

## **CRAWFORD COUNTY PRC PLAN**

(December 1, 2009)

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 becoming self-sufficient. The supports include nonrecurring, short-term, crisis-oriented benefits and, ongoing services that are directly related to the four purposes of the TANF program (reference 45 C.F.R. 260.20) which do not meet the federal definition of assistance. Nonrecurring, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These nonrecurring 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 federal definition of “non-assistance” as found in 45 C.F.R. 260.31 (b). The definition of “non-assistance” includes:

- Nonrecurring, short-term benefits that are designed to deal with a specific crisis situation or episode of need;
- Nonrecurring, short-term benefits that are not intended to meet recurrent or ongoing needs;
- Nonrecurring, short-term benefits that will not extend beyond four months;
- Work subsidies (i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision and training);
- Supportive services such as transportation provided to families who are employed or in training to become employed;
- 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.

### **Assistance Group Composition**

PRC benefits and services for purposes 1 and 2 of TANF are available to a family assistance group (AG) includes anyone in the household and must include a minor child or pregnant individual as defined in Sections 5108.01 and 5108.06 of the Ohio Revised Code. PRC benefits and services are also available to the non-custodial parent of a minor child who lives in the county and does not live in the same household as the minor child.

At minimum, an eligible household must consist of a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian (or consist of a pregnant individual in the last trimester). No family/household assistance group is eligible for PRC benefits and services unless the family/household assistance group includes a minor child who resides with the parent, caretaker relative, legal guardian or legal custodian. PRC benefits and services may also be provided to a pregnant individual in the last trimester with no other minor children consistent with Ohio Works First.

A child may be “temporarily absent” from the home in accordance with the time frames 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.

The assistance group composition for a specific benefit or service is reflected in the section titled “PRC Plan: List of Services & Benefits.” All of the benefits and services in the chart are meant to meet purposes 1 and 2 of TANF, with the exception of pregnancy prevention services if delivered through Wellness Contract, which are provided to meet purpose 3 of TANF.

### **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 for benefits and services to meet purposes 1 and 2 of TANF 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 AG to receive PRC benefits or services, the AG income must be equal to or less than the economic need standard reflected in the section titled “PRC Plan: List of Services & Benefits,” for that service category. Eligibility for PRC Benefits and services to meet purpose 3 of TANF is available without regard to need.

### **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 pursuant to division (C) of section 1 of Am. S.B. 170 of the 124<sup>th</sup> General Assembly and rules 5101: 1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.

Excluded income: Income stipulated in OAC 5101:1-24-20 is excluded when determining eligibility for PRC. Income which is normally exempt or disregarded when determining eligibility for Ohio Works First or Disability Assistance shall be counted in determining eligibility for PRC services. All income which is received during the thirty (30) day budget period is considered when determining financial need. The thirty day period begins 30 days prior to the date of application and ends on the application date. (Application Date is the Date of Service, regardless of time to process

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the application). This includes, but is not limited to, RSDI benefits, alimony, child support, veteran benefits, workers' compensation benefits, unemployment benefits, pensions, strike benefits, investment income, rental income, OWF, DA and SSI payments, earnings from work and self-employment. There are no deductions or exclusions allowed from any type of countable income. Written verification from employers, copies of benefit levels and pay stubs must be documented. Any verification received by phone must be documented with name and position of supplier of the information, date of verification being obtained, amount verified and name of individual who obtained the verification.

For Wellness, Kinship Care and Help Me Grow - Income shall be based on a "self-declaration" statements. All other PRC services must have documented income attached to the PRC application request.

### **Residence**

PRC benefits and services are available to residents of Crawford County. 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 AG's**

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.

Applicants who are ineligible for assistance include:

1. Families without a minor child, unless such single individual is pregnant in the last trimester, consistent with eligibility of Ohio Works First.
2. Families or individuals seeking assistance for medical services except for pre-pregnancy family planning services (meeting purpose 3 of TANF).
3. Individuals who are not citizens of the United States or a qualified alien.
4. Fugitive Felons and probation and parole violators.
5. Families that fraudulently receive assistance under OWF and PRC programs until repayment occurs (reference section 5101.83 of the Ohio Revised Code).
6. Individuals with any outstanding (IPV) intentional program violation overpayment balances or who are serving a disqualification from an IPV.
7. Individuals or household members who have an overpayment balance from an agency error (AE) or inadvertent household error (IHE) claim which is not paid in full will be denied PRC. This includes overpayments in other counties.

