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Office of Family Stability Letter # 38
September 9, 2005

TO: Directors, County Departments of Job and Family Services

FROM: Jeanne Carroll, Deputy Director
Office of Family Stability

SUBJECT: TANF and NON-TANF HURRICANE EVACUEE ASSISTANCE PROGRAMS

To provide immediate help to Hurricane Katrina Evacuees, Governor Taft via Executive Order #2005-17T authorized the ODJFS to establish the Hurricane Evacuee Assistance Programs. The programs will provide benefits and services to TANF and non-TANF eligible evacuees now living in Ohio. The details of these three programs, and other related information, are specified below.

In addition, the Office of Family Stability reiterates that county departments of job and family services should encourage all Hurricane Katrina evacuees to apply for assistance through the Federal Emergency Management Agency -- 1-800-621-FEMA (3362) or <http://www.fema.gov>.

1. TANF Evacuee Cash Program - Application period through 12/31/2005

The CDJFS will provide a one-time non-assistance TANF cash payment of \$1500 to each eligible evacuee family unit. The CDJFS will be reimbursed by ODJFS for TANF Evacuee Cash Program payments made to eligible family units. Reimbursement will be in addition to the county's current annual TANF funding allocation.

Evacuee family units are eligible for the TANF Evacuee Cash Program if they:

- Are from the areas affected by Hurricane Katrina (the list of affected counties and parishes can be found in Family Stability Letter No. 37); and
- Have available income at or below 200% of the federal poverty level; and
- Are a family unit, which is defined as a minor child(ren) living with a parent, specified relative, legal guardian or legal custodian as defined in Section 5107.02 of the Revised Code; OR a pregnant individual

A child may be "temporarily absent" from the home/family unit in accordance with the six payment months time frame as established in Section 5107.10 of the Ohio Revised Code and still be included in the family unit for TANF Evacuee Cash Program purposes. During this temporary period, the child is

considered to be residing with the parent, specified relative, legal guardian or legal custodian.

2. Non-TANF Evacuee Cash Program - Application period through 12/31/2005

Subject to the continued availability of funding for the Non-TANF Evacuee Cash Program, the CDJFS will provide a one-time cash payment of \$500 to eligible evacuees. The CDJFS will be reimbursed by ODJFS for Non -TANF Evacuee Cash Program payments made to eligible individuals. Reimbursement will be in addition to any current annual funding allocation.

Evacuees are eligible for the Non-TANF Evacuee Cash Program if they:

- Are from the areas affected by Hurricane Katrina (see Family Stability Letter No. 37); and
- Have available income at or below 200% of the federal poverty level and
- Are individuals (i.e., are not part of a family unit eligible for the TANF Evacuee Cash Program)

Provided that funding remains available, each individual determined eligible for the one time Non-TANF Evacuee Cash Program payment will receive \$500.

3. TANF Evacuee Support Services Program - Program period through 03/31/2006

In addition to the TANF Evacuee Cash Program payment, counties can also provide other TANF allowable service to TANF eligible evacuee families at or below 200% FPL. These services are limited to **soft services** which are defined as services without cash value to the recipient, such as job training, education, training, etc. **Note: This program is limited to TANF eligible families. Non-TANF individuals would not qualify for these services.**

The CDJFS will be reimbursed for allowable expenditures made for soft services delivered through 03/31/2006, on behalf of TANF eligible evacuees and reimbursement will be in addition to the county's current annual TANF funding allocation.

The TANF soft services should be designed with the intent of ameliorating issues that family units face in relation to relocation, settling into a new environment, or difficulties resulting from the hurricane experience, and may include services such as transportation, counseling, job preparation, etc. Counties do have discretion in determining the services to be provided under the TANF Evacuee Support Services Program. Counties should coordinate efforts with local EMA, Red Cross and other community-based organizations that are working to address the needs of this population. TANF Evacuee Support Services should not duplicate other efforts, but should expand the menu of soft services available to evacuees in order to fill any gap in services.

Other Program Considerations

As a reminder, the CDJFS may also provide TANF PRC benefits and services to families affected by Hurricane Katrina. It may be necessary for counties to amend their PRC plan to address residence requirements in order to serve this population. If PRC benefits/services are provided by the CDJFS, the PRC requirements are applicable, as stated in Family Stability

Letter #35. If a county elects to provide TANF PRC services to this population, expenditures will fall within the county's current annual TANF allocation.

Program Administration: TANF, Non-TANF and TANF Evacuee Support Services Programs

Family units and individuals must have available income at or below 200% of the federal poverty level.

Benefits and services received by evacuees from any other disaster-related agency or organization, such as, but not limited, to the Red Cross, or EMA, are excluded in determining eligibility for the programs contained in this letter.

These three programs are not part of Ohio's PRC program, and as such, the CDJFS **does not need to amend its local PRC plans in order to provide the benefits described in this letter.**

The CDJFS will process applications and authorize and issue benefits/services. The CDJFS will be reimbursed by ODJFS for benefits and services provided under the programs described in this letter.

