



Cuyahoga Job and Family Services

PREVENTION

RETENTION

CONTINGENCY

Program Manual
October 2015

P.R.C. Program Manual

Table of Contents

(Left click on any topic to be taken to the corresponding page number)

Topic	Page Number
Introduction	3
Non-financial Eligibility	
- Assistance Group Composition	4
- Residence	4
- Change in Circumstance/Mitigation	4
- Community Resources	5
- Sanctioned Individuals	5
- Ineligibility	6
Financial Eligibility	
- 200% Standard	6
- Liquid Assets	6
- Verification	7
Scope of Coverage	
- Maximum Issuance	8
- Eligible Categories	8
- Exclusions	10
- Limitations	10
Application Process	
- Application Filing	17
- Standard of Promptness	17
- Decisions	17
- Fraud	18
200% Poverty Standard	Appendix A
Income Exclusions	Appendix B
Forms/Decision Reasons	Appendix C
PRC Utility Assistance Referral Process	Appendix D

Prevention, Retention & Contingency Cuyahoga County's PRC Program

INTRODUCTION

The Prevention, Retention and Contingency (P.R.C.) program has been established under Chapter 5108 of the Ohio Revised Code (ORC). It 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 become self-sufficient. The P.R.C. program provides flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to obtain employment, maintain employment, and improve their economic circumstances.

The supports provided under the P.R.C. program are limited to non-recurrent, short-term, crisis-oriented benefits and, ongoing services which do not meet the federal definition of assistance. Non-recurrent, short-term assistance addresses discrete crisis situations that do not provide for needs extending beyond four months. These benefits and services may encompass more than one payment per year, as long as the payment provides short-term relief and resolves a discrete crisis situation rather than meeting recurrent needs. These benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31(b). The definition of "non-assistance" includes:

1. Non-recurrent, short-term benefits that:
 - a) are designed to deal with a specific crisis situation or episode of need
 - b.) are not intended to meet recurrent or ongoing needs
 - c.) will not extend beyond four months
2. Work subsidies (i.e., payments to employers to help cover the cost of employer wages, benefits, supervision, and training)
3. Supportive Services such as child care and transportation provided to families who are employed
4. Refundable earned income tax credits
5. Contributions to, and distributions from, Individual Development Accounts (I.D.A.'s)
6. 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; and
7. Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.

NON-FINANCIAL ELIGIBILITY

Assistance Group Composition

P.R.C. benefits and services are available to a family assistance group (A/G) which includes a minor child as defined in 5108.01 and 5108.06 and 5107.02 of the ORC or to pregnant individuals. Benefits and services are also available to the non-custodial parent of a minor child receiving Ohio Works First (OWF) cash assistance, Food Stamps and/or Medicaid. The non-custodial parent must reside in Cuyahoga County but not in the same household as the minor child.

The PRC applicant must be a parent, caretaker, relative, legal guardian, or legal guardian of a minor child or be a pregnant individual. A child may be “temporarily absent” from the home in accordance with the timeframes established in rule 5101:1-3-04 of the Ohio Administrative Code (OAC) and still qualify for P.R.C. benefits and services. During the “temporary absence” period, the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian.

P.R.C. applicants who are in receipt of, or are eligible for OWF cash assistance will have their A/G composition determined utilizing the existing Standard Filing Unit definition of an A/G for OWF eligibility (5101:1-23-10 Ohio Administrative Code). P.R.C. applicants who are not in receipt of, nor are eligible for, OWF cash assistance will have their A/G determined utilizing the existing definition of an A/G for Food Stamp eligibility (5101:4-2-03 Food Stamp Certification Handbook). There are case situations in which more than one family or several families are living together in the same household. In these situations, it must be determined by the direct service staff person, which of the eligible household members will be included in the P.R.C. A/G. Application for and receipt of P.R.C. payments to multiple A/Gs living together must be treated separately and requires an application for each A/G.

The PRC applicant is defined as the adult completing the application. PRC applicants cannot be children, unless they meet the definition of minor head of household.

Residence

In order to be eligible to receive P.R.C. benefits and services at least one member of the A/G must be a citizen of the United States or a qualified alien as defined in 5506(d) of Public Law 105-33 (The Balanced Budget Act of 1997).

P.R.C. benefits and services are available only to residents of Cuyahoga County. Residence is established by living in the County voluntarily with the intent to remain permanently or for an indefinite period of time. 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.

Change in Circumstance

The applicant must be able to demonstrate that a specific change in circumstance occurred within the 12 months prior to the date of application for P.R.C. benefits or services that has contributed to the current, demonstrated need. Failure, by the applicant, to demonstrate the specific change will result in the applicant's ineligibility for P.R.C. benefits. The specific change in circumstance should be tied into the four allowable categories of PRC. The caseworker should first determine that the client meets one of the four allowable categories of PRC and then determine the change in circumstance that led to this.

The change in circumstance leading to the current need must be an unexpected, life-altering event which may include, but is not limited to such things as: job loss or job gain, domestic violence, divorce, natural disaster or fire, individual providing monetary support leaves the household, death of a household member, new DCFS involvement in the household resulting in the removal or threatened removal of a child, homelessness, accident resulting in the client not being able to work, addition of a child or other family member into the household, and prolonged illness. It does not include routine or expected changes such as: a voluntary move (not precipitated by any specific change in circumstance), change of seasons, start of a school year, inflation, holidays, sanction, legal infractions (including intentional fraudulent acts by the client such as intentionally breaking a lease), temporary and seasonal employment, and voluntarily terminating employment. For temporary employment, if no end date is specified, the employment is not considered temporary if it has lasted six months or more.

If any change in circumstance listed by the applicant is questionable, the caseworker may request documentation to verify that the change in circumstance occurred.

Community Resources

The availability of resources within the community shall be explored prior to the authorization of P.R.C. benefits or services. A P.R.C. A/G is required to apply for and utilize any program, benefit or support system that may reduce or eliminate the current, demonstrated need. Workers, on behalf of the applicants shall utilize “United Way First Call for Help” to identify any available community resources. When United Way states that no community resources are available to meet the current need, the applicant is considered to have met this provision. The applicant will be required to explore at least one, but no more than three community resources when identified by United Way.

- Housing Exception- Appropriate referrals will be made to community-based housing agencies based on the criteria established by each agency. When the client does meet the criteria of any community-based housing agency, no additional exploration of community resources is required.

The P.R.C. application shall include a section to identify the community resources that must be explored prior to authorization of P.R.C. benefits and/or services. The applicant must provide verbal or written verification that the community resources identified were explored prior to the issuance of P.R.C. benefits/services.

Sanctioned Individuals

All OWF families must be in compliance with all provisions of the Self-sufficiency Contract and Self-sufficiency Plan at the time of application to be eligible for P.R.C. benefits and services. OWF sanctioned A/G's are eligible to receive P.R.C. benefits and/or services during the sanction period. However, if at the time of the PRC application, the client is within 30 days of the sanction or penalty period ending, the client must sign a new Self-Sufficiency contract, or waive OWF benefits if OWF is no longer desired.

The Child Support worker in accordance with Child Support Enforcement Agency protocols will determine compliance for child support failures. P.R.C. benefits issued to OWF sanctioned families must be directly related to assisting the sanctioned A/G member to comply with the provisions of his/her Self-sufficiency Contract/Plan. Failure of the P.R.C. applicant to demonstrate how the issuance will assist the sanctioned A/G member in achieving compliance will result in the denial of the P.R.C. application.

Ineligibility

Federal and State law (42 U.S.C. 608 section 431 of PRWORA and the ORC) prohibit the issuance of P.R.C.:

1. To families without a minor child
2. To a single individual, unless the individual is pregnant as verified by a licensed physician
3. For medical services except for pre-pregnancy family planning services
4. To an individual who is not a citizen of the United State or a qualified alien
5. To fugitive felons
6. To families that fraudulently receive or have received assistance under OWF and P.R.C. programs until repayment, in full, occurs (also known as an Intentional Program Violation)

FINANCIAL ELIGIBILITY

200% Standard

The P.R.C. A/G must demonstrate and verify the need for financial assistance and/or services. The gross monthly income of the A/G must be equal to or less than 200% of the Federal Poverty Guidelines (FPG) for all P.R.C. direct services. The total gross monthly income, earned and unearned shall be counted (excluding exempt income under Ohio Works First (OWF) and Food Stamps (see Appendix B), and the minor child as defined in 5101:1-23-20 (c.)(i.)). All countable income which is received or expected to be received during the thirty (30) day budget period is considered when determining financial need. The 30-day budget period begins 30 days prior to the date of the P.R.C. application, unless the period of time does not accurately reflect expected income.

The applicant must utilize available income and resources in meeting the current, demonstrated need. This includes ongoing assistance programs such as OWF, DA, SSI, and food benefits, as well as unemployment compensation, social security, and the special energy assistance programs.

Liquid Assets

P.R.C. applicants with liquid assets greater than \$1,000.00 are required to use any amount over \$1,000.00 as a co-payment to meet the current, demonstrated need. There is no P.R.C. eligibility if the assistance group 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 current, documented need.

Liquid assets are those resources that are in cash or payable in cash upon demand. For P.R.C. purposes, liquid assets are those that can be converted to cash so that the funds are available to help meet the current, demonstrated need. The most common types of liquid assets are cash on hand, savings accounts, checking accounts, stocks, bonds, mutual funds, and promissory notes. Available liquid assets are those in which the assistance group member has a legal interest and the legal ability to use or dispose of them. If both legal interest and ability to use the liquid resources does not exist, the value of the liquid resource is unavailable for P.R.C.

The resources to be considered for P.R.C. are those that are both liquid and available during the budget period to help the assistance group meet the current, demonstrated need. For P.R.C. purposes, resources do not include the value of real property, motor vehicles, life insurance (term or whole life policies), and household goods.

Resources owned by one assistance group member are considered available to all other assistance group members. If ownership of a resource is shared by an assistance group member and a person who is not an assistance group member, the liquid asset is considered available on a prorated basis unless evidence is produced to show otherwise. For example, Mrs. Jones and her three children apply for P.R.C. She reports her savings account of \$500 and another savings account which is jointly owned with her mother (who lives elsewhere) in the amount of \$250. Available assets to be considered in this instance are \$625 unless Mrs. Jones supplies verification that a greater or lesser amount of the money in the joint account belongs to her or another member of her household.

Lump-sum payments (excluding tax refunds) are to be considered income in the month in which they are received and any unspent balance will be counted as a resource.

VERIFICATION

The applicant must provide written verification of the need whenever possible. A P.R.C. applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating to the fullest extent in the eligibility determination process.

Verification of income is required for P.R.C. Written or verbal verification from the source of the income must be obtained. Examples of acceptable verification are pay stubs, letter from the employer, award letter, and self-employment records. If an applicant fails to provide verifications required at the time of application, the applicant should be provided the ODJFS 7105, Application/Reapplication Verification Request Checklist, and be given 10 business days to provide the requested information.

Phone verification, with the applicant's signed "Sharing of Information" form, is acceptable. Any verification that is obtained by phone must be clearly documented in the case record including the name and position of the person supplying the information, the date the verification was obtained, the current amount of the income, and the name of the individual who obtained the information. Verification of one estimate for each service or item approved must be provided.

When P.R.C. benefits are issued through the use of a warrant, the applicant must provide written receipts, within ten business days, demonstrating that the P.R.C. funds were used for the intended purpose. The A/G is ineligible for any P.R.C. benefits and/or services until the receipts are provided to the agency.

When the P.R.C. benefit to be issued is less than the amount required to meet the current, demonstrated need, the applicant must provide written verification that they have paid any amount required (over the amount of the P.R.C. payment) to meet the need, in full, prior to P.R.C. being issued.

Verification of liquid assets is required. A current verbal or written statement from the source is acceptable verification. Examples are a passbook, monthly statement, written notice, or a telephone call. The applicant's statement is not acceptable as verification. Any verbal verification must be obtained from the financial institution, stock broker, etc. Due to the nature of the P.R.C. program, it is expected that verification be readily obtained. Therefore, phone verification with the applicant's signed "Sharing of Information" form is acceptable.

Verification that is obtained by phone must be clearly documented in the assistance group record as to the name and position of the person supplying the information, the date the verification was obtained, the current amount of the resource, and the name of the individual who obtained the verification.

SCOPE OF COVERAGE

Maximum Issuance

Direct services are defined as benefits and/or services paid or issued that have direct monetary value to the adult. P.R.C. eligible adults may also receive non-direct services. Non-direct services are benefits and/or services that are not directly paid or issued to the adult and have no direct monetary value.

P.R.C. applicants who meet all eligibility criteria may be eligible for up to \$1,500.00 in the calendar year for direct good and/or services. The calendar year begins each January 1 and ends on December 31. The date of supervisor approval is the basis for the date of application. P.R.C. funds are available to cover direct services that assist in diverting the applicant from cash assistance, assist them in maintaining or obtaining employment and/or training, remove potential barriers toward abuse and neglect, stabilize and/or reunify the family environment, assist in establishing a two-parent household, and/or promote the health, safety, and well-being of any P.R.C. A/G member.

Non-custodial parents of children who are in receipt of Ohio Works First cash assistance, Food Stamps, and/or Medicaid are eligible for P.R.C. direct services. Non-custodial parents are eligible to receive up to \$750.00 in a calendar year to assist them in obtaining or maintaining employment and/or training activities or meeting basic needs if there is a custody order through the Child Support Enforcement Agency (CHILD SUPPORT) and visitation is not ordered. Some non-custodial parents may be eligible for up to \$1,500 in a calendar year if there is a current support order through CHILD SUPPORT and visitation is ordered and child support payments are current or the non-custodial parent is actively involved in job training, education, or employment-related activities. The direct services paid to the non-custodial parent will not count against the overall limit (\$1,500.00) for the custodial parent's P.R.C. A/G.

