

**Muskingum County Department OF Job &  
Family Services  
24 Month Hardship Criteria  
Effective 10/01/00  
(Revised 11/01/09)**

Under O.R.C. 5107.18, A County Department of Job and Family Services can declare up to twenty percent (20%) of its average caseloads during the prior Federal Fiscal Year to be under a “hardship” and grant such Assistance Groups an exemption in order to continue assistance. Prior to the expiration of Assistance Group’s thirty-six (36) months of assistance, the Assistance Group will be reviewed to determine potential eligibility for hardship exemption. In the case of a two-parent Assistance Group, both adults must meet a hardship exemption. The Muskingum County Department of Job and Family Services (MCDJFS), at its sole discretion, will extend benefits to not more than twenty percent (20%) of its average caseload under the circumstances described below.

If, any time MCDJFS can no longer grant hardship exemptions to all qualifying Assistance Groups due to the twenty percent (20%) limitation, priority will be given in relation to an exemption number. For example Exemption 1 will be priority 1 and Exemption 2 will be priority 2, etc.

Hardship exemptions are only available to Assistance Groups who are currently complying with all aspects of the self-sufficiency contract.

Assistance Groups qualifying for a hardship exemption will be evaluated on a monthly basis to determine if the hardship exemption is still applicable.

The MCDJFS reserves the right to amend the criteria. Such amendments will be made public prior to their effective date, whenever possible.

If a client is determined to meet the hardship exemption and at anytime fails to comply with their self-sufficiency contract, the client will be subject to the sanction process in a progressive manner.

# **Muskingum County Hardship Exemptions and Reason Codes**

**(Revised 11/01/09)**

**Exemption 1: Code 0401**

**The individual is providing care for a disabled family member, and other acceptable arrangements for the disabled member's care are not available.**

**Exemption 2: Code 0402**

**The individual has not been able to participate in assigned work activities due to a physical or mental incapacity that has been verified by an agency approved and licensed physician.**

**Exemption 3: Code 0103**

**The individual is a caretaker over 60 years of age.**

**Exemption 4: Code 0504**

**The individual is a victim of domestic violence and involved in an appropriate counseling and/or legal assistance group.**

**Exemption 5: Code 1006**

**The individual is a single custodial parent with a child under 3 months of age.**

**Exemption 6: Code 0307**

**The individual is a single custodial parent caring for a child until appropriate child care is available.**

**Exemption 7:**

**Code 1308**

**The individual is a teen parent head of household, and has not received twenty-four (24) months of OWF cash assistance following the teen's receipt of a high school diploma or equivalent.**

**Exemption 8:**

**Code 0609**

**The individual is enrolled in an agency approved education and training program directly related to employment which will not be completed by the expiration of the thirty-six(36) month time limit, not to exceed 12 months past expiration.**

**Exemption 9:**

**Code 1510**

**The individual has a full-time (40 hours per week) job that pays minimum wage or the equivalent.**

**Exemption 10:**

**Code 0611**

**The individual has fully participated (with demonstrated progress toward employment) towards completion of the agency's self sufficiency plan.**

**Exemption 11:**

**Code 1112**

**The individual is not employed, and has not been given an opportunity to participate in a work activity for at least twenty months.**

**Exemption 12:**

**Code 1515**

**Loss of earned income (due to verified business closure and/or downsizing, or lay-off due to lack of work) or unearned income in the last 3 months.**