8. Individuals ineligible for programs due to deliberate non-compliance with terms of their assistance. An example of this may be, an individual who signs-off of OWF assistance because they do not wish to participate in the JOBS PLUS program.
9. AG's who are under sanction on the OWF and/or Food Stamp program(s), unless PRC services will eliminate the sanction issue. Compliance will need to be met (not necessarily served) prior to the authorization of PRC benefits and/or services.
10. An unmarried, non-graduate parent under age 18 not living in an adult supervised setting.
11. Families who do not use their own resources to help meet their need. *The resources considered toward the need requested by the AG will be all liquid assets available after allowing a disregard of \$400.00. This amount is allowed to keep the family current with other bills that are not eligible for contingency.*
12. Applicants who have received PRC in another county and move to Crawford will be held to limits stated in the Crawford County PRC Plan.
13. PRC AG's which include individuals who have quit a job without "good cause" as defined by the CCJFS, within 60 days prior to the date of the PRC Application
14. Individuals who falsify a PRC application or fail to cooperate with any service plan connected to their PRC Assistance.
15. AG's whose request does not eliminate the immediate problem.
16. Individuals who cannot show that they will be able to handle the on-going expenses related to this request (ex: pay next months rent or utility bill).
17. Falsified application will disqualify household for 12 months from the PRC program.

Note: Those applicants who have received PRC in another county and move to Crawford County can receive benefits. We will count the amount issued in the previous county against our standards and use the beginning date of PRC in the previous county as the beginning date of the 12 month time period in Crawford County. Also, all PRC assistance received in the prior fiscal year. Also, if applicant fraudulently receives PRC benefits/services, overpayment will be pursued.

### **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 titled "PRC Plan: List of Services & Benefits" may not be reduced, limited, or restricted unless the program is amended.

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

The services and regulations for the county PRC Plan are fully written out in this Plan titled "Crawford County Department of Job and Family Services PRC Plan: List of Services & Benefits," which contains the scope of benefits and services provided under the Crawford County PRC Plan. 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.

### **Standards 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 an acceptable 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 authorization of PRC. Every effort shall be made to coordinate with other available community resources. Utilization of any program or receipt of any benefit from another agency will be considered when determining the unmet need, thus elimination of duplication of services and efforts. The knowledge of those resources that are available is necessary to determine if there are other means within the community to help meet the presenting need. The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

### **Applicant Responsibility/Application**

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, in a timely manner, and in cooperating in the eligibility determination process. Assistance groups must use their own resources, when available, to meet their own needs. However, families may earmark certain resources to meet other emergent needs. This includes ongoing assistance programs such as OWF, DA, SSI and Food Stamps, Unemployment Compensation, Social Security and 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 as budgeted by CCJFS.

The CCJFS #380, "Prevention, Retention, and Contingency (PRC) Application," shall be used by families to apply for PRC benefits. Services available to families or to children under PRC (Help me Grow, Wellness, County Child Welfare, Teen Pregnancy Prevention, Kinship, Court Intervention (F&CF) Services may have other specified applications acceptable to meet eligibility criteria and will be spelled out in the plan or a Contract. With the PRC Application, all verification shall be attached and filed in the PRC file. Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered by PRC shall be explained to the applicants. In addition, anyone applying for PRC Services shall be encouraged to apply for other benefits, such as food stamps, child care, Medicaid and CSEA services which will allow them a better transition to the

work world if it is determined that an application for PRC is approved, the ODJFS 4072, "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 ODJFS 7334, "Notice of Denial of Your Application for Assistance," shall be mailed or otherwise delivered.

Voter Registration is made available to all persons at Crawford County Job & Family Services Office (per 3503.10 of the ORD).

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

Should funding for the PRC program end or Crawford County JFS find their allocation ceiling expended, services shall cease. Priority for services, should funding be cut, shall be based on expenditures for job training and retention activities first.

Once eligibility for PRC is established, authorization shall occur and payment for benefits or services will be generated. Date of application shall be used as the effective date of the PRC application for determining the beginning date of the twelve (12) month benefit period. Contingency benefit payments are based upon a thirty six (36) month benefit period and shall not be available until 36 months from the application date. 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 Plan, with attachments, may be amended by submitting changes to the Job & Family Services Planning Committee. The Planning Committee will review submitted changes, submit the amended plan to the Board of County Commissioners of Crawford County for approval and place a public notice in the paper (hold a 30 day public comment period) of proposed changes. This Prevention, Retention, and Contingency Plan is therefore approved and effective **December 1, 2009**. Crawford County Job & Family Services agrees to implement this PRC plan as written, and amended.