Cuyahoga County will issue vouchers directly to vendors whenever possible. Warrants may be issued to the applicant as a last resort when no other avenue of issuance is available. Cuyahoga County retains final authority over the method of issuance. When the method of issuance is a voucher and the client does not redeem it within thirty days, the voucher is void. The voucher will not be re-issued but instead the client must file another application for P.R.C. if the need remains.

Eligible Categories

In addition to meeting all of the criteria establish in the previous paragraphs, an applicant must meet the criteria in at least one of the following categories to be eligible to receive direct services specific to a category of eligibility.

Category 1- Employed individuals, persons seeking assistance in order to seek employment, or persons engaged in post-secondary education in an approved, accredited program.

- Families that are seeking employment (active with the Ohio Bureau of Employment Services or participating in a structured job search program), WEP, beginning new employment, or are attempting to maintain employment and are in need of short-term assistance to support their employment to prevent them from further or ongoing cash assistance.
- Individuals in need of short-term assistance for educational expenses, excluding tuition costs.
- P.R.C. issuance is limited to work-related or education-related, essential items. Issuance may include, but is not limited to: car repairs, work clothing, uniforms, testing fees, licensure fees needed to obtain or maintain employment; school equipment and/or supplies, and the cost of books.

Category 2- Shelter Assistance Services

- Families that are seeking assistance for shelter costs limited to rent and/or security deposits, utility payments (diversion and Lead Poisoning Program ONLY), and utility shut-off notices.
- **Individuals referred via the Lead Poisoning Program:**
 - o Benefits are limited to security deposit, utility deposits, and reasonable moving costs for moves within Cuyahoga County.
 - o Reasonable moving costs are not to exceed \$250
 - o A Lead Hazard Control Order or a letter from a hospital stating that a child has been hospitalized due to lead poisoning is required for disbursement of funds for any type of service or benefit.
 - o If a family has exhausted their \$1,500 of PRC for the calendar year, or has already used their PRC funds for housing assistance, they are eligible to receive an additional \$750 for rent or security deposit, if the move is necessitated by having lead in their previous residence. A Lead Hazard Control Order, letter from a hospital stating that a child has been hospitalized due to lead poisoning, or evidence of a blood test showing the child has an elevated lead level of 10 or higher (indicating poisoning), is required for disbursement of funds.
- Lead Poisoning Program applicants must meet all P.R.C. program eligibility criteria outlined in the Cuyahoga Job and Family Services P.R.C. Program Manual. Exceptions will be noted.
- Verification that the Health Department has ordered applicant to vacate based upon the landlord's failure to remediate identified lead hazards will prove "change in circumstance, as will a Lead Hazard Control Order, letter from a hospital stating that a child has been hospitalized due to lead poisoning, or evidence of a blood test showing the child has an elevated lead level of 10 or higher (indicating poisoning),
- **Individuals referred via Red Cross PRC Program:**
 - o Benefits are limited to security deposit, utility deposits, and reasonable moving costs for moves within Cuyahoga County.
 - o There is a maximum issuance of \$1,500 for all items issued through the Red Cross PRC program.
 - o The Red Cross/PRC Application must be completed. This information will be entered by CJFS MIS staff so that all staff will be aware that an AG has received assistance through this program.
 - o If a family has exhausted their \$1,500 of PRC for the calendar year, or has already used their PRC funds for housing assistance, they are eligible to receive an additional \$750 for rent or security deposit, if the move is necessitated by a fire that has been verified by the Red Cross.
- Red Cross PRC applicants must meet all P.R.C. program eligibility criteria outlined in the Cuyahoga Job and Family Services P.R.C. Program Manual. Exceptions will be noted.
- **Individuals referred via Partners for Family Success Program:**
 - o Benefits are limited to security deposit, utility deposits, and reasonable moving costs for moves within Cuyahoga County and household items needed to establish a home
 - o There is a maximum issuance of \$1,500 for all items issued through the Partners for Family Success PRC program.

- The Partners for Family Success /PRC Application must be completed. This information will be entered by CJFS MIS staff so that all staff will be aware that an AG has received assistance through this program.
- If a family has exhausted their \$1,500 of PRC for the calendar year, or has already used their PRC funds for housing assistance, they are eligible to receive an additional \$750 for rent or security deposit, if referred by Partners for Family Success Program.
- Partners for Family Success PRC applicants must meet all P.R.C. program eligibility criteria outlined in the Cuyahoga Job and Family Services P.R.C. Program Manual. Exceptions will be noted.

Mortgage payments and property tax payments are excluded. **Exception:** Mortgage payments up to \$1,500 can be issued for diversion. Please note: When the applicant is in foreclosure, the mortgage benefit cannot be issued unless the foreclosure will be prevented as a result. If the applicant's house is being foreclosed and the applicant wants to move into an apartment, PRC can only be issued in this case for diversion purposes

Category 3- Families establishing or re-establishing a household

- Limited to:
 - Individuals actively involved with the Department of Children and Family Services (DCFS) and/or the Department of Senior and Adult Services (DSAS).
 - Applicants active with DCFS must;
 - Meet the Temporary Absence rule 5101:1-3-04 OAC, which specifies the "temporary absence" time period as being no longer than six months from the removal date.
 - Have a reunification plan in place **OR**
 - Have a case plan in place for the purpose of preventing children from being removed from the home.
 - Applicants who have case plans in place with DCFS and the children are not in immediate risk of removal from the home do not meet eligibility in this category.
 - Verification of a case plan from the DCFS worker is sufficient evidence-Hard copies of the case plan are not required.
 - Individuals who are biological, adoptive or step-parents, specified relatives, legal guardians, or legal custodians who have taken minor children into their homes to care for within the past 12 months. These applicants could, but do not have to, be actively involved with DCFS and/or DSAS.
 - Individuals actively involved with a domestic violence program
 - Individuals actively involved with homeless program
 - P.R.C. issuance is limited to items such as furniture, appliances, and children's clothing.
 - Relocation expenses are only for moves within Cuyahoga County. Applicants requesting P.R.C. for housing assistance must also choose a residence within Cuyahoga County.
- Exception: Families actively involved with Partners for Family Success intervention program.**

Category 4- Disaster Relief

- P.R.C. benefits and/or services are available to individuals who are in need of assistance due to damage and/or loss sustained as a result of fire or natural disaster upon declaration by the Governor. These include:
 - Natural disasters such as flood, tornado, or blizzard. (Declared by the Governor of the State of Ohio)
 - Chemical disaster (Declared by the Governor of the State of Ohio)
 - Fire
 - Civil disorder (Declared by the Governor of the State of Ohio)
- Individuals applying for P.R.C. for this reason must meet all financial and non-financial eligibility as outlined in the preceding sections.
- All applicable sub-limits for specific items apply.

Exclusions

Applicants may not utilize P.R.C. benefits;

- To meet a current, demonstrated need that is met through the issuance of benefits under another federal or state program.
- Applicants may not utilize P.R.C. benefits to directly pay court-ordered child support payments.
- To pay any costs associated with the violation of federal, state or local laws. This includes, but is not limited to; court costs, attorney fees, fines, and parking tickets.
 - Exception 1 P.R.C. benefits may be used to pay the reinstatement cost charged by the Ohio Bureau of Motor Vehicles for a driver's license that was lost as a result of a violation of law if the driver's license is necessary to obtain or maintain employment.
 - Exception 2 P.R.C. benefits may be used to assist an applicant in the expunging of past criminal convictions.
- To pay fees associated with childcare including the childcare co-payment.
- To pay property taxes.
- To pay for any service listed in this policy due to bed bug infestation, unless the infestation results in a "Notice of Condemnation" issuance for the applicant's place of residence due to building or health code violations that are not caused by the applicant (see Rent and/or Security Deposit payments section.)
 - Applicants requesting services due to bed bug infestation should be referred to the Cuyahoga County Board of Health: <http://www.ccbh.net/bed-bug-downloads>
- P.R.C. cannot be used for any item(s) that require additional financing over and above the P.R.C. issuance to meet the current, demonstrated need.

Limitations

- **Non-U.S. citizens, non-qualified aliens, and/or fugitive felons**
 - P.R.C. may not be used to provide direct benefits and/or services to non-U.S. citizens, non-qualified aliens, and/or fugitive felons.
 - P.R.C. direct benefits and/or services may be provided to U.S. citizens in an A/G with non-U.S. citizens and/or non-qualified aliens or to individuals in an A/G with a fugitive felon.
 - The P.R.C. benefits and/or services issued under this circumstance cannot provide direct benefits and/or services to the non-U.S. citizen, non-qualified alien or fugitive felon. (ie: P.R.C. can be issued to purchase a bed for U.S. born

child of non-U.S. citizen or non-qualified alien because the bed provides no direct benefit and/or service to the non-U.S. citizen and/or non-qualified alien. However, P.R.C. cannot be used to pay rent or purchase appliances because the issuance would provide a direct benefit and/or service to the non-U.S. citizen or non-qualified alien.)

- **Rent and/or Security Deposit payments**

- P.R.C. benefits for rental assistance and/or security deposit is available only when there is evidence of a court proceeding concerning the A/G's occupancy of the rental unit. It is also available when the unit in which the applicant resides is foreclosed, or the landlord of a subsidized housing residence (i.e. Section 8, CMHA), loses certification. In this case, the applicant must provide evidence that the building was foreclosed, but a court proceeding is not required. **Exception:** Lead Poisoning Program PRC, Red Cross PRC and Partners for Family Success PRC applicants are not subject to the "court proceeding" requirement.
 - Evidence of a court proceeding includes, but is not limited to:
 - A summons to appear in housing court
 - A copy of the court's docket sheet showing that the applicant is scheduled to appear in housing court.
 - Any relevant court document(s)
 - A court-ordered eviction notice (known as a "red tag" or "green tag" eviction notice).
 - The date of the court proceeding must be within 30 days of the date of the PRC application
 - The "evidence of a court proceeding concerning the A/G's occupancy of the rental unit" requirement is waived when the issuance is intended to prevent on-going cash public assistance (known as "diversion").
 - The applicant must be eligible for OWF cash assistance at the time of application.
 - The applicant must choose to decline the OWF cash assistance for the month that the P.R.C. was issued.
 - P.R.C. benefits may be issued when a "Notice of Condemnation" has been issued for the applicant's place of residence due to building or health code violations that are not caused by the applicant.
 - The "evidence of a court proceeding concerning the A/G's occupancy of the rental unit" requirement is waived for individuals moving into an rental unit from a homeless shelter or domestic violence shelter, or if the applicant is working with a domestic violence service provider. The PRC should only be issued for the applicant who is fleeing the domestic violence situation and not the perpetrator of the domestic violence.
 - Verification is required from the shelter or domestic violence provider that the applicant was residing in the shelter or receiving domestic violence services.
 - P.R.C. for rent and/or security deposit payments is only issued with a voucher.
 - An applicant may receive P.R.C. for rent and/or security deposit assistance ONCE in the calendar year up to a maximum of \$750.00.
 - For applicants moving into a new apartment, one month of rent (based on the amount of rent stated in the lease) or the security deposit may be issued.
 - For applicants needing past due rent to stay in their current apartment, two months of back rent (based on the amount of rent stated in the lease), may be issued.
Exception: Specifically, for pregnant women and parents with a medical crisis expected to last at least 3 months or longer, the maximum limit of \$750 can be waived (issuance cannot exceed \$1,500) if rent and/or security deposit is for

diversion. The medical crisis must be diagnosed by a licensed medical practitioner in the last 6 months prior to the application date. An employability assessment is not required, and a statement by the licensed medical practitioner will verify the medical crisis.

Exception: Families impacted by Lead Poisoning: If a family has exhausted their \$1,500 of PRC for the calendar year, or has already used their PRC funds for housing assistance, they are eligible to receive an additional \$750 for rent or security deposit, if the move is necessitated by having lead in their previous residence. A Lead Hazard Control Order or letter from a hospital stating that a child has been hospitalized due to lead poisoning, or evidence of a blood test showing the child has an elevated lead level of 10 or higher (indicating poisoning), is required for disbursement of funds.

Exception: Families impacted by fires and who complete the Red Cross PRC Application

- If a family has exhausted their \$1,500 of PRC for the calendar year, or has already used their PRC funds for housing assistance, they are eligible to receive an additional \$750 for rent or security deposit, if the move is necessitated by a fire that has been verified by the Red Cross. If a family receives housing assistance through the Red Cross PRC program and that issuance is the AG's first issuance for housing assistance that year, they are not eligible for housing assistance again in that calendar year. There is a maximum issuance of \$1,500 for all items issued through the Red Cross PRC program.
- The fire must have occurred within 90 days of the PRC application.
- The applicant must demonstrate that they are able to pay the rent on an ongoing basis (excluding the P.R.C. issuance) prior to the issuance of P.R.C.

Exception: Families actively involved with Partners for Family Success intervention program

- If a family has exhausted their \$1,500 of PRC for the calendar year, or has already used their PRC funds for housing assistance, they are eligible to receive an additional \$750 for rent or security deposit, if the move is necessitated by Partners for Family Success in that calendar year. There is a maximum issuance of \$1,500 for all items issued through the Partners for Family Success PRC program.

-Furniture and appliances (excluding stoves and refrigerators)

- Applicant must meet eligibility requirements of Category 3 or 4.
- Maximum of \$400.00 (including tax) per item once every 5 years.
- Furniture and appliance items are limited to the following:
 - Couches; Love Seats; Living Room Chairs; Kitchen Tables
 - Bedroom Dressers; Microwave Ovens; Washers/Dryers
 - Washers and Dryers must be integral to the applicant's employment (ie: child care provider who must maintain bed linens as part of the job)
- Cannot include entertainment items such as, radios/stereos, VCR/DVD Players, televisions, and entertainment centers
- Vouchers must be issued. Warrants will not be issued for furniture and/or appliances.

