

COLUMBIANA COUNTY PRC PROGRAM

A PRC service is not ongoing OWF (TANF) assistance. PRC services are: 1) services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support; or 2) one-time, short-term assistance which is limited to the amount actually required to meet the presenting economic need, up to the cap amount as listed in the County Services & Benefits per 12 or 24 consecutive months of eligibility or family preservation and reunification need as specified in the Family Preservation and Reunification Services Section of the PRC Plan. **Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences, and do not exceed the cap amount as listed in the County Services & Benefits Matrix and the family maximum cap of \$1,500 total in a 24 month period.** Any service or benefits paid through the One Stop System as listed in the matrix will be separate and distinctive from the county's regular cap. A PRC Assistance Group (PRC AG) is a group of individuals containing at least one minor child or a pregnant individual and treated as a unit for the purposes of determining eligibility for the PRC program. The PRC AG unit for the prevention and retention portion of the PRC program will be determined based on OWF standard filing unit procedures. The PRC AG for the contingency portion will be based on all individuals living in the household. A minor child means an individual who has not attained 18 years of age or has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training). The minor child must be residing with their parent, a relative caretaker or legal custodian (for purposes of TANF eligibility, legal custody can only occur through court order). A unit for the purpose of determining eligibility for the PRC Program shall be defined as: 1) all individuals residing with the minor child, or pregnant woman, or 2) a family who is in need of assistance to enable the placement of a child. 3) Employment related services shall be available to unemployed or underemployed non-custodial parents, residing in Columbiana County who have a legal obligation to support, and whose minor child resides in Columbiana County. A unit for the non-custodial parent will consist of the non-custodial parent and the minor child(ren) residing in Columbiana County. Underemployed is defined as – Persons who are employed less than 30 hours per week or receiving weekly earnings less than the federal minimum wage multiplied by 30 hours.

ELIGIBILITY AND APPLICATION

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG must be: 1) at or below the required percentage of the corresponding poverty level or; 2) homeless; which means an individual who lacks a fixed and regular night time residence or an individual whose primary night time residence is a supervised shelter designed to provide temporary accommodations. PRC assistance is only available to members who haven't received PRC assistance above the monetary cap during the previous 12 or 24 consecutive months as specified in the plan and matrix. **Families receiving assistance under another program may receive PRC assistance if found eligible. Families who have received PRC assistance in another county during the past 12 or 24 months which equals or exceeds the cap amount listed in the County Services & Benefits or the family maximum cap of \$1,500 total in a 24 month period are ineligible for PRC assistance in Columbiana County.**

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 30 calendar days after completion of the application process in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC Program can be of benefit will be determined by the CDJFS. Under this program, an assistance group as defined above and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the County Department of Job and Family Services. This program is designed to help overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF or DA assistance group is active is not a determining factor in the consideration of eligibility for the PRC Program. In addition, the CDJFS must inform individuals about other programs (i.e., Medicaid, CSEA and Food Stamps) that are available and hearing rights that are applicable. Cooperation with these programs may affect future eligibility for the PRC Program.

PRC assistance will be authorized with the expectation that the PRC AG will then be able to function without additional agency help. If the applicant does not have sufficient income to meet an ongoing expense, PRC cannot be issued. Since the amount of PRC available cannot prevent the onset or continuation of the emergent need, there is not eligibility for payment. **Services are provided to an assistance group to prevent them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting economic need in order to achieve family preservation and reunification. Services are also provided to a PRC AG to help members retain employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to overcome a presenting emergent economic need which, if not satisfied, threatens the safety, health or decent living arrangement of one or more PRC AG members.** PRC assistance for heating fuel and heating utilities may be authorized during winter heating months as long as the applicant has applied for all available HEAP funds.

Former Family Emergency Assistance (FEA) Program policies and benefits are replaced by the PRC Program. The CDJFS shall enter the PRC AG into CRIS-E for statewide clearance and PRC authorization.