### **Addendum to Crawford County PRC Plan**

Pursuant to the ODJFS PRC Reference Guide, pages 56-58, Chapter Four, Sections 4030:D and F respectively entitled “Family Formation” and “Noncustodial Parents”, Job and Family Services may provide PRC services to noncustodial parents under Purpose 4 of the TANF Program. These services include parenting skills training, premarital and marriage counseling and mediation services, activities to promote parental access and visitation, job placement and training services for noncustodial parents, initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children, crisis or intervention services, and employment and training and related support services.

The presence of two committed, involved parents contributes directly to the benefit of a child. A committed, involved two-parent family does not require that the parties live in the same household. About half of all children spend some part of their lives apart from one or both of their parents, and most often the parent that does not live with the child is the father. Studies have shown that absent parents who have visitation and a relationship with their children are far more likely to pay child support as well as provide emotional support for those children. Additionally, involved non-custodial parents provide practical support in raising children, and serve as models for their development. Children with involved non-custodial parents are significantly more likely to do well in school, have healthy self-esteem, exhibit empathy and pro-social behavior, compared to children who have uninvolved non-custodial parents.

In the current CSEA administrative support establishment process in Ohio, the only issues which can be addressed under IV-D services are the child support obligation and the provision of medical insurance. Issues regarding visitation and tax dependency must be pursued through the court with a private attorney, making the entire process punitive toward the absent parent. If the parties are in agreement during the administrative child support hearing, it is our belief that they should be permitted to incorporate into their child support order their agreed-upon visitation schedule and tax dependency exemption.

To that end, under this Purpose #4 of the TANF PRC Program, the Crawford County wishes to enter into agreements with the Crawford County Job & Family services for the use of PRC funding to facilitate and/or mediate these non-IVD agreements by the Hearing Officer, in conjunction with the Administrative Support Establishment process. Furthermore, The CSEA would like to refer non-paying child support obligors to the JOBS unit for job placement and employment training services.

Eligibility criteria for non custodial parents will include:

- NCPs who have already been determined or who are presumed to be the natural father of the child(ren) and are in the process of establishing responsibility for their child(ren) through the CSEA

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- NCPs who are ordered into an employment program by the court or referred by the CSEA

- NCPs who have a current seek-work court order and are referred by the CSEA
- NCPs who require visitation, mediation, or parenting skills services

The PRC services under TANF for these non-custodial parents include:

- Activities to promote parental access and visitation
- Mediation services
- Parenting skills training
- Access and visitation mediation
- Job placement and training services
- Transportation services for employed individuals as a non-recurring, short-term benefit

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Reviewed and Approved:

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Thomas O'Leary, Director

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Date

This plan has been reviewed and approved by the Board of Commissioners of Crawford County.

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Commissioner Gary Miller

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Date

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Commissioner Mo Ressallat

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Date

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Commissioner Doug Weisenauer

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Date

Approved as to form:

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Stanley E. Flegm, Crawford County Prosecutor

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Date

**Crawford County Department of Job & Family Services**  
**PRC Plan: List of Services & Benefits**  
**Effective December 1, 2009**