Utility Payments

- The "change in circumstance" provision is not required for utility assistance. The applicant must meet all other PRC requirements.
 - Utility payments will be limited to no more than \$750.00 in the calendar year for all combined issuances
 - Utility bills are for electric, gas, water and sewer. Bills for kerosene, propane, or heating oil, supplied by a provider for heating or cooking, are also allowed.
 - Utility assistance is limited to one time usage per unique utility per calendar year.
 - The applicant must have a "shut-off" notice from the utility company for a utility bill in his/her name.
 - Cleveland Housing Network can only negotiate with the person(s) listed on the utility bill. Applicants who are required to pay the designated utility bill as part of their lease agreement, but whose name does not appear on the utility bill, do not qualify for PRC.
- "Shut-off" notices for each utility are listed below:
- Columbia Gas:** Applicant must provide a "Termination Notice"
- Dominion/East Ohio Gas:** Applicant must provide a letter that states that they have a "Shut-off Notice" or "Final Bill"
- Illuminating Company/First Energy (Electric):** Applicant must provide a statement stating that there is a "Disconnection Notice"
- Cleveland Public Power (Electric):** Applicant must provide a bill showing that they have a past due balance. Any applicant with a past due balance with CPP is in disconnection status
- Cleveland Water:** Applicant must provide a bill indicating a "Final Notice" or account is in "Shut-off" or "Delinquent Status"
- Exception:** Lead Poisoning Program applicants do not have to meet the "shut-off" notice requirement, but bill has to be in applicant's name.
- Exception: Families actively involved with Partners for Family Success intervention program**
- Exception:** If the applicant needs utilities turned on in a new residence and cannot do this until a past shut-off notice or Letter of Debt (from the utility company) is addressed, PRC may be authorized.
- The "shut-off notice" requirement is waived when the issuance is intended to prevent on-going cash public assistance (known as "diversion").
 - Diversion is defined as:
 - The applicant must be eligible for OWF cash assistance at the time of application.
 - The applicant must choose to decline the OWF cash assistance for the month that the P.R.C. was issued.
 - When the Winter Crisis Program (e-HEAP) is available (for electric and gas bills) an applicant who meets the eligibility requirements of e-HEAP will not be issued PRC unless there is evidence that an e-HEAP application was denied or e-HEAP was already used.
 - Following Team Coordinator approval of the PRC application, the applicant must be referred to Cleveland Housing Network (CHN) for processing of the application.
 - The applicant must be given the CJFS PRC UTILITY ASSISTANCE REFERRAL form, which includes the PRC Utility Assistance Referral Process-Cleveland Housing Network (CHN)
 - P.R.C. payment will be limited to the amount negotiated by CHN to avoid the shut-off.
 - CHN will require the client to enroll in the PIPP program (if applicable) prior to the issuance of P.R.C. if they are not already enrolled.

- Applicants under investigation for fraudulently tampering with meters should not be approved for PRC even if they have a shut-off notice.
 - Applicants who receive a utility subsidy that meets or exceeds the monthly PIPP (or other payment plan) are not eligible for PRC for utilities
- Education and or work-related equipment**
- Applicant must meet eligibility requirements of Category 1.
 - Eligibility for education-related equipment costs is limited to an applicant who has been attending educational program for a minimum of 30 days.
 - Exception- The applicant must be attending an educational program for a minimum of one week when the program's duration is 8 weeks or less.
 - Education-related equipment costs are limited to no more than \$500.00 (including tax) per calendar year.
 - Education-related equipment does not include personal computers (PC's) or laptops
 - Education-related equipment does not include clothing required for training or work. See the section on Adult clothing for PRC eligibility requirements
 - Completion of a training/vocational program or class meets the change in circumstance requirement requesting assistance for testing fees
- Stoves and Refrigerators**
- Applicant must meet eligibility requirements of Category 3 or 4.
 - P.R.C. for the purchase of a stove is limited to one per household, no more than \$200.00 (+ tax) once in a five-year period, and can only be issued through the use of a voucher. The five-year period begins on the day the P.R.C. payment is issued.
 - P.R.C. for the purchase of a refrigerator is limited to one per household no larger than 18 cubic feet, no more than \$200.00 (+ tax) once in a five-year period, and can only be issued through the use of a voucher. The five-year period begins on the day the P.R.C. payment is issued.

Exception: Red Cross PRC applicants are eligible for an addition \$200 each for a stove and refrigerator, even if vouchers have already been issued for these appliances, and if they have already exhausted their \$1,500 of PRC in the calendar year. If a family receives these services through the Red Cross PRC program and that issuance is the AG's first issuance for those specific services that year, they are not eligible for those services again for a 5-year period. There is a maximum issuance of \$1,500 for all items issued through the Red Cross PRC program.

Exception: Partners for Family Success PRC applicants are eligible for an additional \$200 each for a stove and refrigerator, even if vouchers have already been issued for these appliances, and if they have already exhausted their \$1,500 of PRC in the calendar year. If a family receives these services through the Partners for Family Success PRC program and that issuance is the AG's first issuance for those specific services that year, they are not eligible for those services again for a 5-year period. There is a maximum issuance of \$1,500 for all items issued through the Partners for Family Success PRC program.
- Beds**
- Applicant must meet eligibility requirements of Category 3 or 4.
 - P.R.C. for the purchase of a bed (mattress/springs/frame) is limited to the following:.

- Beds may only be purchased for children (exception listed below)
 - PRC for adult beds is expressly prohibited.
- The bed may be any size.
- Maximum issuance is \$250.00 (+ tax) once in a five-year period for the same child.
 - The five-year period begins on the day the P.R.C. payment is issued.

Exception: Adults who receive PRC through the Red Cross PRC Program are eligible for beds, up to \$250 per adult. Red Cross PRC applicants are also eligible for an additional \$250 per child per bed, even if vouchers have already been issued for children's beds, and if they have already exhausted their \$1,500 of PRC in the calendar year. If a family receives beds for children through the Red Cross PRC program and that issuance is the AG's first issuance for children's beds that year, they are not eligible for those services again for a 5-year period. There is a maximum issuance of \$1,500 for all items issued through the Red Cross PRC program.

Exception: Adults who receive PRC through the Partners for Family Success PRC Program are eligible for beds, up to \$250 per adult. Partners for Family Success PRC applicants are also eligible for an additional \$250 per child per bed, even if vouchers have already been issued for children's beds, and if they have already exhausted their \$1,500 of PRC in the calendar year. If a family receives beds for children through the Partners for Family Success PRC program and that issuance is the AG's first issuance for children's beds that year, they are not eligible for those services again for a 5-year period. There is a maximum issuance of \$1,500 for all items issued through the Partners for Family Success PRC program.

- **Children's clothing**

- Applicant must meet eligibility requirements of Category 3 or 4.
- P.R.C. for the purchase of children's clothing is limited to one issuance of no more than \$150.00 (+ tax) per child per calendar year period and can only be issued through the use of a voucher.
- Estimates are not required for children's clothing.

Exception: Red Cross PRC applicants are eligible for an additional \$150 per child, even if vouchers have already been issued for this service and if they have already exhausted their \$1,500 of PRC in the calendar year. If a family receives children's clothing through the Red Cross PRC program and that issuance is the AG's first issuance for those children's clothing that year, they are not eligible for those services again in that calendar year. There is a maximum issuance of \$1,500 for all items issued through the Red Cross PRC program.

Exception: Partners for Family Success PRC applicants are eligible for an additional \$150 per child, even if vouchers have already been issued for this service and if they have already exhausted their \$1,500 of PRC in the calendar year. If a family receives children's clothing through the Partners for Family Success PRC program and that issuance is the AG's first issuance for those children's clothing that year, they are not eligible for those services again in that calendar year. There is a maximum issuance of \$1,500 for all items issued through the Partners for Family Success PRC program.

- **Adult clothing**
 - Applicant must meet eligibility requirements of Category 1 or 4.
 - P.R.C. for the purchase of adult clothing is limited to no more than \$225.00 (+ tax) per adult meeting eligibility in Category 1 per year.
 - No more than \$175.00 may be spent on clothing required for training, employment, and other program specific needs per year.
 - The applicant must show that the clothing is necessary to retain or obtain employment.
 - The applicant must show verification of employment and provide documentation that the clothing is specifically necessary for the job.
 - Employed recipients requesting clothing must meet the “change in circumstance” provision.
 - Estimates are not required for adult clothing.

Exception: Red Cross PRC applicants are eligible for \$225 per adult, even if vouchers have already been issued for this service and if they have already exhausted their \$1,500 of PRC in the calendar year. The adult clothing issued through the Red Cross PRC Program does not have to be tied to employment or training. An adult is eligible for additional clothing in that same calendar year, only if the clothing is necessary for employment or training. There is a maximum issuance of \$1,500 for all items issued through the Red Cross PRC program.

Exception: Partners for Family Success PRC applicants are eligible for \$225 per adult, even if vouchers have already been issued for this service and if they have already exhausted their \$1,500 of PRC in the calendar year. The adult clothing issued through the Partners for Family Success PRC Program does not have to be tied to employment or training. An adult is eligible for additional clothing in that same calendar year, only if the clothing is necessary for employment or training. There is a maximum issuance of \$1,500 for all items issued through the Partners for Family Success PRC program.

- **Vehicle Repair**
 - Applicant must meet eligibility requirements of Category 1.
 - When the current, documented need is the repair of a vehicle, the applicant must meet all of the following criteria:
 - The car must be titled for a minimum of thirty days to the applicant, unless the applicant is leasing the vehicle, in which case documentation verifying the lease must be provided.
 - The cost of the repair cannot exceed \$750.00 (including tax) or the documented value of the vehicle, whichever is lower, per year.
 - The repair must be completed by an A.S.E. certified mechanic.
 - The repair facility must agree to accept a voucher/purchase order from the county as payment.
 - The repair must make the vehicle sound.
 - Repairs are limited to unexpected changes (such as accidents and breakdowns, accidental flat tires, etc.)
 - Routine maintenance is not covered through PRC and includes the following items: Oil changes (lube, oil, filter), replacement of any fluid (i.e. transmission fluid, coolant, power steering fluid, brake fluid, etc.), exterior lights, tires (unless replacement is needed due to an accident), windshield wipers, air conditioning unit, batteries, brake pads, spark plugs, radiator hoses, shock absorbers, and mufflers.

- The applicant must have a current, valid driver's license.
- The applicant must have current insurance coverage on the vehicle being repaired.
- The applicant must meet all other P.R.C. eligibility requirements.

APPLICATION PROCESS

Application Filing

Any person has the right to apply for P.R.C. assistance. An individual requesting P.R.C. benefits and/or services must complete a P.R.C. application form (see Appendix C). The application and any other information gathered during the P.R.C. eligibility determination process should be kept in the OWF, Medicaid, and/or Food Stamp case record. If the P.R.C. A/G is not receiving OWF, Medicaid, and/or Food Stamp assistance, a separate case record must be maintained for the P.R.C. application and related verifications. Additionally, P.R.C. benefits and/or services provided to non-custodial parents shall be kept in a separate file.

Applicants who do not currently receive any other type of public assistance are encouraged to apply for P.R.C. benefits in the Neighborhood Family Service Center (N.F.S.C.) serving the geographical area in which they reside. Applicants who are employed, not in receipt of any other public assistance program, and unable to arrange for the application of P.R.C. benefits in the N.F.S.C. serving their neighborhood may apply at the N.F.S.C. that is most convenient. Applicants who are in receipt of another public assistance program must apply with the direct service staff person currently assigned to their case.

Anyone applying for P.R.C. benefits and/or services must receive appropriate information about referrals to, and access to Medicaid, food stamps, child care assistance and other programs that provide benefits that could help them successfully transition to employment. Eligibility factors, time restraints, and amounts available to pay for various benefits and services covered must be explained and retained as part of the hard copy case record. It is also important to make voter registration applications as prescribed by the Secretary of State available to persons who are applying for, receiving assistance from, or participating in the P.R.C. program.

P.R.C. assistance will be authorized with the expectation that the P.R.C. applicant is satisfied that the issuance will alleviate the current need.

P.R.C. benefits and/or services may be issued for a specific type and episode of need to any A/G once in a four-month period unless otherwise limited by this policy. The four-month period begins on the date that the P.R.C. funds were approved and runs for four consecutive calendar months. The term "specific type of need" is defined as the broad category of the item and/or service requested to meet the current, documented need. Refer to the coding chart contained in Appendix C for the broad categories of need. (Example: A person requests boots and a winter coat for a child. The broad category for this type of need is "children's clothing". Therefore, the caseworker cannot issue any other children's clothing items (even if it's for another child) until the minimum period has passed.

Standard of Promptness

The application of P.R.C. benefits and/or services is considered an application for public assistance. Cuyahoga County complies with Rule 5101:1-02-01 of the Public Assistance Manual governing the timelines that must be adhered to by the direct service staff persons in the processing of the P.R.C. application. The PRC application will be approved or denied as quickly as possible, but no later than 10 calendar days once all required verifications are

received from the applicant (as recommended by the ODJFS PRC Reference Guide). The request for P.R.C. funds form must be completed and forwarded for processing within one business day from the date of approval.

Decisions

Upon approval of P.R.C. benefits and/or services the “Notice of Decision of Your Application for P.R.C. Benefits” shall be forwarded, in person or by U.S. mail, to the applicant within two (2) business days. The “approval” box shall be marked with the appropriate reason and supporting regulation included. Once eligibility has been established, authorization for benefits and a payment, if required, should be generated without delay. Payments will be made directly to vendors.

Upon denial of the application for P.R.C. benefits and/or services the “Notice of Decision of Your Application For P.R.C. Benefits” shall be forwarded, in person or by U.S. mail, to the applicant within two (2) business days. The “Denied” box shall be marked with the appropriate reason and supporting regulation included. The applicant is afforded the right to due process to resolve disputes related to the P.R.C. application.

A P.R.C. application on behalf of a deceased group member shall be denied regardless of whether the application was made before or after his/her death. If the remaining members of the assistance group are in need of P.R.C. benefits and/or services, their eligibility will be considered in manner consistent with this policy.