All income which has been received or is reasonably expected to be received by any member of the PRC AG during the 60 day period begins 30 days prior to the date of application and ends 30 days after the date of application. In order to be counted, the income must be readily available to meet the presenting economic need. Effective October 1, 2005, the following income is excluded in determining eligibility for PRC benefits and services. Excluded income includes all income that is federally excluded in determining eligibility for federal needs-based programs; income that is excluded for food stamp and OWF eligibility purposes; the amounts of drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act; Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, and Child Support refunds made by ODJFS as a result of the Governor's Executive Order pursuant to Am S.B. 170.

With the above exceptions, the total gross income, both earned and unearned, of all the PRC AG members, must be counted. Exception: 1.) The gross earnings of a minor child in the Assistance

Group who is a full-time student, as defined by the school, unless the minor is a parent. Minor child is defined in Section 5101:02 of the Revised Code. There are no deductions or exclusions allowed from any type of countable income. Exception: 1.) Child Support payments paid by an assistance group member for a child outside the assistance group. The amount paid, up to the amount ordered, is excluded. Written or verbal verification of income is required. For any verification which is obtained by phone, there must be 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. If income verification is unavailable, the client's statement will be documented and may be accepted. The gross amount of the PRC AG's countable income totaled and compared to the amount which is at or below the required percentage of the corresponding poverty level. If the total PRC AG income is equal to or less than the required percentage of the corresponding poverty level, the PRC AG meets the income requirements.

A PRC AG that is discovered to have fraudulently received or improperly disposed of PRC benefits or services, i.e. sell tools, tires, car or convert PRC to cash, will be required to reimburse the Columbiana County Department of Job & Family Services the full cost of the benefits or service and may be subject to possible prosecution. PRC will not be authorized to these assistance groups until the PRC amount fraudulently received or improperly disposed is paid in full. Providing false information on the application will render the household ineligible for any PRC for a twenty-four (24) month period.

Applicants who are ineligible include: 1) fugitive felons and probation and parole violators; 2) individuals with any outstanding OWF, PRC, Food Stamp or Day Care fraud overpayment balance; 3) individuals ineligible for other programs due to deliberate non-compliance with terms of their assistance; with the exception that family reunification and preservation soft services may be provided to families involved with Children Services to meet the requirements of their case plan. 4) an unmarried, non-graduate parent under 18 not attending high school or equivalent; 5) an unmarried parent under 18 not living in an adult supervised setting; 6) a person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for 10 years or; 7) Individuals residing outside Columbiana County. 8) Individuals who do not follow through with referrals. 9) AG's referred to Credit Counseling who fail to follow through with the program requirements.

An adult PRC AG member must complete the form Prevention, Retention, and Contingency Program (PRC) Application to request PRC.

For services provided under a contractual arrangement with the agency, the application process and eligibility criteria will be included in the contract language.

EXPLORING COMMUNITY RESOURCES

Availability of resources located within the local community shall be explored prior to the authorization of PRC. For the purposes of PRC, the "community" could be defined to include areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the **presenting economic need**. For contingency service, emergent economic need is defined as an unexpected or

unavoidable financial crisis which resulted in an inability to meet a presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the agency's attempt to locate and utilize community resources.

The PRC assistance group must explore and use any readily available resources prior to utilizing county PRC funds.

AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the ***presenting economic need*** up to the cap amount as listed in the County Services & Benefits per 12 or 24 consecutive month period of eligibility. ***Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and do not exceed the cap amount listed in the County Services & Benefits Matrix and the family maximum cap of \$1,500 total in a 24 month period.***

Once eligibility for PRC is established, the **CDJFS Director or designee** will authorize and generate payment for the assistance, goods, and/or services. All authorized payments must be based on the lowest and most responsible of three quotes for the cost of meeting the presenting need. For vehicle repairs, if the vehicle is inoperable, the county may consider utilizing the emergent nature language as per the county procurement plan. Authorization may occur at any time during a period beginning on the date the PRC is approved. As long as payment is authorized within the appropriate period, the actual payment may be made to vendors according to the procedures in place at the CDJFS. All PRC payments are made by the CDJFS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.