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS
<p><b>TRANSPORTATION SERVICES &amp; BENEFITS</b></p> <ul style="list-style-type: none"> <li>•Driver's education classes</li> <li>•Taxi or bus vouchers in emergency</li>   <li>•Gasoline vouchers for newly employed individuals.</li> </ul> <p><b>Note:</b> To access any transportation service, the person requesting said service must be employed twenty-five (25) hours per week or more and have a valid Ohio Drivers license and Insurance. Vehicle repairs - title must be in eligible clients name.</p>	<p>Gas vouchers for work are covered as a separate issue and can be accessed for one month for employment and up to \$100.00 for a 24 month period and are not included in other vehicle/transportation services</p>	<p>Family assistance groups with minor children.</p> <p>Non-custodial parent with referral from CSEA/Courts</p>	<p>200%</p>	<p>Newly employed individuals</p> <p>Under employed individuals</p> <p>Employment must be outside the home</p>	<p>Verification of employment</p> <p>Invoices/Bill</p> <p><b>Client must provide a valid drivers license, title or registration, and proof of insurance (unless we are paying the insurance!) In order to access transportation services &amp; benefits.</b></p>
<p><b>WORK RELATED EXPENSES</b></p> <ul style="list-style-type: none"> <li>•Work related clothing &amp; uniforms</li> <li>•Tools/Equipment required by employer</li> <li>•Outfits for job interviews</li> </ul>	<p>Up to \$300 - once in a 24 month period.</p>	<p>Family assistance groups with minor children.</p> <p>Non-custodial parents referred by CSEA</p>	<p>150% FPL</p>	<p>Recently Employed</p>	<p>Verification of Employment</p> <p>Employer Statement</p>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS
<b>FAMILY DISASTER ASSISTANCE</b> •Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor.	Cap based on amount allocated by ODJFS for Emergency Food and Shelter	Family assistance groups with minor children.	200%	Families sustaining disaster related damage or loss upon disaster declaration by governor	Proof of Damages
<b>CHILD WELFARE &amp; AT RISK YOUTH SERVICES</b> Family Preservation/Support Services: •Family counseling •Vocational and educational counseling •Respite care •Screen families and assess needs •Family preservation and reunification services •Domestic violence services •Home based intervention services •Parenting courses •ABC Services for Care of Children with Non-Behavior Health Issues	No cap on services (as needed)	Parents or specified relatives with minor children at risk of neglect, abuse or exploitation, including delinquency problems.	200% FPL child determined at-risk by Public Children Services Agency	Families with children at risk of abuse or neglect.	Contracted Budget Invoice
<b>WELLNESS SERVICES</b> •Teen Pregnancy program •Pregnancy Awareness Outreach efforts •Community Awareness Campaign	Contracted services-	Youth ages 10-18	No economic standard for outreach - 200% FPL direct services	Community at large	Contracted Budget Invoices

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS
<b>HELP ME GROW</b> 1. <u>Welcome Home Visits</u> Information Packets Home visits by skilled nurse Referral Baby's First book Welcome Home Gift Packet 2. <u>Early Start</u> Home Visitation IFSP Screening Information packets Support Services Referrals for medical providers Transportation assistance/Gas vouchers. Developmental Aides Case Management 3. <u>Early Intervention</u> Home Visitation Diagnostic Screening & Assessment IFSP Information Packets Referrals for medical service provision Transportation assistance/Gas vouchers Developmental Aides Support Services Case Management	No Cap to Services	Mother and newborn child Pregnant Mother (first pregnancy)  Families with children 0-3 at risk  Families with child(ren) diagnosed with developmental delay.	200%	First time pregnant mothers and mother and new borns.  Families with children 0-3 at risk  Families with child(ren) diagnosed with developmental delay.	Contracted Budget Invoice and Documented Service Delivery
Family Nutrition Services	1 Box per year	TANF Eligible Family with minor children CSEA Court ordered obligors	200% FPL	Community at large	Verification of last 30 days income or documentation from agency file

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS
Educational Bonus	GED- \$500 Vocational Cert- \$500 Associate Degree \$500 Bachelors Degree \$500	Family Assistance groups with minor children	200% FPL	Newly graduated students from accredited institutions	Certificate from Accredited institutions  Must be eligible when graduated  Must apply within 30 days of graduation
<b>YOUTH DEVELOPMENTAL SERVICES</b> • School fees and supplies for vocational education School fees for Secondary school ▪ No on-line school fees <b>No Misc fees such as lost id badges</b> • Juvenile diversion Services as determined through Family and Children First Council Committee for youth at-risk of Entering the court System (old HB 57 plans)	No cap on services (as needed)	Families or specified relatives with minor children  Legal custodian or guardian and minor child(ren)  Child only-minor child temporarily out of the home-180 day reunification  Non-custodial parent & minor child	200%	Vulnerable at-risk youth through age 18	Contracted Budget Invoices and Service delivery documentation.  Verification of income/approved PRC plan/application, school sessions or F&CF or court referrals.
<b>TRAINING EMPLOYMENT &amp; CAREER ADVANCEMENT SERVICES</b> • Short term education expenses (books, manuals, tuition) (No computer on-line education allowed). • Testing fees for board certification & state licensure	Non-recurrent short term benefits up to \$1,000 once in a 36 month period	Family assistance groups with minor children.  Non custodial parent with referral from CSEA/Courts	200%	Recently employed individuals  Individuals who are unemployed or underemployed	Verifications of employment  Invoices/Bill
<b>On-The-Job Training Contract (paid to the employer)</b>	Up to \$1000 for training period up to 50% of training period wages.  Up to \$1500 for retention period	Tanf eligible individuals up to 200% guidelines	200%	Newly employed OWF recipient  OWF Recipient who has signed off of cash assistance for up to 9 months	Training contract must be signed by company, individual and Jobs Plus  Verification of wages must be provided by