FRAUD

Suspected participant P.R.C. fraud will be referred to the Investigation Department for a fraud determination. The Coach or Specialist must utilize the “EDP Referral Form” and CLRC in the CRIS-E system to refer to Investigation Department and document the suspected participant fraud. Benefit Recovery screens are not to be used for referrals to the Investigation Department for suspected P.R.C. fraud. Provider P.R.C. fraud will be investigated by the Investigation Department and the Financial Audit Department resulting in potential prosecution.

Approved by: _____
David Merriman
Administrator, Cuyahoga Job and Family Services

_____ Date



Cuyahoga Job and Family Services

Appendix A

Federal Poverty Guidelines
P.R.C. Program Manual
March 2015

P.R.C. Income Guidelines

200% of Federal Poverty Standard

Revised MARCH 2015

Family Size	Monthly Income	Annual Income
1	\$1,945	\$23,340
2	\$2,622	\$31,460
3	\$3,299	\$39,580
4	\$3,975	\$47,700
5	\$4,652	\$55,820
6	\$5,329	\$63,940
7	\$6,005	\$72,060
8	\$6,682	\$80,180

- For families/households with more than 8 persons, add \$8,120 for each additional person.

<http://aspe.hhs.gov/poverty/14poverty.cfm>



Cuyahoga Job & Family Services

Appendix B

Earned and Unearned Income Exclusions

P.R.C. Program Manual

March 2015

OWF Earned Income Exclusions

5101:1-23-20 (D)(1)(c)-(D)(1)(f)

- (c) Income which is excluded from gross earned income under OWF includes the following:
- (i) 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 5107.02 of the Revised Code.
 - (ii) All income excluded under the food stamp program regulations, as set forth in rules RULE 5101:4-4-13, 5101:4-4-15, and 5101:4-4-17 of the Administrative Code;
 - (iii) 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.
 - (iv) The verified amount which is being garnished from the income.
 - (v) Exclusions from self-employment income as set forth in rules 5101:4-4-15 5101:4-4-13 and 5101:4-6-11 of the Administrative Code. A deduction claimed as personal business and/or entertainment expense is not an allowable deduction from self-employment income.
 - (vi) In addition to the allowable exclusions from self-employment income as set forth in rules 5101:4-4-15 5101:4-4-13 and 5101:4-6-11 of the Administrative Code, the following exclusions are made from the gross receipts of a micro-enterprise development (MED) participant for the one year period following the month that the MED participant's business is started or expanded. For purposes of this rule, a "MED participant" is an individual participating in a training and educational activity under the work component of OWF designed to prepare participants to establish self-employment opportunities to lead them toward self sufficiency. (These additional self-employment income exclusions do not apply to OWF participant assistance groups who are not participating in the MED project.)
 - (a) The provisions regarding non-allowable deductions from self-employment income, set forth in rule 5101:4-6-11 of the Administrative Code, are waived for a MED participant. However, the total of allowable business expenses permitted by paragraphs (D)(1)(c)(vi)(b) to (D)(1)(c)(vi)(c) of this rule shall not exceed seven thousand-five hundred dollars for the one calendar year period set forth in paragraph (D)(1)(c)(vi) of this rule during which the MED participant is subject to these provisions.
 - (b) A MED participant who purchases capital equipment or durable goods may use the costs of the capital equipment or durable goods up to five thousand dollars as allowable operating expenses in determining the gross earnings from self-employment.
 - (c) A MED participant who secures a business loan may deduct both the interest and principal portion of the business loan payment, not to exceed five thousand dollars, as allowable operating expenses in determining the gross earnings from self employment.
 - (d) A MED participant is permitted to make payments into an "unencumbered cash reserve account", and to deduct those payments as allowable business deductions in the determination of the MED participant's gross

earnings from self-employment in any month in which the total amount in the fund does not exceed three thousand dollars.

- (e) The gross self-employment earnings, as defined in paragraph (D)(1)(b)(ii) of this rule, up to one hundred and thirty-three per cent of the federal poverty level for the MED participant's OWF assistance group size, shall be considered excluded and disregarded as countable income (as defined in paragraph (C)(3) of this rule) for establishing continued eligibility and level of benefits for the one calendar year period set forth in paragraph (D)(1)(c)(vi) of this rule. Any gross self-employment earnings received by the MED participant in excess of one hundred and thirty-three per cent of the poverty level for the MED participant's OWF assistance group size shall not be excluded from the gross earned income of the assistance group, and are included as gross earned income in determining the assistance group's eligibility to participate in OWF.
 - (f) As long as the MED participant's gross earnings from self-employment do not exceed one hundred thirty-three per cent of the federal poverty level for the MED participant's OWF assistance group size during the one calendar year period set forth in paragraph (D)(1)(c)(vi) of this rule, the income is excluded from the definition of gross earned income set forth in paragraph (A) of this rule. Any gross self-employment earnings received by the MED participant in excess of one hundred thirty- three per cent of the federal poverty level for the MED participant's OWF assistance group are not excluded and are subject to the provisions set forth in divisions (D)(1) and (D)(2) of section 5107.10 of the Revised Code.
- (d) Earned income tax credit (EITC) payments whether added to the individual's wages or as part of an income tax refund. The "EITC" is a refundable tax credit that is provided to workers with low income who have families and maintain households. The credit is based on the individual's earned income and adjusted gross income. The individual's wages must be subject to federal withholding or FICA taxes.
 - (e) INCOME RECEIVED DUE TO TEMPORARY EMPLOYMENT WITH THE BUREAU OF THE CENSUS FOR THE 2000 DECENNIAL CENSUS.
 - (f) Any other income amounts that federal statutes or regulations and sections 5101.17 and 5117.10 of the Revised Code require be excluded.

OWF Unearned Income Exclusions
5101-1-23-20 (D)(2)(b)(i)- (D)(2)(b)(xxiv)

- (b) Paragraphs (D)(2)(b)(i) to (D)(2)(b)(xxiv) of this rule set forth the income which is excluded from gross unearned income under OWF.
- (i) All income excluded under the food stamp program regulations, as set forth in rules RULE 5101:4-4-13, 5101:4-4-15, and 5101:4-4-17 of the Administrative Code;
 - (ii) Income of a recipient of SSI, including the SSI payment ;
 - (iii) Income of a child for whom federal, state or local foster care maintenance payments are made, including the foster care payment;
 - (iv) Income of a child for whom federal, state or local adoption assistance payments are made, including the adoption assistance payment;
 - (v) Income of step-siblings who are not included in the assistance group;
 - (vi) Income of individuals ineligible to participate in OWF due to prior receipt of a non-recurring lump-sum payment;
 - (vii) Payments made with county funds to increase the amount of cash assistance an assistance group receives in accordance with the provisions set forth in section 5107.03 of the Revised Code;
 - (viii) 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.
 - (ix) Contributions for shared living arrangements (i.e., cash payments received by an assistance group from an individual who is not an assistance group member but who resides in the household with the OWF assistance group and shares responsibility for the household expenses through an informal arrangement.) The cash payment given to the assistance group is not available to the OWF assistance group because the payment represents the non-assistance group member's share of the household expenses.
 - (x) Bona fide loans from any source (including rural housing loans made by FHA).
 - (xi) The value of surplus commodities donated by the department of agriculture.
 - (xii) Benefits received under the Title VII, nutrition program for the elderly, Older Americans Act of 1965, Public Law 93-150.
 - (xiii) Other payments made by a public or private agency for the purposes of supplementing standards, so long as there is no duplication of payment.
 - (xiv) Retroactive payments made as a result of a state hearing.
 - (xv) Experimental housing allowance program payments made under annual contributions on contracts entered into prior to January 1975, under section 23 of the U.S. Housing Act of 1937.

- (xvi) HUD community development block grant funds paid under Title I of the Housing and Community Development Act of 1974 (Public Law 93-383).
- (xvii) Home energy assistance support and maintenance paid in cash or in kind, Public Laws 97-377, 97-424, and 98-21.
- (xviii) Payments received under the Maine Indian Claims Settlement Act of 1980, Public Law 96-420.
- (xix) Payments received under the provisions of the Aroostook Band of Micmacs, Public Law 102-171.
- (xx) Escrow accounts established or credited as the direct result of the assistance group's involvement in family self-sufficiency on or after May 15, 1992.
- (xxi) Income tax refunds received by any of the assistance group members.
- (xxii) The verified amount which is being garnished from the income.
- (xxiii) Earned income tax credit (EITC) payments.
- (xxiv) Any other income amounts that federal statutes or regulations and sections 5101.17 and 5117.10 of the Revised Code require be excluded.

Food Stamps Excluded Income

5101:4-4-13

In the Food Stamp Act of 1977, congress specified the types of income that are excluded for program purposes. Only the following payments are to be excluded from AG income, and no other income shall be excluded. In-kind or vendor payments which would normally be excluded as income but are converted in whole or in part to a direct cash payment under the approval of a federally authorized demonstration project (including projects created by the waiver of provisions of federal law) shall also be excluded from income.

- (A) Any gain or benefit which is not in the form of money payable directly to the AG including in-kind benefits. "In-kind benefits" are those for which no monetary payment is made on behalf of the AG and include meals, clothing, public housing, or produce from a garden.

- (B) A "vendor payment" is a money payment made on behalf of an AG by a person or organization outside of the AG directly to either the AG's creditors or to a person or organization providing a service to the AG.

- (C) Payments made to a third party on behalf of the AG are included or excluded as income as follows:
 - (1) PA vendor payments are counted as income unless they are made for medical assistance, child care assistance, energy assistance as defined in paragraph (K) of this rule, or emergency assistance (including, but not limited to housing and transportation payments) for migrant or seasonal farmworker AGs while they are in the job stream.

 - (2) Public assistance provided to a third party on behalf of an AG which is not specifically excluded from consideration as income under paragraph (C)(1) of this rule shall be considered for exclusion under the emergency and special assistance category. To be considered emergency or special assistance and excluded, the assistance must be provided over and above the normal PA payment or cannot normally be provided as part of such payment.

 - (3) Educational assistance provided to a third party on behalf of the AG for living expenses shall be treated the same as educational assistance payable directly to the AG and not excluded as a vendor payment.

 - (4) Reimbursements made in the form of vendor payments are excluded on the same basis as reimbursements paid directly to the AG in accordance with paragraph (G) of this rule.

 - (5) In-kind or vendor payments which would normally be excluded as income but are converted in whole or in part to a direct cash payment under a federally authorized demonstration project or waiver shall be excluded from income.

 - (6) Rent or mortgage payments made to landlords or mortgages by HUD are excluded.

 - (7) Monies that are legally obligated and otherwise payable to the AG, but which are diverted by the provider of the payment to a third party for a household expense, shall be counted as income and not excluded. If a

person or organization makes a payment to a third party on behalf of an AG using funds that are not owed to the AG, the payment shall be excluded from income.

(D) The EW shall exclude any income that is specifically excluded by any other federal statute from consideration as income for the purpose of determining eligibility for the food stamp program. The following laws provide such an exclusion. The following is a listing of some of the incomes excluded by federal statute. The listing is divided into general income exclusions and exclusions applicable to incomes of American Indians or Alaska Natives.

(1) General exclusions

- (a) Income of an SSI recipient determined necessary for the fulfillment of a plan for achieving self-support (PASS) which has been approved under sections 1612 (b)(4)(A)(iii) or 1612(b)(4)(B)(iv) of the Social Security Act. This income may be spent in accordance with an approved PASS or deposited into a PASS savings account for future use.
- (b) Federal emergency management assistance housing subsidies to pay for temporary housing required as a result of a disaster and individual and family grant assistance payments made under the Disaster Relief Act (section 312 (d) of the Disaster Relief Act of 1974, as amended in 1988).
- (c) Assistance provided to children under the school lunch program, the summer food service program for children, the commodity distribution program and child and adult care food program (PL 79-396, section 12(e) of the National School Lunch Act, as amended by section 9(d) of PL 94-105).
- (d) Assistance provided to children under the special milk program, special supplemental food program for women, infants, and children (WIC) and the school breakfast program (PL 89-642, the Child Nutrition Act of 1966, section 11(b)).
- (e) Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (PL 91-646, section 216).
- (f) PL 93-113, the Domestic Volunteer Services Act of 1973, Titles I and II, as amended. Payments under Title I of the act (including such Title I programs as VISTA, university year for action, and urban crime prevention program) to volunteers shall be excluded for those individuals receiving food stamps or public assistance at the time they joined the Title I program, except that AGs which were receiving an income exclusion for a VISTA or other Title I subsistence allowance at the time of conversion to the Food Stamp Act of 1977 shall continue to receive an income exclusion for VISTA for the length of their volunteer contract in effect at the time of conversion. Temporary interruptions in food stamp participation shall not alter the exclusion once an initial determination has been made. New applicants who were not receiving public assistance or food stamps at the time they joined VISTA shall have these volunteer payments included as earned income. Any payment to volunteers under Title II (RSVP, foster

grandparents, senior companion program and others) are excluded from income.

- (g) Payments received under section 321(d), the Disaster Relief Act of 1974 (PL 93-288), as amended by section 105(i), the Disaster Relief and Emergency Assistance Amendments of 1988, November 23, 1988, (PL 100-707). Payments precipitated by an emergency or major disaster as defined in this act, as amended, are not counted as income for food stamp purposes. This exclusion applies to federal assistance provided to persons directly affected and to comparable disaster assistance provided by states, local governments, and disaster assistance organizations. A "major disaster" is any natural catastrophe such as a hurricane or drought, or, regardless of cause, any fire, flood, or explosion, which the president of the United States determines causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. An "emergency" is any occasion or instance for which the president of the United States determines that federal assistance is needed to supplant state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe. Most, but not all, federal emergency management assistance funds are excluded. For example, some payments made to homeless people to pay for rent, mortgage, food, and utility assistance when there is no major disaster or emergency is not excluded under this provision.
- (h) Payments to U.S. citizens of Japanese ancestry and permanent resident Japanese aliens or their Survivors and Aleut Residents of the Pribilof Islands and the Aleutian Islands West of Unimak Island (PL 101-383, section 105 (f)(2), wartime relocation of civilians, August 10, 1988, the Civil Liberties Act of 1988).
- (i) Allowances, earnings, or payments (including reimbursements) to individuals participating in programs under the Job Training Partnership Act (PL 97-300), except as provided in rule 5101:4-4-19 of the Administrative Code. The job training reform amendments of 1992 (section 702(b), PL 102-367) further amended the food stamp act to exclude on-the-job training payment received under the summer youth employment and training program.
- (j) Any amount by which the basic pay of an individual is reduced and reverted to the treasury shall not be considered to have been received by or to be within the control of such individual (PL 99-576, section 303(a)(1), August 7, 1986, Veteran's Benefits Improvement and Health Care Authorization Act of 1986, which amends section 1411(b) and 1412(c) of the Veteran's Educational Act of 1984 - GI bill).

