

**DRAFT**

Date

**OWF/PRC Guidance Letter No.** \_\_\_\_\_

**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**

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. This letter also obsoletes portions of OWF/PRC Guidance Letter No. 1 relating to prohibitions and to the definition of economic need.

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.

In addition, the state PRC model will contain eligibility criteria, standards of need and PRC assistance group combinations which are consistent with Title IV-A federal regulations, state law, the Title IV-A state plan, and amendments to the plan.

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.

### **PRC - Introduction**

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).

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. PRC may be used in innovative ways to achieve at least one of the four purposes of the TANF program (Reference 45 C.F.R. 260.20). The purposes of TANF are:

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

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. 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 needy 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:”

1. Nonrecurrent, short-term benefits that:
  - a. are designed to deal with a specific crisis situation or episode of need;
  - b. are not intended to meet recurrent or ongoing needs; and

- c. will not extend beyond four months.
2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
3. Supportive services such as child care and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and distributions from, Individual Development Accounts (IDAs);
6. 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
7. 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. 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 for different services or benefits.

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:

1. It provides a statement as to the purpose of the program.
2. It provides minimal definitions of an “assistance group” and a “minor child” for the purposes of the program.
3. It places some requirements on a county and ODHS in designing and implementing the program.
4. It provides the basis for the decision in a state hearing or administrative appeal.
5. 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 receiving assistance who:

- (1) Lives in the State; and
- (2) 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:

1. No benefits or services for families without a minor child.
2. No benefits or services to a single individual, unless such individual is pregnant.
3. No medical services except for pre-pregnancy family planning services.
4. No benefits or services to an individual who is not a citizen of the United States or a qualified alien.
5. No assistance for families that fraudulently receive assistance under the OWF and PRC programs until repayment occurs (Reference Section 5101.83 of the ORC).

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.

### **County Responsibilities/Requirements**

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

1. Adopt the State Model, develop own policy, or create a combination of both.

2. Include in the PRC program:

- (a) 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.

- (b) A process to investigate and record circumstances of a family applying for PRC assistance.

- (c) 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 requirement of Chapter 5101:6 of the Ohio Administrative Code.

- (d) 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.

3. Be consistent with Chapter 5108 of the ORC

4. 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.

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

6. Ensure that diverted individuals 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.

7. 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.

8. 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.

**CRIS-E**

County Departments of Human Services (CDHS) are required to utilize the Client Registry Information System -Enhanced (CRIS-E) computer system to track services received from county to county through the statewide clearance process. The CRIS-E application entry process (ARAD) shall be used to register the assistance group and the PRC driver (former emergency assistance { AEOEA }) will record the manual issuance of benefits and services.

**Note:** PRC services provided from the Family and Children First' Early Start and the School Readiness programs may be tracked and recorded through the ODHS 2827, Monthly Financial Statement.

## **PRC State Model Revision #1**

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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:

1. Nonrecurrent, short-term benefits that:
  - a. are designed to deal with a specific crisis situation or episode of need;
  - b. are not intended to meet recurrent or ongoing needs; and
  - c. will not extend beyond four months;
2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training);
3. Supportive services such as child care and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and distributions from, Individual Development Accounts (IDAs);
6. 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
7. 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 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 receiving assistance who, lives in the county 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).<sup>1</sup> No family is eligible for PRC assistance unless the family includes a minor child who resides with the parent, caretaker relative, legal guardian or legal custodian. PRC assistance 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.

### **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 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. See Scope of Coverage Chart.

### **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

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<sup>1</sup> There is an outstanding issue as to whether the federal statute permits the use of TANF funds for children not residing with parents or caretaker relatives. If it is determined that TANF funds cannot be used for children residing with non-related individuals, children residing with custodians and guardians will be ineligible for 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:

1. No assistance for families without a minor child.
2. No assistance to a single individual, unless such individual is pregnant.
3. No medical services except for pre-pregnancy family planning services.
4. No benefits or services to an individual who is not a citizen of the United States or

a qualified alien.

5. 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 detailing the scope of coverage may not be reduced, limited, or restricted unless the program is amended.

