yes **9** No If yes, list the name(s) of individuals and the means of transportation.

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8. Complete chart below for employment history of each adult household member in the past 2 years.

Name	Employer Name	Type of Employment	Date Employment Began (month/year)	Date Employment Ended (month/year)	Reason for Leaving Employment	Currently Employed (yes/no)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

If you are eligible, the agency will limit assistance provided to the actual documented amount of need.

Signature of Applicant	Date
------------------------	------

For Agency Use Only  
**PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) FOR STATE MODEL**

Date Application received (mm/dd/yr) \_\_\_\_\_ 30 day budget period:(mm/dd/yr) \_\_\_\_\_ To (mm/dd/yr) \_\_\_\_\_

**Request.** List the benefits and/or services requested and the amount needed for each.

Benefit or Service	Amount Needed	Benefit or Service	Amount Needed
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$

Reason for Need. \_\_\_\_\_  
 \_\_\_\_\_

**Community Resources.** List the community resources explored to meet this need. If any are utilized, complete the chart.

Agency	Amount	Benefit/Service
1.	\$	
2.	\$	

**Income.**

Source	Amount Available in Budget Period	Verification
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	

**Total** \_\_\_\_\_ (Compare to 50%, 150%, 175% or 200% of Federal Poverty Guideline)

**9 PRC Approved.** Complete chart. Check/Warrant # (Date) \_\_\_\_\_ ( / / ) Check/Warrant Amount \$ \_\_\_\_\_

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

**9 PRC Denied** - Date of denial (mm/dd/yr) \_\_\_\_\_ Date Notice of Denial of Application sent (mm/dd/yr) \_\_\_\_\_

Reason for Denial:

Signature of Caseworker	Date	Signature of Supervisor	Date
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**Monthly Federal Poverty Guideline Measure**  
**Effective March 18, 1999**

Monthly Federal Poverty Guideline amounts are used to determine income eligibility for PRC. The total gross countable income of all members of the assistance group must be equal to or less than 50%, 150%, 175 % or 200% of the Monthly Federal Poverty Guideline amount for the appropriate assistance group size.

Assistance Group Size	50% Monthly FPG	150% Monthly FPG	175% Monthly FPG	200% Monthly FPG
1	343	1030	1202	1373
2	461	1382	1613	1843
3	578	1735	2024	2313
4	696	2087	2435	2783
5	813	2440	2847	3253
6	931	2792	3258	3723
7	1048	3145	3669	4193
8	1166	3497	4080	4663
9	1283	3850	4492	5133
10	1401	4202	4903	5603
11	1518	4555	5314	6073
12	1636	4907	5725	6543
13	1753	5260	6137	7013
14	1871	5612	6548	7483
15	1988	5965	6959	7953

Numbers are rounded up from \$.50  
 PRC Rev. 10/99 Cash Assistance Policy

**Appendix F**  
**Teen Births Charts**

**TEEN BIRTHS: PAST PERFORMANCE**

County	Goal 2000 (set in 1995)		Actual 2000		Percent of Goal Actual	
	Births 2000	Rate of Births 2000	Births 2000	Rate of Births 2000	Births	Rate of Births
Ohio	19,939	26.1	18,761	23.3	106.28%	112.02%
Adams	74	35.4	71	29.4	104.23%	120.41%
Allen	268	33.0	243	30.6	110.29%	107.84%
Ashland	71	19.2	74	18.1	95.95%	106.08%
Ashtabula	200	26.2	188	23.8	106.38%	110.08%
Athens	102	17.7	107	17.5	95.33%	101.14%
Auglaize	69	21.3	59	17.0	116.95%	125.29%
Belmont	79	16.5	77	16.4	102.60%	100.61%
Brown	91	34.0	85	25.6	107.06%	132.81%
Butler	544	24.6	528	20.8	103.03%	118.27%
Carroll	40	20.2	40	18.0	100.00%	112.22%
Champaign	73	27.7	71	24.9	102.82%	111.25%
Clark	316	29.2	334	31.7	94.61%	92.11%
Clermont	299	26.0	278	19.8	107.55%	131.31%
Clinton	77	28.8	85	26.8	90.59%	107.46%
Columbiana	177	22.4	145	17.7	122.07%	126.55%
Coshocton	60	23.9	69	26.9	86.96%	88.85%
Crawford	104	30.2	94	28.1	110.64%	107.47%
Cuyahoga	2471	28.0	2329	26.5	106.10%	105.66%
Darke	104	25.5	65	15.8	160.00%	161.39%
Defiance	80	25.6	75	23.9	106.67%	107.11%
Delaware	82	16.1	82	10.6	100.00%	151.89%
Erie	152	27.9	132	24.2	115.15%	115.29%
Fairfield	192	25.5	175	18.7	109.71%	136.36%
Fayette	60	28.9	58	26.7	103.45%	108.24%
Franklin	1956	30.8	1943	27.7	100.67%	111.19%
Fulton	68	23.0	53	15.9	128.30%	144.65%
Gallia	65	28.0	69	28.0	94.20%	100.00%
Geauga	45	7.5	38	6.0	118.42%	125.00%