	up to 50% of retention wages up to 6 months				company Employee must be retained to receive payment
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<p><b>Subsidized Employment Program (paid to employer)</b></p>	<p><b>\$700 per month up to 6 months paid to the employer for steadily employing an OWF recipient 30 hours or more per week at minimum wage or higher.</b></p> <p><b>Reimbursement @ 50% of month wage up to \$700</b></p>	<p><b>TANF eligible recipients</b></p>	<p><b>Client must currently be TANF eligible or receiving cash assistance and sign off for a job at 30 hours or more per week at minimum wage or higher</b></p>	<p><b>TANF eligible clients 200% guidelines</b></p>	<p><b>Monthly wage statement or pay stubs must be turned in with a monthly invoice.</b></p>
<p><b><u>CONTINGENCY SERVICES</u></b>  <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.</u></p> <ul style="list-style-type: none"> <li>•Utilities- minimal amount to obtain or retain service (those with service must have shut-off notice). NO deposits.</li> <li>•Rent or mortgage payment (with documented need) maximum of 2 months. NO Deposits.</li> <li>•Purchase of bulk fuel or heating</li> <li>•Emergency shelter or temporary housing.</li> <li>•Repair or purchase of furnace or water tank for home owner occupied residence.</li> </ul>	<p>Individual vendor payment to meet an immediate crisis or episode of need once in a month period. No payment for PUCO utilities during HEAP heating season.</p> <p>The maximum amount of payment is \$800.00 , with a 20% match per assistance group in a thirty six(36) month period</p> <p><b>Client who is in subsidized housing must show proof that utility allowances have been applied to the utility balances throughout the year before utilities can be paid,</b></p>	<p>Parents with minor children and specified relatives with minor children</p> <p>Minor children must be in residence for time which the assistance is requested.</p>	<p>200%</p>	<p>TANF cash assistance families</p> <p>Unemployed individuals</p> <p>Under employed individuals</p>	<p>Verification of income</p> <p>Proof of shut-off</p> <p>For rent, W-9 form filled out by landlord.</p> <p>Landlord/PRC Agreement</p> <p>Related invoices or bills.</p> <p>Legal Eviction notice</p> <p>Lease agreement with evidence that the household has lived there the last 6 months and paid rent at this address.</p> <p>Proof that the rental is not in a foreclosure status.</p>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS
<b>KINSHIP NAVIGATOR SERVICES</b> •Information, Referral, Support Services, Identification of kinship care giver, Assessment, Respite Care, Support Groups, Parenting Classes, Access to Services.	Cap based on amount allocated through contract	Kinship care givers who are relative custodians of minor child/children	200% FPL	Relatives caring for children with need of support systems.	Contracted Budget Invoices with documented verification of service delivery.
Employment Retention Incentive (ERI)  This program will replace the Job Retention Bonus program July 1, 2006	\$1000.00 Total 1 <sup>st</sup> payment \$200 when application is approved 2 <sup>nd</sup> payment \$200 the 3 <sup>rd</sup> month 3 <sup>rd</sup> payment \$200 the 6 <sup>th</sup> month 4 <sup>th</sup> payment \$400 the 9 <sup>th</sup> month Program starts July 06	OWF Recipient with minor children in the household	OWF Eligible	OWF Recipient who has signed off of cash assistance for up to 9 months	Pay stubs showing that you are working 25 hours per week or making \$172.25 per week. Closed OWF Case. Completed Application. Address must be updated with CJFS. Must apply within 30 days of employment begin date.
<b>SUMMER YOUTH EMPLOYMENT OPPORTUNITIES</b>	Work Subsidy for part-time youth employment ages 14-18. Up to 8 weeks; wages and benefits; up to 32 hours per week.	Family assistance groups with minor children seeking employment training/experience	150% FPL	Youth living in PRC eligible household (Parent or specified guardian)	Completed PRC application
CSEA VISITATION	Cap based on amount allocated through contract	Custodial & Non-custodial parents of minor children	200% FPL	Both parents of minor child	Court order