### **Scope of Benefits/Services**

The attached chart 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 acceptable eligibility determination 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 must be explained. Anyone applying for PRC services must 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. It is also important to make the voter registration application as prescribed by the secretary of state under section 3503.10 of the ORC available to persons who are applying for, receiving assistance from, 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:

- a. Providing assistance to needy families;
- b. Ending the dependence of needy parents by promoting job preparation, work and marriage;
- c. Preventing and reducing out-of-wedlock pregnancies; and
- d. Encouraging the formation and maintenance of two-parent families.

### **Notice of Approval/Denial**

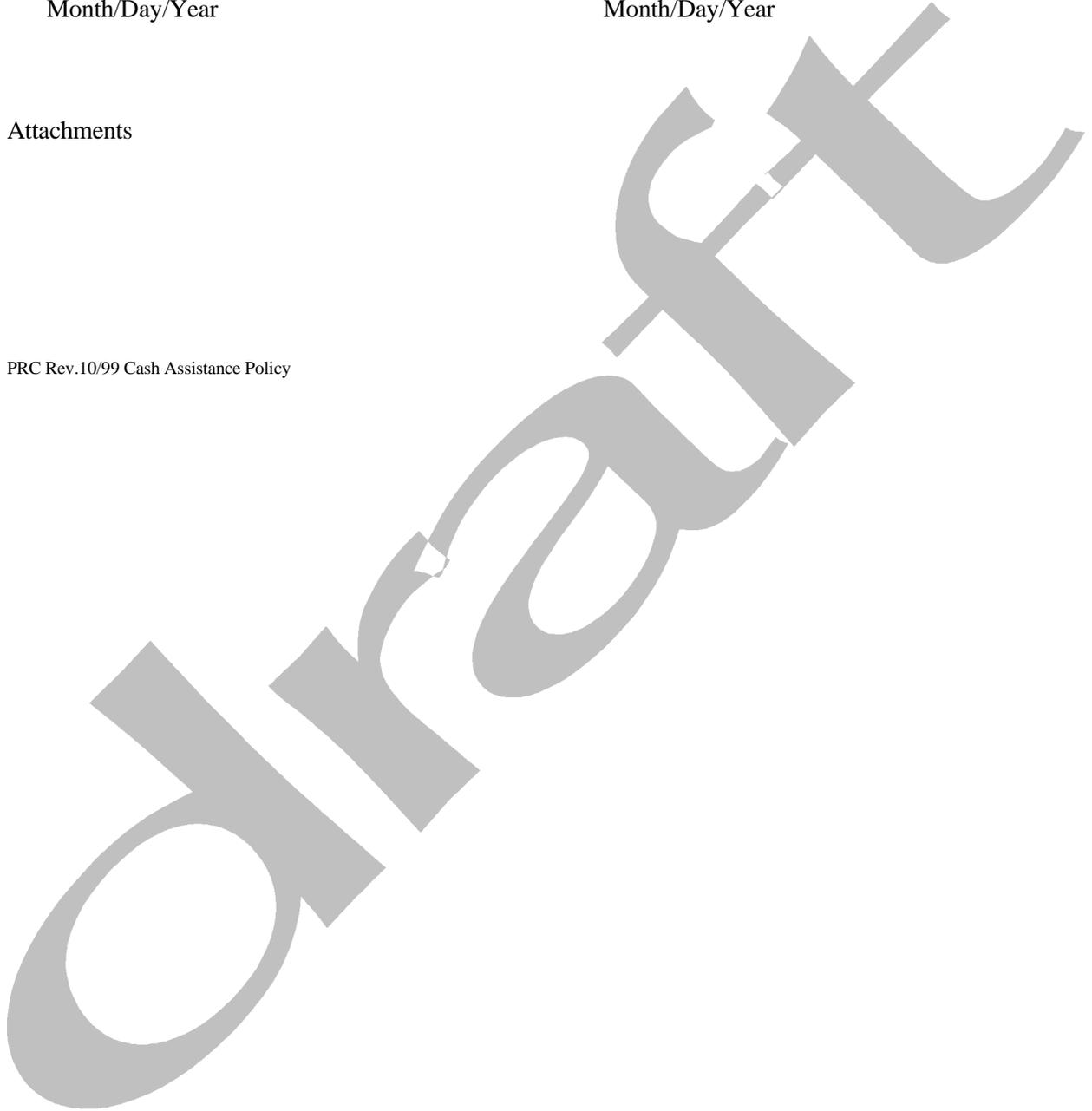
If it is determined that an application for PRC is approved, the ODHS 4074, "Notice of Approval of Your Application For Assistance" shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODHS 7334, "Notice of Denial of Your Application For Assistance" shall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