County	Goal 2000 (set in 1995)		Actual 2000		Percent of Goal Actual	
	Births 2000	Rate of Births 2000	Births 2000	Rate of Births 2000	Births	Rate of Births
Greene	191	17.1	198	16.5	96.46%	103.64%
Guernsey	98	33.7	72	23.2	136.11%	145.26%
Hamilton	1711	29.6	1650	28.7	103.70%	103.14%
Hancock	119	24.9	106	20.7	112.26%	120.29%
Hardin	62	24.2	64	24.3	96.88%	99.59%
Harrison	25	20.1	17	13.9	147.06%	144.60%
Henry	41	18.7	33	14.8	124.24%	126.35%
Highland	111	41.4	85	26.8	130.59%	154.48%
Hocking	69	38.0	57	26.8	121.05%	141.79%
Holmes	49	16.7	50	14.1	98.00%	118.44%
Huron	122	27.4	113	23.2	107.96%	118.10%
Jackson	80	34.2	79	30.9	101.27%	110.68%
Jefferson	117	20.3	98	18.7	119.39%	108.56%
Knox	78	21.4	84	20.0	92.86%	107.00%
Lake	197	13.6	178	11.8	110.67%	115.25%
Lawrence	126	26.3	129	25.9	97.67%	101.54%
Licking	256	27.6	243	24.4	105.35%	113.11%
Logan	95	30.0	80	22.3	118.75%	134.53%
Lorain	599	28.6	507	23.2	118.15%	123.28%
Lucas	990	29.9	882	26.7	112.24%	111.99%
Madison	58	23.1	69	24.6	84.06%	93.90%
Mahoning	514	28.4	417	23.8	123.26%	119.33%
Marion	163	36.0	134	29.5	121.64%	122.03%
Medina	129	13.7	108	9.5	119.44%	144.21%
Meigs	33	19.0	53	28.4	62.26%	66.90%
Mercer	43	14.2	52	16.4	82.69%	86.59%
Miami	153	22.3	180	24.8	85.00%	89.92%
Monroe	21	18.1	18	15.7	116.67%	115.29%
Montgomery	1007	26.8	1072	28.7	93.94%	93.38%
Morgan	29	25.8	28	23.9	103.57%	107.95%
Morrow	60	26.5	56	21.1	107.14%	125.59%

County	Goal 2000 (set in 1995)		Actual 2000		Percent of Goal Actual	
	Births 2000	Rate of Births 2000	Births 2000	Rate of Births 2000	Births	Rate of Births
Muskingum	218	36.3	187	29.6	116.58%	122.64%
Noble	24	27.2	22	22.4	109.09%	121.43%
Ottawa	55	20.0	45	16.2	122.22%	123.46%
Paulding	40	24.2	37	22.5	108.11%	107.56%
Perry	90	36.7	86	31.3	104.65%	117.25%
Pickaway	98	30.5	90	25.6	108.89%	119.14%
Pike	78	41.2	74	32.6	105.41%	126.38%
Portage	176	14.8	155	12.8	113.55%	115.63%
Preble	63	20.5	51	15.4	123.53%	133.12%
Putnam	41	14.9	41	14.2	100.00%	104.93%
Richland	287	32.1	249	27.6	109.96%	109.93%
Ross	180	37.0	147	27.5	120.00%	119.74%
Sandusky	125	27.1	121	26.1	103.31%	103.83%
Scioto	204	33.3	216	34.2	94.44%	97.37%
Seneca	112	23.1	98	20.1	114.29%	114.93%
Shelby	84	24.3	104	28.1	80.77%	86.48%
Stark	636	25.2	563	21.7	112.97%	116.13%
Summit	838	24.8	748	20.8	112.03%	119.23%
Trumbull	379	24.1	361	23.5	104.99%	102.55%
Tuscarawas	160	26.8	138	21.7	115.94%	123.50%
Union	62	27.2	59	19.5	105.08%	139.49%
Van Wert	57	26.00	41	19.0	139.02%	136.84%
Vinton	36	39.5	26	24.8	138.46%	159.27%
Warren	153	19.7	155	14.7	98.71%	134.01%
Washington	98	21.2	90	19.2	108.89%	110.42%
Wayne	127	16.2	125	14.5	101.60%	111.72%
Williams	67	25.0	78	28.0	85.90%	89.29%
Wood	149	14.8	144	13.8	103.47%	107.25%
Wyandot	42	25.2	31	18.0	135.48%	140.00%