FAMILY PRESERVATION AND REUNIFICATION SERVICES

The Columbiana County Department of Job and Family Services may provide the following family preservation and reunification services to a child and his parent, guardian or custodian as the agency determines necessary and subject to the availability of unencumbered funds. Any number of individual payments can be made as long as they do not exceed \$2,000.00 for the assistance group over the 12 consecutive month period. Following are examples of covered services:

Diagnostic Services
Parent Education
Case Management
Emergency Caretaker
Special Services for Drug
& Alcohol Abusers

Family Counseling
Family Stability Follow-up
Homemaker
Post Finalization Services
Unmarried Parent Services

Respite Care
In-Home Services
Retention
Transportation
Domestic Violence

Family Preservation and Reunification Services do not affect the \$2,000.00 cap if provided by an agency employee or an agency contracted service.

Other services which in the judgment of CCDJFS staff will prevent the need to permanently remove a child from his or her home or to facilitate reunification of a child to his or her home, or any service deemed necessary by the agency to avoid the placement of a child in the permanent custody of the CCDJFS, may supercede services or targeted groups listed in the matrix. Documentation will be provided by Children Services as to the need of the services which may involve a case plan.

Eileen Dray-Bardon, Director

Date

Effective 11/18/09

Prevention, Retention and
Contingency Program

MONTHLY FEDERAL POVERTY GUIDELINE MEASURE

Effective January 23, 2009*

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%, 100%, 130%, 150%, 175%, 200% or 300% of the Monthly Federal Poverty Guideline amount for the appropriate assistance group size.

Assistance Group Size	50% Monthly FPG	100% Monthly FPG	130% Monthly FPG	150% Monthly FPG	175% Monthly FPG	200% Monthly FPG	300% Monthly FPG
1	452	903	1,127	1,354	1,580	1,805	2,708
2	608	1,215	1,517	1,822	2,125	2,429	3,643
3	763	1,526	1,907	2,289	2,671	3,052	4,578
4	919	1,838	2,297	2,757	3,216	3,675	5,513
5	1,075	2,150	2,687	3,224	3,762	4,299	6,448
6	1,231	2,461	3,077	3,692	4,307	4,922	7,383
7	1,387	2,773	3,467	4,159	4,852	5,545	8,318
8	1,543	3,085	3,857	4,627	5,398	6,169	9,253
9	1,698	3,396	4,247	5,094	5,943	6,792	10,188
10	1,854	3,708	4,637	5,562	6,489	7,415	11,123
11	2,010	4,020	5,027	6,029	7,034	8,039	12,058
12	2,166	4,331	5,417	6,497	7,579	8,662	12,993
13	2,322	4,643	5,807	6,964	8,125	9,285	13,928
14	2,478	4,955	6,197	7,432	8,670	9,909	14,863
15	2,633	5,266	6,587	7,899	9,216	10,532	15,798

Numbers are rounded up from \$.50

* 130% Monthly Federal Poverty Guideline effective 10/1/08

COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>JOB PREPARATION SERVICES AND BENEFITS</u></p> <p>Job Readiness Assessments (vocational, literacy) Job Readiness Training (work habits, attitude, dress, literacy tutoring) Vocational & Education Counseling Job Coach/Employment Retention Services Training for women in non-traditional jobs (construction, manufacturing) Testing for state licenses, board certification, Commercial driver's license Short-term education tuition¹ Educational Expenses (books, manuals, fees) Adult Basic Education & GED preparation Telephone Installation Suitable attire for Job Interviews Reasonable Job Preparation Services & Benefits Wage Subsidies</p>	<p align="center">\$1,000</p> <p>No affect on cap if provided by an agency employee or agency contracted services</p>	<p align="center">150% FPL</p>	<p>Recently employed individuals</p> <p>Able-Bodied 18 – 60 years old</p> <p>Under employed individuals</p> <p>Individuals who are unemployed</p> <p>Non-Custodial Parents with a legal obligation to pay support</p> <p>Individuals in receipt of OWF and for up to one year after leaving OWF</p>

¹ Customers must participate in a comprehensive assessment through the Columbiana County One-Stop and be found suitable for training.

COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

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<p><u>TANF SUBSIDIZED EMPLOYMENT PROGRAM</u></p> <p>Payments to employers to help cover wages, fringe benefits, medical benefits. Wage subsidy up to 100% provided to the employer. Subsidized employment contract can be for no less than three months and no more than six months. Payments to 3rd parties to administer the program. Recruitment and development of employers for the program. Supervision of the program. Ancillary services such as certifications, training, case management activities, job coaches and mentors.</p>	<p>No affect on Cap See contract language</p>	<p>200% FPL</p>	<p>Individuals who are unemployed Under employed individuals Individuals in receipt of OWF Non-custodial parents with a legal obligation to pay support</p>
<p><u>PROFICIENCY TEST/TUTORING & REMEDIATION</u></p>	<p>\$1,000</p>	<p>150% FPL</p>	<p>High School Students at risk of not graduating due to failure to pass proficiency tests.</p>
<p><u>WORK SUPPORT/RETENTION SERVICES AND BENEFITS</u></p> <p>Supplies for new job (mechanic's tools, beautician equipment, uniforms)</p>	<p>\$1,000 One episode of need in a 12 month period.</p>	<p>150% FPL</p>	<p>Newly Employed Individuals Under Employed Individuals Non-Custodial Parents with a legal obligation to pay support</p>
<p><u>DIVERSION BENEFITS</u></p> <p>A single cash payment for a specific crisis related to an AG's temporary loss of income due to individual disability, pregnancy or FMLA</p>	<p>Payment to be specific to the AG's total monthly expenses not to exceed \$1,500. Max of one episode of need in a 24 month period.</p>	<p>100% FPL</p>	<p>Individual with disability, pregnancy or on FMLA and is expected to resume employment or have some other type of viable income to resolve the crisis within 4 months from the date employment was suspended.</p>

COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>TRANSPORTATION SERVICES AND BENEFITS</u> Transportation Tokens Drivers' Education Classes Payment of Drivers' License fees¹ and license plate fees Insurance – Payments not to exceed six months Car Repairs²</p>	<p align="center">\$750 One episode of need in a 12 month period.</p> <p align="center">\$1,000 For Car Repairs – Lowest & most responsible of three (3) estimates and may have one episode of need in 24 month period</p>	<p align="center">100% FPL</p>	<p>Employed Individuals Non-Custodial Parents with a legal obligation to pay support Unemployed Individuals in education or training OWF Recipients cooperating with their self-sufficiency plan Job Ready Individuals who have lost job due to no fault of their own</p>
<p><u>GAS CARD</u></p>	<p align="center">\$100 – once per 12 month period</p>	<p align="center">130% FPL</p>	<p>Employed Individuals who have access to a vehicle. Employed Non-Custodial Parents with a legal obligation to pay support</p>
<p><u>CHILD WELFARE SERVICES</u> Family Intervention Thirty (30) days of Respite Care up to \$30/day/child for relative care Facilities will be reimbursed their IVE rate for respite per day/child Family Preservation & Reunification Services</p>	<p align="center">\$2,000</p>	<p align="center">200% FPL</p>	<p>Families with children at risk of abuse or neglect Kinship Care Providers Victim of Domestic Violence</p>

¹ Drivers' license reinstatement fee is available for first-time suspension only

² Following must be provided before payment of car repairs can be authorized: verification of valid drivers' license for applicant, proof of car insurance, verification of ownership of vehicle. The NADA guide will be used to obtain the vehicle value. The customer must own the vehicle for six (6) months prior to receiving car repair services.

COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
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<p><u>FAMILY PRESERVATION & REUNIFICATION SERVICES</u></p>	<p>No affect on Cap if provided by an agency employee or agency contracted services</p>	<p>200% FPL</p>	<p>Families with children at risk of abuse or neglect Kinship Care Providers Victim of Domestic Violence</p>
<p><u>CHILD WELFARE CONTINGENCY SERVICES</u></p> <ul style="list-style-type: none"> • Air Conditioner (Medically necessary with Doctor’s Statement) • Repair or Purchase of Appliances • Furniture (beds, mattress, table, chairs, etc.) • Winter Coats & Boots 	<p>\$1,000</p>	<p>100% FPL</p>	<p>Families with children at risk of abuse or neglect Kinship Care Providers Victim of Domestic Violence</p>
<p><u>CHILD WELFARE DEVELOPMENTAL SERVICES</u> Parenting Classes</p>	<p>\$2,000</p>	<p>200% FPL</p>	<p>Families and Children Kinship Care Providers School Age Children</p>
<p><u>CHILD WELFARE PROGRAMS</u> Investigation of actual or suspected child abuse or neglect (See Contract Language)</p>	<p>No affect on Cap</p>	<p>200% FPL</p>	<p>Families with children at risk of abuse or neglect</p>
<p><u>WRAP AROUND SERVICE FACILITATION</u></p>	<p>No affect on Cap</p>	<p>200% FPL</p>	<p>Families with children referred for Non-Behavioral Health Case Management</p>

COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
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<p><u>YOUTH DIVERSION PROGRAMS</u> Services that support unruly and misdemeanor diversionary programs. (See Contract Language)</p>	No affect on Cap	200% FPL	Families with Children at risk of being identified as unruly
<p><u>RELOCATION ASSISTANCE</u> Moving Expenses to relocate out of county or state</p>	Actual cost up to \$1,500 (Once in a lifetime)	100% FPL	Individuals with secured employment Victims of Domestic Violence
<p><u>DOMESTIC VIOLENCE SERVICES</u></p>	No affect on Cap	200% FPL	Victims of Domestic Violence
<p><u>KINSHIP CARE SERVICES</u> Respite Care up to \$30/day/child for relative care Facilities will be reimbursed their IV-E rate for respite per day/child Training related to caring for special needs children</p>	\$2,000 See Contract Language	200% FPL	Relatives/Kinship (Past or Present) caring for Minor Children
<p><u>YOUTH EDUCATIONAL/EMPLOYMENT PROGRAMS</u> Life Skills – Opportunity School</p>	See Contract Language No affect on Cap	200% FPL	Students attending The Opportunity School

COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
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<p><u>CONTINGENCY SERVICES</u> (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.)</p> <p>Utility shut-offs¹ Purchase of bulk fuel for heating Installation or repair of telephone Rent with a court ordered eviction with exception of unsubsidized to subsidized housing Emergency Shelter or temporary housing Repair or purchase of furnace or water tank Home repairs affecting basic structure, e.g. roof, plumbing, walls, etc. Air Conditioner (Medically necessary with Doctor's Statement)</p>	<p>One (1) non-recurrent crisis or episode of need up to \$750 per assistance group per 24 month period.</p>	<p>100% FPL</p>	<p>Households with Minor Children where a household member is employed at least 20 hours per week or in Short Term Training which will lead to employment</p> <p>Kinship Care Providers</p> <p>Households with Minor Children where a household member has been employed in the last 12 months and has lost their job due to no fault of their own.</p> <p>Victim of Domestic Violence</p> <p>OWF recipients cooperating with their Self-sufficiency Plan.</p> <p>Families with minor children involved with the Wrap Around Program through Family and Children First Council.</p>
<p><u>HEAD LICE ERADICATION PROGRAM</u> (See Contract Language)</p>	<p>No affect on Cap</p>	<p>200% FPL</p>	<p>Families with children identified with chronic and non-chronic head lice infestation</p>
<p><u>CHILD PASSENGER SAFETY PROGRAM</u> (See Contract Language)</p>	<p>No affect on Cap</p>	<p>200% FPL</p>	<p>Families with minor children that are required to be secured in a safety seat while riding in a motor vehicle</p>

¹ PRC Services will be authorized for one (1) utility disconnect per assistance group per 24 month period.