- (k) Funds received by persons fifty-five and older under the senior community service employment program under Title V of the Older Americans Act are excluded from income (PL 100-175). The organizations that receive some Title V funds are as follows: green thumb; national council on aging; national council of senior citizens; American association of retired persons; United States forest service; national association for Spanish speaking elderly; national urban league; and the national council on black aging.
- (l) Cash donations based on need received on or after February 1, 1988 from one or more private nonprofit charitable organizations, but not to exceed three hundred dollars in a federal fiscal year quarter (Charitable Assistance and Food Bank Act of 1987; PL 100-232).
- (m) Coupons that may be exchanged for food at farmers' markets under WIC demonstration projects (PL 100-435, section 501, September 19, 1988, which amended section 17(m)(7) of the Child Nutrition Act of 1966).
- (n) Payments made from the Agent Orange settlement fund (PL 101-201) or any other fund established pursuant to the settlement in the Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.) which are received on or after January 1, 1989. The disabled veteran will receive yearly payments. Survivors of deceased disabled veterans will receive a lump-sum payment. These payments were disbursed by Aetna insurance company. The Omnibus Budget Reconciliation Act of 1989, December 19, 1989, (PL 101-239) also excludes these payments. (Note: PL 102-4, Agent Orange Act of 1991, February 6, 1991, authorized veterans' benefits to some veterans with service-connected disabilities resulting from exposure to Agent Orange. These VA payments are not excluded by law.)
- (o) Payments made under the Radiation Exposure Compensation Act (PL 101-426, section 6(h)(2), October 15, 1990).
- (p) The Omnibus Budget Reconciliation Act of 1990, Title XI revenue provisions, section 11111, modifications of earned income tax credit, subsection (b) provides that any federal earned income tax credit shall not be treated as income effective with taxable years beginning after December 31, 1990 (PL 101-508).
- (q) PL 101-610, National and Community Service Act (NCSA) of 1990, section 177(d), November 16, 1990, provides that section 142(b) of the JTPA applies to projects conducted under Title I of the NCSA as if such projects were conducted under the JTPA. Title I includes three acts: (i) Serve-America: the Community Service, Schools and Service-Learning Act of 1990, (ii) the American Conservation and Youth Service Corps Act of 1990, and (iii) the National and Community Service Act.

There are about forty-seven different NCSA programs, and they vary by state. Most of the payments are made as a weekly stipend or for educational assistance. The higher education service-learning program

and the Americorps umbrella program come under this title. The national civilian community corps (NCCC) is a federally managed Americorps program. The summer for safety program is an Americorps program under which participants earn a stipend and a one thousand-dollar post-service educational award. The National and Community Service Trust Act of 1993, PL 103-82, September 23, 1993, amended the National and Community Services Act of 1990 but it did not change the exclusion.

- (r) Student financial assistance received under Title IV (including assistance funded in whole or in part under Title IV) or part E of Title XIII of the Higher Education Act or under bureau of Indian affairs (BIA) student assistance programs. (Section 479(b) and section 1343(c) of Public Law 102-325). Federal Perkins loans authorized under part E of Title IV of the Higher Education Act must be handled in accordance with other Title IV income. Educational assistance authorized under Title IV, Title XIII, and BIA includes (but is not necessarily limited to) the following:
 - (i) Basic educational opportunity grants (BEOG or Pell grants).
 - (ii) College assistance migrant program (CAMP) for students whose families are engaged in migrant and seasonal farm work.
 - (iii) Federal direct student loan programs (FDLP) (formerly GSL and FFLEP):
 - (a) Federal consolidated loan program.
 - (b) Federal direct PLUS program (provides loans to parents).
 - (c) Federal direct Stafford loan program.
 - (d) Federal direct supplemental loan program (provides loans to students).
 - (e) Federal direct unsubsidized Stafford loan program.
 - (iv) Federal Perkins loan program. Direct loans to students in institutions of higher education (Perkins loans, formerly NDSL).
 - (v) Federal work study funds. (Not all federal work study funds are issued under Title IV of the Higher Education Act. However, ODHS has been advised any work study funds issued in the state of Ohio are funded with Title IV money.)
 - (vi) High school equivalency program (HEP).
 - (vii) National early intervention scholarship and partnership program.

- (viii) Ohio instructional grant (OIG). (A portion of OIG money is state student incentives grants which is authorized under Title IV.)
- (ix) Presidential access scholarships (super Pell grants).
- (x) Robert C. Byrd honors scholarship program.
- (xi) State student incentives grants (SSIG).
- (xii) Supplemental educational opportunity grants (SEOG).
- (xiii) TRIO grants. (Go to organizations or institutions for students from disadvantaged backgrounds):
 - (a) Robert E. McNair post-baccalaureate achievement.
 - (b) Student support services.
 - (c) Upward bound (some stipends go to students).
- (xiv) There is only one BIA student assistance program per se. It is the higher education grant program, which is sometimes called the scholarship grant program. However, education or training assistance received under any BIA program must be excluded. There is an adult education program that provides money to adults to get a GED, attend technical schools, and for job training. There is also an employment assistance program. In addition, education and training may be made available under separate programs like the Indian child and family programs. Each tribe has a BIA agency that may be contacted for more information about education and training assistance.
- (s) Educational assistance received under section 507 of the Carl D. Perkins Vocational Act that is made available for tuition, mandatory fees, books, supplies, transportation, dependent care, and miscellaneous personal expenses. (PL 98-524 as amended by PL 101-392). The programs under this act include the following:
 - (i) Bilingual materials, methods, and techniques program.
 - (ii) Bilingual vocational instructor training program.
 - (iii) Bilingual vocational training program.
 - (iv) Blue ribbon vocational education program.
 - (v) Business and education standards program.
 - (vi) Community education employment centers program.
 - (vii) Cooperative demonstration programs.
 - (viii) Demonstration centers for the training of dislocated workers program.

- (ix) Demonstration projects for the integration of vocational and academic learning program.
- (x) Educational programs for federal correctional institutions.
- (xi) Indian vocational education program.
- (xii) Internships for gifted and talented vocational education students program.
- (xiii) Materials development in telecommunications program.
- (xiv) Model programs of regional training for skilled trades.
- (xv) Native Hawaiian vocational education program.
- (xvi) National center or centers for research in vocational education.
- (xvii) National network for curriculum coordination in vocational and technical education.
- (xviii) National tech-prep education program.
- (xix) State-administered tech-prep education program.
- (xx) State vocational and applied technology education program which contains:
 - (a) State program and state leadership activities.
 - (b) Program for single parents, displaced homemakers, and single pregnant women.
 - (c) Sex equity program.
 - (d) Programs for criminal offenders.
 - (e) Secondary school vocational education program.
 - (f) Postsecondary and adult vocational education program.
 - (g) State assistance for vocational education support programs by community-based organizations.
 - (h) Consumer and homemaking education program.
 - (i) Comprehensive career guidance and counseling program.
 - (j) Business-labor-education partnership for training program.

- (xxi) Supplementary state grants for facilities and equipment and other program improvement activities.
- (xxii) Tribally controlled postsecondary vocational institutions program.
- (xxiii) Vocational education dropout prevention program.
- (xxiv) Vocational education leadership development awards program.
- (xxv) Vocational education lighthouse schools program.
- (xxvi) Vocational education research program.
- (xxvii) Vocational education training and study grants program.
- (xxviii) Vocational educator training fellowships program.
- (t) Section 5(d)(3) of the Food Stamp Act, as amended by PL 101-624, Food Agriculture, Conservation and Trade Act of 1990, Title XVIII, Mickey Leland Memorial Domestic Hunger Relief Act, November 28, 1990, and PL 102-237, Food Agriculture, Conservation, and Trade Act Amendments of 1991, section 903, provide that educational monies are excluded from income as detailed in paragraph (E) of this rule.
- (u) PL 101-625, section 22(l), November 28, 1990, Cranston-Gonzales National Affordable Housing Act, (42 USCS 1437t(l)), provides that, "No service provided to a public housing resident under this section [family investment centers] may be treated as income for purposes of any other program or provision of state or Federal law." This exclusion applies to services such as child care, employment training and counseling, literacy training, computer skills training, assistance in the attainment of certificates of high school equivalency and other services. It does not apply to wages or stipends. This same public law, section 522(i)(4), excludes most increases in the earned income of a family residing in certain housing while participating in housing and urban development demonstration projects authorized by this public law. Demonstration projects are authorized by this law for Chicago, Illinois, and three other locations. The affected (food and consumer NUTRITION service) regional offices will be contacted individually regarding these projects.
- (v) Payments made under the "Youthbuild" program under the Housing and Community Development Act of 1992 (PL 102-550).
- (w) Payments from any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) (PL 102-586, section 8, November 4, 1992, which amended the Child Care and Development Block Grant Act Amendments of 1992 by adding section 658S).
- (x) Payments made to individuals because of their status as victims of Nazi persecution (PL 103-286, August 1, 1994).

- (y) PL 103-322, section 230202, September 13, 1994, amended section 1403 of the Crime Act of 1984 (42 U.S.C. 10602) to provide in part that, "(e) Notwithstanding any other law, if the compensation paid by an eligible crime victim compensation program would cover costs that a Federal program, or a federally financed state or local program, would otherwise pay, (i) such crime victim compensation program shall not pay that compensation; and (ii) the other program shall make its payments without regard to the existence of the crime victim compensation program." Based on this language, payments received under this program must be excluded from income for food stamp purposes.
 - (z) Notwithstanding any other provision of law, the allowance paid under PL 104-204, (section 1805(d), dated September 26, 1996) to a child of a Vietnam veteran for any disability resulting from spina bifida suffered by such child. A monthly allowance from two hundred to one thousand two hundred dollars is paid to a child under this public law.
- (2) American Indians or Alaska Natives
- (a) 25 USCS 1407 judgment funds (as amended by PL 93-134 and PL 97-458) provides that: "None of the funds [appropriated in satisfaction of judgments of the Indian claims commission or claims court in favor of any Indian tribe, band, etc.] which -- (i) are distributed per capita or held in trust pursuant to a plan approved under the provisions of this Act [25 USCS section 1401 et seq.], or (ii) on the date of enactment of this Act [enacted Jan. 12, 1983], are to be distributed per capita or are held in trust pursuant to a plan approved by Congress prior to the date of enactment of this Act [enacted Jan. 12, 1983], or (iii) were distributed pursuant to a plan approved by Congress after December 31, 1981, but prior to the date of enactment of this Act (Jan. 12, 1983), and any purchases made with such funds, including all interest and investment income accrued thereon while such funds are so held in trust, shall be subject to Federal or State income taxes, nor shall such funds nor their availability be considered as income or resources nor otherwise utilized as the basis for denying or reducing the financial assistance or other benefits to which such household or member would otherwise be entitled under the Social Security Act [42 USCS section 301 et seq.] or, except for per capita shares in excess of two thousand dollars, any federal or federally assisted program." The two thousand-dollar amount applies to each payment made to each person.
 - (b) Payments received under the Alaska Native Claims Settlement Act (PL 92-203, section 21(a), section 29, January 2, 1976, and section 15 of PL 100-241, February 3, 1988, the Alaska Native Claims Settlement Act Amendments of 1987).
 - (c) Payments made under the Indian Judgment Fund Act (judgment awards) of two thousand dollars or less and initial purchases made with exempt payments distributed between January 1, 1982, and January 12, 1983 (PL 93-134, the Judgment Award

Authorization Act, as amended by PL 97-458, section 1407, November 12, 1983, and PL 98-64, August 2, 1983, the Per Capita Distribution Act).

- (d) Effective January 1, 1994, interests of individual Indians in trust or restricted lands and up to two thousand dollars per year of income received by individual Indians derived from such interests per PL 93-134, section 8, October 19, 1973, the Indian Tribal Judgment Fund Use or Distribution Act as amended by PL 103-66, section 13736, October 7, 1973. Interests include the Indian's right to or legal share of the trust or restricted land and any income accrued from funds in trust or the restricted lands.
- (e) Payments of relocation assistance to members of the Navajo and Hopi Tribes under PL 93-531.
- (f) Income derived from certain sub-marginal land of the United States which is held in trust for certain Indian tribes (PL 94-114, section 6). The tribes that may benefit are: Bad River Band of the Lake Superior Tribe or Chippewa Indians of Wisconsin; Blackfeet Tribe; Cherokee Nation of Oklahoma; Cheyenne River Sioux Tribe; Crow Creek Sioux Tribe; Lower Brule Sioux Tribe; Devils Lake Sioux Tribe; Fort Belknap Indian Community; Assiniboine and Sioux Tribes; Lac Courte Oreilles Band of Lake Superior Chippewa Indians; Keweenaw Bay Indian Community; Minnesota Chippewa Tribe; Navajo Tribe; Oglala Sioux Tribe; Rosebud Sioux Tribe; Shoshone-Bannock Tribes; and Standing Rock Sioux Tribe.
- (g) Payments distributed per capita or held in trust to the Sac and Fox Indians and divided between members of the Sac and Fox Tribe of Oklahoma and the Sac and Fox Tribe of the Mississippi in Iowa awarded in Indian claims commission dockets numbered 219, 153, 135, 158, 231, 83, and 95 (PL 94-189, section 6, December 31, 1975).
- (h) Payments by the Indian claims commission to the Confederated Tribes and Bands of the Yakima Indian Nation and the Apache Tribe of the Mescalero Reservation (PL 95-433).
- (i) Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (PL 94-540).
- (j) Child and family service grant programs on or near reservations in the preparation and implementation of child welfare codes. Programs include, but are not limited to, family assistance, including homemaker and home counselors, day care, after school care, and employment, recreational activities, and respite care; home improvement; the employment of professional and other trained personnel to assist the tribal court in the disposition of domestic relations and child welfare matters; education and training of Indians, including tribal court judges and staff in skills relating to child and family assistance and service programs (25 USCS 1931 Indian child welfare, subparagraph (a), PL 95-608, November 8, 1978). Subparagraph (b) provides that assistance under 25 USCS 1901 et seq. shall not be a basis for the denial or

reduction of any assistance otherwise authorized under any federally assisted programs.

