



**FAMILY ASSISTANCE LETTER #112**

March 6, 2012

**TO:** Directors, County Departments of Job and Family Services

**FROM:** Trudie Bormann, Deputy Director  
Office of Family Assistance

**SUBJECT: MARCH 2012 TORNADO**

The purpose of this letter is to describe the funding available for families and certain elderly or disabled individuals affected by the tornado which impacted the state on March 2, 2012. Due to these conditions the Governor has declared a state of emergency for Clermont County.

Clermont County will be allocated **\$200,000 in TANF funds** to provide disaster assistance to eligible families and **\$40,000 in non-TANF funds** to serve eligible elderly or disabled individuals impacted by this tornado.

We will monitor utilization closely and possibly adjust amounts based on identified need. In the event Clermont County would have a documented need for additional funding, requests should be sent to Penny Brubeck. Additional TANF and non-TANF funds may be allocated based on the availability of funds.

It is extremely important for Clermont County to submit weekly reports of families and elderly or disabled served under this program. We will be monitoring use of TANF and non-TANF funds very closely. The county reporting requirements are included later in this letter.

**TANF-PRC Funds for Families**

Clermont County can provide up to \$1,500 for each family; however, due to the extremely limited funds, county should determine if it is more appropriate to budget a lower amount in order to serve more families. The County may supplement the benefit with funds from their local TANF allocation, as long as the county Prevention, Retention and Contingency (PRC) plan reflects the program accurately.

Disaster-related PRC assistance procedures are discussed in the Disaster Plan Resource Guide that was distributed in September 2008 (see pages 5-6). The Guide can be accessed at <http://innerweb/ofam/pdf/DisasterPlan.pdf> It may be necessary to amend/revise the PRC plan to access these additional funds if the current plan does not reflect the inclusion of disaster assistance procedures. In order to qualify for PRC services, there are certain conditions that must be met, including evidence of economic need. It is recommended the county adopt 200% of the federal poverty level (FPL). There may be instances where a standard of need that

exceeds 200% of the FPL might be appropriate, but such a determination should be accompanied by a logical explanation or justification explaining why the selected standard of need is appropriate and reasonable in those circumstances.

Payments for families under the March 2012 Tornado program should be entered into CRIS-E as hard services.

**Non-TANF Funds for Elderly and Disabled Individuals**

A one-time cash payment of up to \$750 may be provided to elderly or disabled individuals without a minor child who have been adversely affected by the emergency condition. Due to the extremely limited funds, county should determine if it is more appropriate to budget a lower amount in order to serve more elderly or disabled individuals.

Only one payment may be made per dwelling. If a disaster-related PRC payment has been made on behalf of a resident of the same dwelling, there is no eligibility for non-TANF assistance under the March 2012 Tornado program.

As described on page 7 of the Disaster Plan Resource Guide, in order to qualify for a payment under the March 2012 Tornado program, the following conditions must be met:

- (1) The individual must be age 55 or over and without minor child(ren), or;
- (2) The individual must be without minor child(ren) and in receipt of disability benefit payments such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc., and;
- (3) The individual must be a resident of one of the designated counties, and;
- (4) The individual must have been adversely affected by the emergency condition, and;
- (5) The individual must be in need as defined by the county. For purposes of this provision, need is determined by comparing the household's total available income to the need standard/poverty level set by the county. It is recommended the county adopt 200% of the federal poverty level as the need standard/poverty level. There may be instances where a standard of need that exceeds 200% of the FPL might be appropriate, but such a determination should be accompanied by a logical explanation or justification explaining why the selected standard of need is appropriate and reasonable in those circumstances.

Payments for disabled or elderly individuals, under the March 2012 Tornado program should not be entered into CRIS-E or the PRC-WRT tracking system but will be tracked weekly as addressed later in this letter.

The March 2012 Tornado program benefits for elderly or disabled individuals are not subject to state hearing regulations; however, Clermont County DJFS will need to provide written notification on application decisions as well as notification to applicants of the right to a county conference. Sample approval and denial notices are attached and may be reproduced on county letterhead.

In order to receive funds, Clermont County must submit a plan outlining the following criteria:

- (1) Categories or types of assistance that will be provided;
- (2) The county's application process; and
- (3) The county's need standard/poverty level.

A sample plan is found in the Appendix section of the Disaster Plan Resource Guide.

The plan should be submitted to:

Penny Brubeck  
Office of Family Assistance  
Fax number: 614/466-1767  
Phone number: 614/644-1385  
E-mail: [Penny.Brubeck@jfs.ohio.gov](mailto:Penny.Brubeck@jfs.ohio.gov)

### **General Requirements**

**Duration:** The program will begin March 6, 2012 and run through close of business on April 6, 2012 contingent upon funding.

**Reporting and Tracking:** In order to monitor expenditures, we are requiring that Clermont County track the number of individuals and families served under the March 2012 Tornado program and e-mail the numbers to Penny Brubeck at [Penny.Brubeck@jfs.ohio.gov](mailto:Penny.Brubeck@jfs.ohio.gov) by noon each Monday until all applications have been processed. Each weekly report should include the number of individuals who were approved for non-TANF funds and the number of families who were approved for TANF-PRC funds during the prior week. There is no required tracking form to complete; Clermont County DJFS just needs to e-mail the number of applications approved for the prior week.

**Funding and fiscal coding:** Clermont County DJFS must use the codes contained in the table below to report expenditures. These codes may only be used during a Governor-declared state of emergency.

<b>Financial Reporting Form</b>	<b>Program Code</b>	<b>Title</b>	<b>Definition</b>
JFS 02827	159-515003	ADA- Adult Disaster Assistance	Funds distributed as part of the time-limited ADA emergency disaster relief effort.
JFS 02827	158-515003	TANF - Disaster Related Emergency Assistance	Funds distributed as part of the time-limited disaster relief effort.

Attachments

c: Michael Colbert, Director  
Michael McCreight, Assistant Director  
ODJFS Deputy Directors  
Family Assistance Staff

Joel Potts, OJFSDA  
Larry Long, CCAO  
Kim Bridges, OCDA  
Crystal Allen, PCSAO

**NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE**

<b>Name</b>	<b>Mailing Date</b>
<b>Street Address</b>	
<b>City, State, and Zip Code</b>	

This notice is to tell you that your application for the March 2012 Tornado assistance dated \_\_\_\_\_, has been approved in the amount of \$\_\_\_\_\_.

**Additional information:**

If you do not understand this notice or you want to talk to your caseworker about it, you may call:

<b>Caseworker</b>	<b>Area</b>	<b>Telephone Number</b>
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If you do not agree with this action, you can ask for a county conference within 15 days of the mailing date of this notice. If you want a county conference, contact:

**NOTICE OF DENIAL OF YOUR APPLICATION FOR ASSISTANCE**

<b>Name</b>	<b>Mailing Date</b>
<b>Street Address</b>	
<b>City, State, and Zip Code</b>	

**This notice is to tell you that your application for the March 2012 Tornado assistance dated \_\_\_\_\_ has been denied because:**

**If you do not understand this action or you want to talk to your caseworker about it, you may call:**

<b>Caseworker</b>	<b>Area</b>	<b>Telephone Number</b>
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**If you do not agree with this action, you can ask for a county conference within 15 days of the mailing date of this notice. If you want a county conference, contact:**