## TEEN BIRTHS: TRENDS

County	Actual 1995		Actual 2000				Goal 2005		
	Births 1995	Rate of Births 1995	Births 2000	Percent Change from 1995	Rate of Births 2000	Percent Change from 1995	Projected Decline 10%	Births 2005	Rate of Births 2005
Ohio	20,988	27.5	18,761	-10.61%	23.3	-15.27%		16,885	21.0
Adams	78	37.3	71	-8.97%	29.4	-21.18%		64	26.5
Allen	282	34.8	243	-13.83%	30.6	-12.07%		219	27.5
Ashland	75	20.2	74	-1.33%	18.1	-10.40%		67	16.3
Ashtabula	210	28.0	188	-10.48%	23.8	-15.00%		169	21.4
Athens	107	18.6	107	0.00%	17.5	-5.91%		96	15.8
Auglaize	73	22.4	59	-19.18%	17.0	-24.11%		53	15.3
Belmont	83	17.4	77	-7.23%	16.4	-5.75%		69	14.8
Brown	96	35.8	85	-11.46%	25.6	-28.49%		77	23.0
Butler	573	25.9	528	-7.85%	20.8	-19.69%		475	18.7
Carroll	42	21.3	40	-4.76%	18.0	-15.49%		36	16.2
Champaign	77	29.2	71	-7.79%	24.9	-14.73%		64	22.4
Clark	333	30.8	334	0.30%	31.7	2.92%		301	28.5
Clermont	315	27.4	278	-11.75%	19.8	-27.74%		250	17.8
Clinton	81	30.3	85	4.94%	26.8	-11.55%		77	24.1
Columbiana	186	23.5	145	-22.04%	17.7	-24.68%		131	15.9
Coshocton	63	25.2	69	9.52%	26.9	6.75%		62	24.2
Crawford	109	31.8	94	-13.76%	28.1	-11.64%		85	25.3
Cuyahoga	2,601	29.4	2,329	-10.46%	26.5	-9.86%		2,096	23.9
Darke	109	26.8	65	-40.37%	15.8	-41.04%		59	14.2
Defiance	84	26.9	75	-10.71%	23.9	-11.15%		68	21.5
Delaware	86	16.9	82	-4.65%	10.6	-37.28%		74	9.5
Erie	160	29.3	132	-17.50%	24.2	-17.41%		119	21.8
Fairfield	202	26.8	175	-13.37%	18.7	-30.22%		158	16.8
Fayette	63	30.4	58	-7.94%	26.7	-12.17%		52	24.0
Franklin	2,059	32.5	1,943	-5.63%	27.7	-14.77%		1,749	24.9
Fulton	72	24.2	53	-26.39%	15.9	-34.30%		48	14.3
Gallia	68	29.4	69	1.47%	28.0	-4.76%		62	25.2
Geauga	47	7.9	38	-19.15%	6.0	-24.05%		34	5.4
Greene	201	18.0	198	-1.49%	16.5	-8.33%		178	14.9
Geurnsey	103	35.5	72	-30.10%	23.2	-34.65%		65	20.9
Hamilton	1,801	31.1	1,650	-8.38%	28.7	-7.72%		1,485	25.8
Hancock	125	26.2	106	-15.20%	20.7	-20.99%		95	18.6
Hardin	65	25.4	64	-1.54%	24.3	-4.33%		58	21.9
Harrison	26	21.1	17	-34.62%	13.9	-34.12%		15	12.5
Henry	43	19.7	33	-23.26%	14.8	-24.87%		30	13.3
Highland	117	43.6	85	-27.35%	26.8	-38.53%		77	24.1