- (k) Payments to the Passamaquoddy Tribe, the Houlton Band of Malecite, and the Penobscot Nation or any of their members received pursuant to the Maine Indian Claims Settlement Act of 1980 (PL 96-420, section 5, section 9(c), October 10, 1980).
- (l) Payments made to the Turtle Mountain Band of Chippewas, Arizona (PL 97-403).
- (m) Payments made to the Blackfeet, Grosventre, and Assiniboine Tribes, Montana, and the Papago, Arizona (PL 97-408).
- (n) Payments distributed under PL 98-123, section 3, October 13, 1983, to members of the Red Lake Band of Chippewa Indians as awarded in docket number 15-72 of the United States court of claims.
- (o) Per capita and interest payments made to members of the Assiniboine Tribe of the Fort Belknap Indian Community, Montana, and the Assiniboine Tribe of the Fort Peck Indian Reservation, Montana, as awarded in docket 10-81L (PL 98-124, section 5).
- (p) Payments made to heirs of deceased Indians except for per capita shares in excess of two thousand dollars per PL 98-500, section 8, October 17, 1984, Old Age Assistance Claims Settlement Act.
- (q) Payments distributed per capita or held in trust for members of the Chippewas of Lake Superior (PL 99-146, section 6(b), November 11, 1985, as awarded in judgments in dockets numbered 18-S, 18-U, 18-C, and 18-T). Dockets 18-S and 18-U are divided among the following reservations. Wisconsin: Bad River Reservation; Lac du Flambeau Reservation; Lac Courte Oreilles Reservation; Sokaogon Chippewa Community; Red Cliff Reservation; St. Croix Reservation. Michigan: Keweenaw Bay Indian Community (L'anse, Lac Vieux Desert, and Ontonagon Bands). Minnesota: Fond du Lac Reservation; Grand Portage Reservation; Nett Lake Reservation (including Vermillion Lake and Deer creek); White Earth Reservation. Under dockets 18-C and 18-T funds are given to the Lac Courte Oreilles Band of the Lake Superior Bands of Chippewa Indians of the Lac Courte Oreilles Reservation of Wisconsin, the Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, the Sokaogon Chippewa Community of the Mole Lake Band of Chippewa Indians, and the St. Croix Chippewa Indians of Wisconsin.
- (r) Payments made under the White Earth Reservation Land Settlement Act of 1985, March 24, 1986, section 16 (PL 99-264), which involves members of the White Earth Band of Chippewa Indians in Minnesota.

- (s) Payments made to the Saginaw Chippewa Indian Tribe of Michigan (PL 99-346, section 6(b)(2)).
 - (t) Payments distributed per capita or held in trust to the Chippewas of the Mississippi (PL 99-377, section 4(b), August 8, 1986, as awarded in judgments in docket number 18-S). The funds are divided by reservation affiliation for the Mille Lac Reservation, Minnesota; White Earth Reservation, Minnesota; and Leech Lake Reservation, Minnesota.
 - (u) Payments made under PL 101-41, the Puyallup Tribe of Indians Settlement Act of 1989, section 10(b), June 21, 1989.
 - (v) Payments, funds, or distributions authorized, established, or directed by PL 101-503, section 8(b), Seneca Nation Settlement Act of 1990, November 3, 1990, and none of the income derived therefrom, shall affect the eligibility of the Seneca Nation or its members, for, or be used as a basis for denying or reducing under, any federal program.
 - (w) Funds appropriated in satisfaction of judgments awarded to the Seminole Indians in dockets 73, 151, and 73-A of the Indian claims commission are excluded from resources except for per capita payments in excess of two thousand dollars. Payments were allocated to the Seminole Nation of Oklahoma, the Seminole Tribe of Florida, the Miccosukee Tribe of Indians of Florida and the Independent Seminole Indians of Florida (PL 101-277, April 30, 1990).
 - (x) PL 103-436, section 7(b), November 2, 1994, Confederated Tribes of the Colville Reservation Grand Coulee Dam Settlement Act, provides that payments made pursuant to that act are totally excluded from income for food stamp purposes.
- (E) Educational assistance, including grants, scholarships, fellowships, educational loans on which payment is deferred, work study, veterans' educational benefits, and the like, which are awarded to an AG member enrolled at a recognized institution of post-secondary education, at a school for the handicapped, in a vocational education program, in a vocational or technical school, or in a program that provides for obtaining a secondary school diploma or the equivalent of a secondary school diploma shall be excluded from consideration as income as follows.
- (1) The county agency shall first exclude all amounts which are required to be totally excluded from consideration as income.
 - (2) Educational assistance not totally excluded as provided for in paragraph (D) (1) of this rule shall be excluded as follows. These provisions apply to federal, state, local, and private educational assistance received by a student and educational assistance provided directly to the student's school or parent or guardian:
 - (a) Earmarked. The county agency shall first exclude amounts of assistance identified (earmarked) by the institution, school, program, or other grantor as made

available for the specific costs of tuition, mandatory school fees (including the rental or purchase of any equipment, materials, and supplies related to the pursuit of the course of study involved), books, supplies, dependent care, transportation, and miscellaneous personal expenses (other than normal living expenses). Amounts earmarked as miscellaneous personal expenses for living expenses such as, but not limited to, food, rent, room or board, clothing, and personal hygiene items, shall not be excluded. Amounts earmarked separately from miscellaneous personal expenses for living expenses shall not be excluded. In situations where the institution, school, program, or other grantor has earmarked educational assistance for the allowable costs involved but such earmarking identifies multiple sources of educational assistance and multiple expenses without specifically identifying which educational source is made available for which expense, the county agency shall exclude the total amount of earmarked allowable costs from the total non-excluded educational income provided. The allowable costs shall not be excluded from each individual education source unless clearly earmarked in that manner.

(b) Used for. If the institution, school, program, or other grantor does not earmark amounts for the allowable expenses or tuition, mandatory fees, books, supplies, dependent care, transportation, or miscellaneous personal expenses, an exclusion from educational income shall be granted for such allowable educational expenses (other than identifiable normal living expenses such as, but not limited to, food, rent, room or board, clothing, and personal hygiene items) to the extent the assistance is used for such allowable expenses. When the amounts earmarked by the institution, school, program, or other grantor are less than the student actually used for the allowable expense involved, an exclusion shall be allowed for amounts used over the earmarked amounts. Origination fees and insurance premiums on educational loans shall be excluded. When the amounts used for allowable expenses are more than amounts earmarked by the institution, school, program or other grantor, an exclusion shall be allowed for amounts used over the earmarked amounts. Exclusions based on use shall be subtracted from unearned educational income to the extent possible. If the unearned educational income is not enough to cover the expense, the remainder of the allowable expense shall be excluded from earned educational income.

(3) The following additional procedures apply with regard to educational assistance excluded pursuant to paragraphs (E) (2) (a) and (E) (2) (b) of this rule (not totally excluded):

(a) Amounts of allowable expenses to be excluded based on "use" pursuant to the provisions of "used for" and "use exceeds earmarked amount" as provided for in paragraphs (E) (2) (a) and (E) (2) (b) of this rule are those incurred or

anticipated for the period the educational income is intended to cover regardless of when the educational income is actually received. The first month that educational income would be counted is the month in which it is received although it is still prorated over the period it is intended to cover. If a student uses other income sources for allowable educational expenses in months before the educational income is received, the expense shall be excluded from the educational income when the educational income is received.

- (b) Where a student receives more than one source of educational income that is not totally excluded, all of the student's non-excluded educational income, except for non-excluded work study income, shall first be totaled. Allowable expenses based on earmarking and use shall be totaled and subtracted from this amount. If the non-work study income is not enough to cover the allowable expenses, any allowable expense not covered shall be excluded from the work study income before the twenty per cent earned income deduction is computed.
- (c) Where work study income is received monthly in relation to costs of attendance that are usually incurred on a less frequent basis, the county agency shall anticipate the work study income for the appropriate quarter, semester, or year, exclude the allowable costs, and prorate the remaining amount over the quarter, semester, or year.
- (d) The twenty per cent earned income deduction shall be applied to work study income and income from a fellowship with a work requirement remaining after the allowable exclusions are made pursuant to paragraphs (E) (2) (a) and (E) (2) (b) of this rule.
- (e) An individual's total educational income exclusions granted under the provisions of paragraphs (E) (2) (a) and (E) (2) (b) of this rule cannot exceed that individual's total educational income.
- (f) The student shall have the primary responsibility for obtaining and providing the county agency with verification of allowable exclusions. Acceptable forms of verification may include school budget sheets, receipts, collateral contacts, or other forms of reasonable verification such as prevailing public transportation rates to verify an exclusion for transportation costs.
- (g) Amounts excluded for dependent care costs shall not be deducted from income under the provisions of rule 5101:4-4-23 of the Administrative Code. Dependent care costs incurred which exceed the amount excluded under the provisions of paragraphs (E) (2) (a) and (E) (2) (b) of this rule shall be deducted from income in accordance with rule 5101:4-4-23 of the Administrative Code.

- (F) All loans, including loans from private individuals as well as commercial institutions, other than educational loans on which repayment is deferred, are excluded as income. Educational loans on which repayment is deferred shall be excluded pursuant to the provisions of rule 5101:4-4-033 of the Administrative Code or in paragraphs (E)(1), (E) (2) (a), and (E) (2) (b), AND (E)(3) of this rule, as appropriate. A loan on which repayment must begin within sixty days after receipt of the loan shall not be considered a deferred repayment loan.
- (G) Reimbursements for past or future expenses are excluded to the extent they do not exceed actual expenses and do not represent a gain or benefit to the AG. The following shall not be considered a reimbursement excludable under this paragraph: No portion of benefits provided under Title IV-A of the Social Security Act, to the extent such benefits are attributed to adjustment for work-related or child care expenses (except for payments or reimbursements for such expenses made under an employment, education or training program initiated under such title after September 19, 1988), shall be considered excludable under this paragraph. No portion of any educational assistance that is provided for normal living expenses (room and board) shall be considered a reimbursement excludable under this paragraph.
- (1) When a reimbursement, including a flat allowance, covers multiple expenses, each expense does not have to be separately identified as long as none of the reimbursement covers normal living expenses. Reimbursements for normal living expenses of the AG, such as rent or mortgage, personal clothing, or food eaten at home, are a gain or benefit and therefore are not excluded. To be excluded, these payments must be provided specifically for an identified expense, other than normal living expenses, and used for the purpose intended.
- (2) The amount by which a reimbursement exceeds the actual incurred expense shall be counted as income. However, reimbursements shall not be considered to exceed the actual expenses, unless the provider or the AG indicates the amount is excessive.
- (H) Monies received and used for the care and maintenance of a third-party beneficiary who is not an AG member. If the intended beneficiaries of a single payment are both AG and non-AG members, any identifiable portion of the payment intended and used for the care and maintenance of the non-AG member shall be excluded. If the non-AG member's portion cannot be readily identified, the payment shall be evenly prorated among intended beneficiaries and the exclusion applied to the non-AG member's pro rata share or the amount actually used for the non-AG member's care and maintenance, whichever is less.
- (I) The earned income of any AG members who live with a natural, adoptive, or stepparent, or under the parental control of an AG member other than a parent, who are elementary or secondary school students, and who are seventeen years of age or younger. For purposes of this provision, an "elementary or secondary school student" is someone who attends classes to obtain a general equivalency diploma (GED) that are recognized, operated, or supervised by the student's state or local school

district. The provision also applies to a student who attends elementary or secondary classes through a home-school program recognized or supervised by the student's state or local school district. This income is excluded even during temporary interruptions in school attendance due to semester or vacation breaks, provided the child's enrollment will resume following the break. If the child's earnings or the amount of work performed cannot be differentiated from that of other AG members, the total earnings shall be prorated equally among the working members and the child's pro rata share excluded. Individuals are considered children for this exclusion if they are under the parental control of another AG member. If an AG contains a student whose income is excluded and the student turns eighteen during the month of application, the student's earnings shall be excluded in the month of application and counted in the following month(s). If the student turns eighteen during the certification period, the student's income shall be excluded until the month following the month in which the student turns eighteen.