PRC Rev.10/99 Cash Assistance Policy



## STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. County's 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>Job Preparation Services and Benefits</u></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,</p> <p>Short-term education expenses (books, manuals, tuition),                      Money management classes,                      Telephone installation,                      Suitable attire for job interviews,</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

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Work Support/Retention Services and Benefits</u>                      Job Mentoring,                      Money Management classes,                      Supplies for new job (mechanic's tools, beautician equipment),                      Employer mediation &amp; intervention services,</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

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<b>Diversion Benefits</b> - Up to 4 months of cash payment to assist with basic needs such as rent, utilities, & incidentals <sup>2</sup>	Up to 4 X the OWF payment standard for appropriate household size	Parents with minor children  Specified relatives with minor children	50% of FPL	Job ready individuals  Displaced workers
<b>Transportation Services &amp; Benefits</b> - Bus passes Van shuttle services Reimbursement for work-related mileage Driver's education classes Payment of drivers license fees and license plate fees  Car repairs          Down payment on automobile	No cap on services (as needed)          For car repairs, lowest of 2 estimates not to exceed \$1000 per episode of need          For down payments, 3 to 1 match up to \$1500 (once every 5 years)	Parents with minor children  Specified relatives  Noncustodial parents	175% of FPL	Employed individuals for up to one year  Unemployed individuals in education or training for up to 4 months

<sup>2</sup>Must also apply for Food Stamps, Medicaid, & Child Care and attend money management class, and be involved in a Job Preparation Service

# STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. County's 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 classes                      Domestic violence services</p>	No cap on services (as needed)	Parents with minor children  Specified relatives with minor children	200% of FPL	Families with children at risk of abuse or neglect
<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>	No cap on services (as needed)	Families with minor children & specified relatives with minor children	200% of FPL	Children (under 3 years of age for Early Start)
<p><b>Relocation Assistance -</b>                      Moving expenses to relocate out of county or state</p>	Actual cost up to \$1500 (once in lifetime)	Parents with minor children & specified relatives with minor children	150% of FPL	Individuals with secured employment  Victims of domestic violence

# STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. County's 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>Family Disaster Assistance</u></b> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor.</p>	Cap based on amount allocated by ODHS	<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>	200% of FPL	Families sustaining disaster related damage or loss upon disaster declaration by governor
<p><b><u>Pregnancy Prevention Services</u></b> Teen peer support group Pregnancy prevention counseling</p>	No cap on services (as needed)	<p>Parents with minor children</p> <p>Specified relatives with minor children</p>	150% of FPL	Pre-teens
<p><b><u>Kinship Care Services</u></b> Respite care Training related to caring for special needs children Legal Services</p>	No cap on services (as needed)	Specified relatives with minor children	200% of FPL	Relatives caring for minor children

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NOTE: This is an example. County's 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> <ul style="list-style-type: none"> <li>Utility shut-offs</li> <li>Purchase of bulk fuel for heating installation or repair of telephone</li> <li>Security deposits</li> <li>Eviction notices</li> <li>Emergency shelter or temporary housing</li> <li>Personal expenses (school clothing, winter coats, child restraint seats)</li> <li>Repair or purchase of furnace or water tank</li> <li>Home repairs affecting basic structure (roof, plumbing, walls)</li> <li>Repair or purchase of appliances (stoves, refrigerators, air conditioners, fans, washer/dryer)</li> <li>Furniture (beds, mattress &amp; box springs, kitchen table, chairs)</li> </ul>	<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?  Yes  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?  Yes  No If yes, name the agency and tell how you were helped. If no, tell why you were not helped. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Complete the chart below for anyone 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?  Yes  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?  Yes  No If yes, list the name(s) of individuals and the means of transportation. \_\_\_\_\_

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
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**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)

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

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

**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	5147
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