County	Actual 1995		Actual 2000				Goal 2005		
	Births 1995	Rate of Births 1995	Births 2000	Percent Change from 1995	Rate of Births 2000	Percent Change from 1995	Projected Decline 10%	Births 2005	Rate of Births 2005
Hocking	73	40.0	57	-21.92%	26.8	-33.00%		51	24.1
Holmes	52	17.6	50	-3.85%	14.1	-19.89%		45	12.7
Huron	128	28.9	113	-11.72%	23.2	-19.72%		102	20.9
Jackson	84	36.0	79	-5.95%	30.9	-14.17%		71	27.8
Jefferson	123	21.4	98	-20.33%	18.7	-12.62%		88	16.8
Knox	82	22.5	84	2.44%	20.0	-11.11%		76	18.0
Lake	207	14.4	178	-14.01%	11.8	-18.06%		160	10.6
Lawrence	133	27.7	129	-3.01%	25.9	-6.50%		116	23.3
Licking	269	29.0	243	-9.67%	24.4	-15.86%		219	22.0
Logan	100	31.5	80	-20.00%	22.3	-29.21%		72	20.1
Lorain	631	30.1	507	-19.65%	23.2	-22.92%		456	20.9
Lucas	1,042	31.4	882	-15.36%	26.7	-14.97%		794	24.0
Madison	61	24.3	69	13.11%	24.6	1.23%		62	22.1
Mahoning	541	29.9	417	-22.92%	23.8	-20.40%		375	21.4
Marion	172	37.9	134	-22.09%	29.5	-22.16%		121	26.6
Medina	136	14.4	108	-20.59%	9.5	-34.03%		97	8.6
Meigs	35	20.0	53	51.43%	28.4	42.00%		48	25.6
Mercer	45	14.9	52	15.56%	16.4	10.07%		47	14.8
Miami	161	23.5	180	11.80%	24.8	5.53%		162	22.3
Monroe	22	19.1	18	-18.18%	15.7	-17.80%		16	14.1
Montgomery	1,060	28.2	1,072	1.13%	28.7	1.77%		965	25.8
Morgan	30	27.1	28	-6.67%	23.9	-11.81%		25	21.5
Morrow	63	27.9	56	-11.11%	21.1	-24.37%		50	19.0
Muskingum	229	38.2	187	-18.34%	29.6	-22.51%		168	26.6
Noble	25	28.6	22	-12.00%	22.4	-21.68%		20	20.2
Ottawa	58	21.0	45	-22.41%	16.2	-22.86%		41	14.6
Paulding	42	25.5	37	-11.90%	22.5	-11.76%		33	20.3
Perry	95	38.6	86	-9.47%	31.3	-18.91%		77	28.2
Pickaway	103	32.1	90	-12.62%	25.6	-20.25%		81	23.0
Pike	82	43.3	74	-9.76%	32.6	-24.71%		67	29.3
Portage	185	15.5	155	-16.22%	12.8	-17.42%		140	11.5
Preble	66	21.6	51	-22.73%	15.4	-28.70%		46	13.9
Putnam	43	15.7	41	-4.65%	14.2	-9.55%		37	12.8
Richland	302	33.8	249	-17.55%	27.6	-18.34%		224	24.8
Ross	189	39.0	147	-22.22%	27.5	-29.49%		132	24.8
Sandusky	132	28.5	121	-8.33%	26.1	-8.42%		109	23.5
Scioto	215	35.1	216	0.47%	34.2	-2.56%		194	30.8
Seneca	118	24.3	98	-16.95%	20.1	-17.28%		88	18.1

County	Actual 1995		Actual 2000				Goal 2005		
	Births 1995	Rate of Births 1995	Births 2000	Percent Change from 1995	Rate of Births 2000	Percent Change from 1995	Projected Decline 10%	Births 2005	Rate of Births 2005
Shelby	88	25.6	104	18.18%	28.1	9.77%		94	25.3
Stark	669	26.5	563	-15.84%	21.7	-18.11%		507	19.5
Summit	882	26.1	748	-15.19%	20.8	-20.31%		673	18.7
Trumbull	399	25.4	361	-9.52%	23.5	-7.48%		325	21.2
Tuscarawas	168	28.3	138	-17.86%	21.7	-23.32%		124	19.5
Union	65	28.7	59	-9.23%	19.5	-32.06%		53	17.6
Van Wert	60	27.4	41	-31.67%	19.0	-30.66%		37	17.1
Vinton	38	41.6	26	-31.58%	24.8	-40.38%		23	22.3
Warren	161	20.7	155	-3.73%	14.7	-28.99%		140	13.2
Washington	103	22.3	90	-12.62%	19.2	-13.90%		81	17.3
Wayne	134	17.1	125	-6.72%	14.5	-15.20%		113	13.1
Williams	71	26.4	78	9.86%	28.0	6.06%		70	25.2
Wood	157	15.6	144	-8.28%	13.8	-11.54%		130	12.4
Wyandot	44	26.6	31	-29.55%	18.0	-32.33%		28	16.2