- (J) Money received in the form of a non-recurring lump-sum payment, including, but not limited to, income tax refunds, rebates, or credits; retroactive lump-sum social security, SSI, PA, railroad retirement pension, the learning, earning and parenting (LEAP) program enrollment bonus payment, or other payment; retroactive lump-sum insurance settlements; or refunds of security deposits on rental property or utilities. These payments shall be counted as resources in the month received, unless specifically excluded from consideration as a resource by other federal laws.
- (K) Miscellaneous income exclusions.
The following are miscellaneous income exclusions.
 - (1) Irregular income
Any income in the certification period which is acquired too infrequently or irregularly to be reasonably anticipated, but not in excess of thirty dollars in a quarter.
 - (2) Costs of self-employment
The cost of producing self-employment income. See rule 5101:4-6-11 of the Administrative Code for the procedures on computing the cost of producing self-employment income.
 - (3) Income from excluded AG members
The earned or unearned income of an individual disqualified from the AG for failing to comply with the requirement to provide a social security number, or of an individual determined to be an ineligible alien, shall continue to be counted as income, less a pro rata share for the individual.
 - (4) Energy assistance
Payments or allowances made under any federal law for the purpose of providing energy assistance, such as the home energy assistance program (HEAP) under the Low Income Home Energy Assistance Act (LIHEAA) (PL 100-333) and utility reimbursements made by the department of housing and urban development (HUD) and the farmers home administration (FMHA), shall be excluded from consideration as income. Federal or state one-

time assistance for weatherization or emergency repair or replacement of heating or cooling devices shall be considered an energy assistance exclusion. Federal energy assistance provided under Title IV-A of the Social Security Act (welfare block grants) shall not be considered an exclusion from income. In addition, any payments or allowances, including tax credits, under state or local law which are so designated and made for the purpose of providing energy assistance shall be excluded from consideration as income, provided that FNS has approved the exclusion of such payments or allowances.

An expense paid on behalf of an AG under state law to provide energy assistance is considered an out-of-pocket expense incurred and paid by the AG. The state program available at this time is the Ohio energy credits program. Any local programs that have been approved as excludable by FNS are so designated at the county agency. Any other energy assistance programs, if not approved by FNS shall not be excluded.

(a) Obtaining approval for local energy assistance programs
Any payments or allowances provided under local law (i.e., county, city, township) made for the purpose of providing energy assistance must be approved by FNS prior to being excluded as income. Notification of FNS approval will contain a specific date on which it becomes effective. In order to gain approval from FNS, the county agency shall submit documentation to the appropriate ODHS district office which shows that the energy assistance for which approval is requested meets the following criteria.

(i) The payments or allowances are made for the purpose of providing energy assistance to AGs. Some indications of purpose are:

(a) The energy assistance is not limited to AGs which receive public assistance;

(b) The energy assistance is provided only to AGs which actually incur home energy costs;

(c) If the energy assistance payments are made separately or combined with other assistance payments, the energy assistance results in an increase in total assistance to the AG (not counting food stamps) when compared to the assistance level as of the first date of the local legislative session during which the energy assistance is authorized or increased;

(d) The energy assistance is based on studies, surveys, or reports evaluating home energy costs. The energy assistance levels should be directly tied to the findings of such studies, surveys, or reports; and

- (e) The energy assistance payments adult care food program (CACFP) to AGs providing child care services intended for the provider's own children's meals. See rule 5101:4-4-19 of the Administrative Code for treatment of that portion of CACFP payments intended for providing services to children other than the provider's own.

(M) Payments which are not considered income.

The following payments are not considered income.

- (1) Monies withheld from an assistance payment, earned income, or other income source, or monies received from any income source which are voluntarily or involuntarily returned to repay a prior overpayment received from the income source, provided that the overpayment is not otherwise excluded. However, monies withheld from assistance from a federal, state, or local means-tested program (for example, OWF, DA, or SSI) due to the AG's failure to comply with the other program's requirements, shall be included as income.
- (2) Child support payments received by OWF recipients which must be transferred to the agency administering Title IV-D of the Social Security Act of 1935, as amended, to maintain OWF eligibility.
- (3) Governmental or court-ordered foster care payments received by AGs with foster care individuals who are considered to be boarders.



Cuyahoga Job and Family Services

Appendix C

Forms
P.R.C. Program Manual
March 2015

Prevention, Retention, & Contingency (P.R.C.) Application

Cuyahoga Job and Family Services (CJFS)

Date Sent	Date Received
-----------	---------------

Applicant Contact Information

First Name	Middle Initial	Last Name		
Street Address		City	State	Zip Code
Social Security #	Case #	Date of Birth		
Telephone #	Citizenship	Race	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female

Applicant must complete the following information.

1. Explain the specific change in circumstance that has occurred to you and your family in the last year that led to your PRC application, specifically state your need and the service you are requesting, and give the amount you are requesting.

2. Give the name of other agencies you have contacted for help. _____

3. Complete the chart below for anyone living in your home, including yourself. Income verification may be required.

Name	U.S. Citizen?	Social Security #	Relationship to Applicant	Date Of Birth	Sex	Race	Monthly Income Amount	Source of Income
							\$	
							\$	
							\$	
							\$	
							\$	
							\$	

4. If any member of your household has any of the resources listed below, check yes beside the item and complete the line. Otherwise check no. Income verification may be required.

Resource	Yes	No	Person with Resource	Amount
Cash on Hand				\$
Savings Account				\$
Checking Account				\$
Stocks, Bonds, Trust Fund				\$
Other, Specify				\$

Any attempt to fraudulently apply for P.R.C. benefits shall be prosecuted under the Ohio Revised Code. Any voucher or check issued with an intent that is redeemed, cashed, or used for anything other than P.R.C. shall be charged with a theft offense. By signing this application I agree to provide documentation to verify the need for services, and authorize CJFS to contact any individuals and/or agencies needed to process this application. Failure to provide documentation may result in denial of the application.

Applicant Signature _____ Date _____

For Agency Use Only

Does applicant meet all eligibility criteria? Yes No
 (Please refer to eligibility section on p. 2 of the P.R.C. policy manual.)

Date Application Received (MM/DD/YY)	30 Day Budget Period (MM/DD/YY)
	from _____ to _____

Community Resources

List the community resources explored to meet this need. If any are utilized, please complete the chart.

Agency	Amount	Item/Service
1.	\$	
2.	\$	
3.	\$	

Resources/Income

Source of Resources	Amount Available in Budget Period	Verification
	\$	
	\$	
	\$	
TOTAL RESOURCES	\$	Compare to Maximum Resource Limit
Source of Income	Amount Available in Budget Period	Verification
	\$	
	\$	
	\$	
TOTAL INCOME	\$	Compare to 200% of Federal Poverty Guidelines

P.R.C. Approved Date Approval Notice Sent _____

Item/Service Provided	Date of Approval	Amount Paid	Vendor's Name & Address

P.R.C. Denied Date Denial Notice Sent _____

Reason for Denial _____

Caseworker Signature _____ Date _____

Team Leader/ Team Coordinator Signature _____ Date _____

Ohio Department of Job and Family Services

APPLICANT/RECIPIENT
AUTHORIZATION FOR RELEASE OF
INFORMATION

Office Use Only
Applicant/Recipient Name
First Name Last Name Case Number
Name of CDJFS Representative Unique Identifier Date

I, (Name of Individual), hereby authorize (Name of covered entity, such as CDJFS, employer, etc.) to disclose the information listed below to (Who will receive the information?) for the purpose of determining eligibility for cash assistance, medical assistance and/or food stamp benefits; or for the following reason(s):
Information to be released:

By signing below, I understand that:

This authorization shall expire on or until revoked by me in writing, whichever comes first. (Date or completion of "event"-reason the signed authorization is needed)

I have the right to revoke or cancel this authorization at any time by providing notice in writing to the following address:

The revoking or canceling of this authorization does not affect the use or disclosure of information that occurred prior to the date that the authorization was canceled.

Any information used or disclosed as per this specific authorization may be re-disclosed by the person or entity receiving the information. In such as situation, it may no longer be protected by federal or state law.

This authorization is NOT for the release or use of protected health information (PHI)-please use the appropriate medical release authorization form.

I am aware of my responsibilities to report completely and fully all facts that bear upon my eligibility for all cash assistance, medical assistance and/or food stamp benefits. I realize if the requested information reveals I have improperly reported my situation, the information may be given to the prosecuting attorney for possible civil action or criminal prosecution.

Completion of this form is voluntary, but necessary to determine eligibility for cash assistance, medical assistance and/or food stamp benefits.

Signature of Applicant/Recipient or Authorized Representative Date Representative's Legal Authority to Applicant/Recipient (Such as parent, guardian, power of attorney, authorized rep. etc.)

Please reply in the space below, sign and date.

Signature/Title of Person Supplying Information Telephone Number Date

NOTICE OF DECISION OF YOUR APPLICATION FOR P.R.C. BENEFITS

Name	Assistance Group Name	
Street Address	Case Number	Program
City, State, and Zip	County	Mailing Date

Your application for P.R.C. benefits signed on _____ has been:

Approved

 Denied

Reason: _____

The regulation supporting this decision is:

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

Coach/Specialist	Telephone number
------------------	------------------

Your Right to a State Hearing

This notice is to tell you about action we are taking on your case. If you do not understand this action, you may contact your caseworker. After talking with your caseworker, it is possible that we will change our decision or that you will agree with the action.

If you do not agree with this action, you have a right to a state hearing. A state hearing lets you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons. A hearing officer from the Ohio Department of Human Services will decide who is right.

If you want a hearing, we must receive your hearing request within 90 days of the mailing date on this notice. You do not need to return this form if you agree with the action.

If someone else makes a written hearing request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

If you want information on free legal services but don't know the number of your local legal aid office, you can call the Ohio State Legal Services Association, toll free, at 1-800-589-5888, for the local number.

If you want a state hearing, check the appropriate boxes below, sign and date this form, and send it to the Ohio Department of Human Services, State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.

- I want a county conference and a state hearing on this action.
- I want a state hearing only.

I want a hearing.

Signature	Date	Telephone number
-----------	------	------------------

Cuyahoga Job and Family Services PRC Request Form

Date _____
 Coach/Specialist _____ Unique ID# _____ Phone # _____

Applicant Information

Name	
Street Address	
City / State / Zip Code	
Phone Number	
Social Security Number	
Case Number	
# of Parents/Caretakers	<input type="checkbox"/> One parent household <input type="checkbox"/> Two parent household
Status	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed
Family Size & Race	# of members in P.R.C. A/G: _____ Race: _____
Need	<input type="checkbox"/> Immediate (must have approval) <input type="checkbox"/> Review Committee

Item(s) requested for P.R.C. Funds Issuance

Item	Cost	Code	Type	Vendor/Payee (if applicable)	Order	Check

Purchase Order or Check to be: Picked Up Mailed out Stopped/Canceled (Order Only)

Approval Signatures	Date
(Coach/Specialist)	
(Team Leader)	
(Team Coord./Reg. Mgr.)	

P.R.C. Funds Type and Coding Charts

(Revised 03/09/12)

Type of Funds	Description of how funds will help family achieve self-sufficiency
P	Help divert them from on-going assistance
R	Help them in obtaining or retaining employment and/or training
C	Help them with a need that affects the health and safety of the family

Utilities	Code	Clothing	Code	Household (cont.)	Code
Gas	01	Uniforms/Work Clothes	28	Air Conditioner	92
Electric	03	Safety/Work Shoes	38	Misc. Household	43
Water	05	Clothing/Shoes - Adults	17	Work Expenses	
Phone	16	Clothing/Shoes - Children	15	Work Supplies	53
Sewer	06	Educational Items		Background Check	54
Propane/Fuel Oil	09	Books	42	Fingerprinting	55
Misc. Utilities	07	Registration Fees	44	Employment Physical	56
Shelter		Testing Fees	45	Safety Glasses	57
Rent	12	License Fees	46	Misc. Work Expenses	35
Mortgage	22	Educational Supplies	47	Tools	52
Deposit	14	Tuition	48	Miscellaneous	
Moving Expenses	40	Misc. Educational	49	Food	11
Misc. Shelter	26	Household Items			
Emergency Shelter	13	Stove	27		
Home Repair	39	Refrigerator	19		
		Washer	18		
Transportation		Dryer	95		
Car Repair	58	Living Room Furniture	97		
Car Payment	59	Mattress/Spring/Frame	20		
Car Lease	72	Bedroom Furniture	30		
Car Insurance	73	Furnace (purchase)	98		
License Plates	74				

P.R.C. Decision Reasons/Regulations

“Decision of Your Application for P.R.C. Benefits” form.

Approvals

Reason: **You have met all eligibility requirements.**

Regulation: You have met all eligibility requirements.