Application Process

The JFS 07200 form shall be used to apply for the three programs listed above. This enables the CDJFS to concurrently determine eligibility for ongoing OWF, Food Stamps and other programs. Refer to Family Stability Letters 35, 35A, 36 and 37 for information on these programs.

Verification

The CDJFS should accept any verification that is available from the applicant in determining eligibility for any of the three Hurricane Evacuee programs included in this letter. However, in the absence of **available** verification, the CDJFS shall accept self-declaration as verification. There are no resource limitations applicable to these programs.

Reporting and Tracking

System Reporting

Hard services: The \$1500 TANF and \$500 Non-TANF Cash payments must be recorded on CRIS-E screen SFPR. Two new codes have been created and are on the TPRX table for this purpose. They are:

- 037 Hurricane Evacuee - Family, (for the \$1500 TANF evacuee cash payments to family units) and
- 038 Hurricane Evacuee - Individual (for the \$500 Non-TANF cash payments to individuals)

It is important that the CDJFS records this information to avoid duplication of benefits.

Soft Services: must be reported using the web reporting tool (WRT) using TANF type "HEP" under the appropriate soft services categories.

CDJFS Reporting

The CDJFS must submit weekly reports to ODJFS that identify the number of applications approved and corresponding dollar amounts for the TANF Evacuee and Non-TANF Evacuee Cash Programs for that week. It is essential that the CDJFS provide weekly reports of approved applications and corresponding dollar amounts, because there is limited funding available for the Non-TANF Evacuee Cash Program. The report form is attached.

The report must contain the following:

- Number of individuals served under the TANF Evacuee Cash Program;
- Number of individuals served under the Non-TANF Cash Evacuee Program;
- Number of assistance groups served under the TANF Evacuee Cash Program;
- Number of assistance groups served under the Non-TANF Evacuee Cash Program; and
- Total dollar amounts authorized for the TANF Evacuee Cash Program and Non-TANF Evacuee Cash Program.

In order for ODJFS to track expenditures for the TANF Evacuee Support Services Program, the CDJFS must submit weekly reports to ODJFS identifying;

- type of services provided under the program;
- the number of individuals served;
- the number of assistance groups served; and
- the estimated authorized expenditures of those services provided.

The weekly reports must be emailed or faxed by noon each Monday for the prior week's activities. The reports should be directed to:

E-mail: ERNESK@odjfs.state.oh.us (Karen Ernes)

Fax: 614-466-1767

Tracking

For tracking and accountability purposes, it is imperative that ODJFS be able to identify all individuals for whom benefits are provided. To that end, the CDJFS must red flag all hurricane evacuees in CRIS-E. The red flag codes are entered by individual on the AEIIA screen. Two new codes have been added to the TRFL table for this purpose. They are:

HF Hurricane Evacuee - Family; and

HI Hurricane Evacuee - Individual.

The importance of the use of the red flag codes is critical for the success of these programs and will facilitate the efficient extraction of data for ODJFS to use in reporting the impact and costs of these programs.

Fiscal Reporting

As stated previously, all TANF and GRF expenditures made for one time cash benefits and TANF services for the "evacuee" population will be outside of the CDJFS allocation. ODJFS will reimburse the CDJFS for expenditures made pursuant to this letter.

Expenditures related to services for evacuees of Hurricane Katrina must be reported on the ODJFS 02827 report using the following program codes:

Program Code	Class Code	Line Code Mapping	Funding Source Mapping
Program Code: 156 TANF Evacuee Cash Program	Class Code: 30 Contracts Administrative Service	2-1201	0000
Program Code: 157 TANF Evacuee Support Services Program	Class Code: 30 Contracts Administrative Service	2-1201	0000
Program Code: 160 Non-TANF Evacuee Cash Program	Class Code: 30 Contracts Administrative Service	2-1951	0000

Agencies providing services to Hurricane Katrina evacuees should record these services according to the appropriate program and class codes currently listed on the RMS observation forms.

Technical Assistance

Questions regarding these programs should be directed to Fayette Moore, Program Policy Services Section at 866-886-3537 (Option 6) or through the TANF-FSTA mailbox.

Questions regarding fiscal coding should be directed to the appropriate District Fiscal Supervisor or Tom Goard at 614 466-5406.

Thank you for your attention to this matter.

Attachments

JC:

cc:	Barbara Riley, Director	Family Stability staff
	Fred Williams, Assistant Director	Loretta Adams, OJFSDA
	Bruce Madson, Assistant Director	Crystal Allen, PCSAO
	China Widener, Chief of Staff	Kim Newsome, OCDA
	ODJFS Deputy Directors	Larry Long, CCAO

Hurricane Evacuee Programs Report

For week ending:

	TANF Evacuee Cash Program	Non-TANF Evacuee Cash Program
Number of Individuals Served		
Number of Assistance Groups Served		
Total Dollar Amounts Authorized		

	TANF Evacuee Support Services Program
Type of Service Provided	
Number of Individuals Served	
Number of Assistance Groups Served	
Estimated Authorized Expenditures	

Submitted by:
CDJFS Name:

Report must be submitted each Monday by noon to:

Karen Ernes
E-mail: ernes@ODJFS.state.oh.us or
Fax: 614-466-1767