Denials

Reason: **Your current, documented need does not meet the definition of non-assistance.**

Regulation: The benefits and services issued under the P.R.C. program must be consistent with the federal definition of “non-assistance”. (Cuyahoga County P.R.C. Plan, Pg. 3)

Reason: **Your assistance group does not contain a minor child residing with you, nor are you currently pregnant.**

Regulation: P.R.C. benefits and services are available to family assistance groups that contain a minor child or to pregnant individuals. (Cuyahoga County P.R.C. Plan, Pg. 4)

Reason: **Your assistance group contains no U.S. citizens or qualified aliens.**

Regulation: To be eligible for P.R.C. benefits and/or services, at least one member of the assistance group must be citizens of the US or qualified aliens. (Cuyahoga County P.R.C. Plan, Pg. 4)

Reason: **You have not established that you are a resident of Cuyahoga County.**

Regulation: P.R.C. benefits and/or services are available only to residents of Cuyahoga County. (Cuyahoga County P.R.C. Plan, Pg. 4)

Reason: **You have failed to verify that a specific change in circumstance has occurred leading to the current, documented need.**

Regulation: The applicant must be able to verify that a proximate change in circumstance has led to the current, demonstrated need. (Cuyahoga County’s P.R.C. Plan, Pg. 4)

Reason: **The services or items you have requested have been supplied by a community resource.**

Regulation: A P.R.C. assistance group is required to apply for and utilize any program, benefits, or support system (up to a maximum of three (3)) which may reduce or eliminate the current, demonstrated need. (Cuyahoga County P.R.C. Plan, Pg. 5)

Reason: **You have failed to explore, apply for, and/or utilize community resources.**

Regulation: A P.R.C. assistance group is required to apply for and utilize any program, benefits, or support system (up to a maximum of three (3)) which may reduce or eliminate the current, demonstrated need. (Cuyahoga County P.R.C. Plan, Pg. 5)

Reason: **You are a member of an OWF sanctioned assistance group and have not addressed your sanction appropriately with your OWF worker**

Regulation: OWF sanctioned individuals are eligible for P.R.C. benefits and/or services during the sanction period as long as they have appropriately addressed the issue with the worker. (Cuyahoga County P.R.C. Plan, Pg. 5)

Reason: **You have not demonstrated how the issuance of P.R.C. benefits will assist you in complying with all terms of your Self-sufficiency Contract/Plan.**

Regulation: P.R.C. benefits issued to OWF sanctioned families must assist the A/G to comply with the provisions of the Self-sufficiency Contract/Plan. Failure of the P.R.C. applicant to demonstrate how the issuance will assist in achieving compliance or self-sufficiency will result in the denial of the application. (Cuyahoga County P.R.C. Plan, Pg. 5)

Reason: **You are ineligible to receive P.R.C. funds due to federal and/or state limitations on the use of P.R.C. funds.**

Regulation: Federal and State law prohibit the issuance of P.R.C. benefits and/or services to families without a minor child, single individuals (unless pregnant), for medical services except pre-pregnancy planning, non-citizens of the U.S. or qualified aliens, fugitive felons, and families that have fraudulently received assistance under the OWF or P.R.C. programs. (Cuyahoga County P.R.C. Plan, Pg. 5 and 6)

Reason: **Your total verified, countable income of \$_____ is in excess of the 200% of Federal Poverty Guidelines.**

Regulation: The income level of the A/G must be equal to or less than 200% of the Federal Poverty Level (excluding the income of a minor child and all applicable exclusions under the OWF and FS programs.) (Cuyahoga County P.R.C. Plan, Pg. 6)

Reason: **Your total, countable liquid assets of \$_____ is in excess of the \$1,000.00 limit and can meet the need.**

Regulation: The P.R.C. applicant must utilize available income and resources in meeting the current, demonstrated need. P.R.C. applicants with liquid assets in excess of \$1,000.00 will be required to use any funds over \$1,000.00 as a co-payment to meet the current, demonstrated need.(Cuyahoga County P.R.C. Plan, Pg. 7)

Reason: **Your failure or refusal to provide verification required for determining your eligibility for the P.R.C. program.**

Regulation: The P.R.C. A/G must demonstrate and verify the need for financial assistance and/or services. (Cuyahoga County P.R.C. Plan, Pg. 7)

Reason: **You have failed to provide receipts for a previous P.R.C. benefits issued by a warrant.**

Regulation: Failure by the applicant to provide receipts results in ineligibility for P.R.C. benefits until the receipts are received by the agency. (Cuyahoga County P.R.C. Plan, Pg. 7)

Reason: **You have failed to provide verification that you have paid the amount of money required to meet your current need over the amount of P.R.C to be issued.**

Regulation: When the P.R.C. benefit to be issued is less than the amount required to meet the current, demonstrated need, the applicant must provide written verification that they have paid any amount required (over the amount of the P.R.C. payment) to meet the need, in full, prior to P.R.C. being issued. (Cuyahoga County P.R.C. Plan, Pg. 7)

Reason: **You have previously received the maximum amount allowed under the P.R.C. program within the current 12-month authorization period.**

Regulation: P.R.C. applicants who meet all eligibility criteria may be eligible for up to \$1,500.00 in a 12-month period. (Cuyahoga County P.R.C. Plan, Pg. 8)

Reason: **You have previously received the maximum amount allowed under the P.R.C. program within the current 12-month authorization period as a non-custodial parent.**

Regulation: P.R.C. applicants who meet all eligibility criteria may be eligible for up to \$750.00 in a 12-month period. (Cuyahoga County P.R.C. Plan, Pg. 8)

Reason: **You have previously received the maximum amount allowed under the P.R.C. program within the current 12-month P.R.C. authorization period as a non-custodial parent.**

Regulation: P.R.C. applicants who meet all eligibility criteria may be eligible for up to \$1,500.00 in a 12-month period. (Cuyahoga County P.R.C. Plan, Pg. 8)

Reason: **You do not have a current, established child support order.**

Regulation: Non-custodial parents are eligible to receive P.R.C. benefits and/or services if there is a current child support order through the Child Support Enforcement Agency (CHILD SUPPORT). (Cuyahoga County P.R.C. Plan, Pg. 8)

Reason: **You are not the non-custodial parent of a child who is in receipt of Ohio Works First cash assistance, Food Stamps, and/or Medicaid.**

Regulation: Non-custodial parents of children who are in receipt of Ohio Works First cash assistance, food benefits, and/or Medicaid are eligible for P.R.C. direct services. (Cuyahoga County P.R.C. Plan, Pg. 8)

Reason: **You do not meet the definition of at least one of the eligible categories of applicants for the P.R.C. program.**

Regulation: In addition to meeting all other P.R.C. criteria an applicant must meet the criteria in at least one of the eligible categories to be eligible to receive direct services specific to a category of eligibility. (Cuyahoga County P.R.C. Plan, Pg. 8-10)

Reason: **Your current, documented need can be met through the use of another federal or state program.**

Regulation: Applicants may not utilize P.R.C. benefits to meet a current, demonstrated need that can be met through the use of another federal or state program. (Cuyahoga County's P.R.C. Plan, Pg. 8-10)

Reason: **You may not utilize P.R.C. to directly pay court-ordered child support payments**

Regulation: Applicants may not utilize P.R.C. benefits to directly pay court-ordered child support payments. (Cuyahoga County's P.R.C. Plan, Pg. 11)

Reason: **Your current, documented need is the result of a violation of federal, state, or local laws.**

Regulation: Applicants may not utilize P.R.C. benefits to pay any costs associated with the violation of federal, state, or local laws. (Cuyahoga County's P.R.C. Plan, Pg. 11)

Reason: **Your current, documented need is for a cost associated with the provision of child care.**

Regulation: P.R.C. benefits cannot be used to pay fees associated with child care including the child care co-payment. Reason. (Cuyahoga County's P.R.C. Plan, Pg. 11)

Reason: **You do not have a court-ordered eviction notice issued by your landlord nor a "Notice of Condemnation".**

Regulation: P.R.C. benefits for rental assistance and/or security deposits are available only when a court-ordered eviction notice has been issued by a landlord or a "Notice of Condemnation" has been issued. (Cuyahoga County's P.R.C. Plan, Pg 12-13)

Reason: **You have already received a P.R.C. payment for rent and/or security deposit once during the current 12-month authorization period.**

Regulation: An applicant may receive P.R.C. for rent and/or security deposit assistance once in the 12-month authorization period. (Cuyahoga County P.R.C. Plan, Pg. 12-13)

Reason: **You have not demonstrated how you can pay your rent on an on-going basis.**

Regulation: The applicant must demonstrate that they are able to pay their monthly rent on an on-going basis prior to the issuance of P.R.C. (Cuyahoga County P.R.C. Plan, Pg. 12-13)

Reason: **Your current, documented need exceeds the established limits for furniture and appliances**

Regulation: Furniture items (including washers/dryers) cannot exceed \$400.00 and can only be issued once in a five-year period. (Cuyahoga County's P.R.C. Plan, Pg. 13)

Reason: **Your current, documented need is considered an entertainment item.**

Regulation: Furniture items cannot include entertainment items such as radios, televisions, nor entertainment centers. (Cuyahoga County's P.R.C. Plan, Pg. 13)

Reason: **Your current, demonstrated need is not integral to your employment.**

Regulation: Washers and/ or dryers can only be issued when they are integral to the applicant's employment. (Cuyahoga County's P.R.C. Plan, Pg. 13)

Reason: **You have previously received the maximum amount allowed under the P.R.C. program for utility payments within the current 12-month P.R.C. eligibility period.**

Regulation: P.R.C. applicants who meet all eligibility criteria may be eligible for up to \$750.00 in the 12-month authorization period. (Cuyahoga County P.R.C. Plan, Pg. 13-14)

Reason: **You do not have a shut-off notice issued from the utility company.**

Regulation: The applicant must have a "shut-off" notice from the utility company for a utility bill in their name. (Cuyahoga County P.R.C. Plan, Pg. 13-14)

Reason: **You have failed to enroll in the Percentage of Income Program (PIP).**

Regulation: The applicant must apply for the Percentage of Income program prior to the issuance of P.R.C. (Cuyahoga County P.R.C. Plan, Pg.13-14)

Reason: **You have failed to participate in the (HEAP).**
Regulation: The applicant must utilize HEAP, when available, prior to the issuance of P.R.C. (Cuyahoga County P.R.C. Plan, Pg. 13-14)

Reason: **You have failed to meet with the Cleveland Housing Network.**
Regulation: The applicant must be referred to the Cleveland Housing Network prior to the issuance of P.R.C. (Cuyahoga County P.R.C. Plan, Pg. 13-14)

Reason: **You have not been enrolled in your program for the required time period**
Regulation: Applicant must be enrolled for minimum number of days based on length of training program (Cuyahoga County P.R.C. Plan, Pg. 14)

Reason: **You have previously received the maximum amount allowed under the P.R.C. program for education-related equipment costs within the current 12-month P.R.C. eligibility period.**
Regulation: Education-related equipment costs are limited to no more than \$500.00 in the 12-month authorization period. (Cuyahoga County P.R.C. Plan, Pg. 13)

Reason: **You have already used the maximum of amount of P.R.C. for the issuance of a stove during the current 12-month authorization period.**
Regulation: P.R.C. for the purchase of a stove is limited to no more than \$200.00. (Cuyahoga County P.R.C. Plan, Pg. 15)

Reason: **You have been issued P.R.C. for a stove within the last five years.**
Regulation: P.R.C. for the purchase of a stove is limited to no more than once in a five-year period. (Cuyahoga County P.R.C. Plan, Pg. 15)

Reason: **You have already used the maximum of amount of P.R.C. for the issuance of a refrigerator during the current 12-month authorization period.**
Regulation: P.R.C. for the purchase of a refrigerator is limited to no more than \$200.00. (Cuyahoga County P.R.C. Plan, Pg. 15)

Reason: **You have been issued P.R.C. for the purchase of a refrigerator within the last five years.**
Regulation: P.R.C. for the purchase of a refrigerator is limited to no more than once in a five-year period. (Cuyahoga County P.R.C. Plan, Pg. 15)

Reason: **You have already used the maximum of amount of P.R.C. for the issuance of a bed per child during the current 12-month authorization period.**
Regulation: P.R.C. for the purchase of a bed is limited to no more than \$250.00. (Cuyahoga County P.R.C. Plan, Pg. 15)

Reason: **You have been issued P.R.C. for the purchase of a bed for the same child within the last five years.**
Regulation: P.R.C. for the purchase of a bed for the same child is limited to no more than once in a five-year period. (Cuyahoga County P.R.C. Plan, Pg. 15)

Reason: **You have already used the maximum of amount of P.R.C. for the issuance of children's clothing (for the same child) during the current 12-month authorization period.**

Regulation: P.R.C. for the purchase of a bed is limited to no more than \$150.00. (Cuyahoga County P.R.C. Plan, Pg. 15-16)

Reason: **Your request for vehicle repair does not meet P.R.C. program established criteria because _____.**

Regulation: The applicant must verify: that the vehicle has been titled in their name for at least thirty days, that the repair does not exceed the value of the vehicle, the repair must be completed by a certified mechanic, the facility must agree to accept a voucher, the repair must make the vehicle sound, they currently have valid insurance, that all P.R.C. eligibility has been met. (Cuyahoga County's P.R.C. Plan, Pg. 16)

Reason: **You cannot use P.R.C. funds to help pay for any item requiring additional financing.**

Regulation: P.R.C. cannot be used for any items that require additional financing over the P.R.C. issuance to meet the current, demonstrated need. (Cuyahoga County P.R.C. Plan, Pg. 17)

Reason: **The specific type of need you are requesting has already been met within the last four months.**

Regulation: P.R.C. benefits and/or services may be issued for a specific type of need to non-employed A/G's once in a four-month period. (Cuyahoga County's P.R.C. Plan, Pg. 17)

Reason: **The specific type of need you are requesting has been issued within the last one-month period.**

Regulation: A/G's that contain employed individuals may receive P.R.C. benefits and/or services for a specific type of need once in a one-month period. (Cuyahoga County's P.R.C. Plan, Pg. 17)

****Note****

This list is not intended to be all-inclusive. If a reason for denial can be substantiated by any of the P.R.C. program policy outlined in P.R.C. Program Manual, but does not appear on this list, it may be included on the "Notice of Decision of Your Application for P.R.C. Benefits" form.



CJFS PRC UTILITY ASSISTANCE REFERRAL

Form is valid 30 days from the date of the Team Coordinator's signature

Identifying Information:

Applicant's Name (First, Last)	Case Number	Social Security Number		P,R, or C?
Street Address	City	State OH	Zip	Household Size
Caseworker's Name	Caseload ID		Phone Number	

PRC Information:

I hereby attest that the above-named client is eligible for PRC benefits to pay utility costs.

The maximum amount of PRC available to the client is

For **APPROVED ITEMS**:

Electric
 Gas
 Water
 Sewer
 Other

Check this box if client was **denied** PRC

For **UNAPPROVED ITEMS**:

Electric
 Gas
 Water
 Sewer
 Other

Team Coordinator's Signature: _____ Date: _____

-----**Cleveland Housing Network USE ONLY**-----

Please pay the following utility(ies) in the amount specified.

<input type="checkbox"/> Illuminating Co (03) <input style="width: 80px;" type="text"/>	<input type="checkbox"/> Cleveland Public Power (03) <input style="width: 80px;" type="text"/>
<input type="checkbox"/> Dominion (01) <input style="width: 80px;" type="text"/>	<input type="checkbox"/> Columbia Gas (01) <input style="width: 80px;" type="text"/>
<input type="checkbox"/> Water- _____ (05) <input style="width: 80px;" type="text"/>	
<input type="checkbox"/> Sewer- _____ (06) <input style="width: 80px;" type="text"/>	
<input type="checkbox"/> Other- _____ (07) <input style="width: 80px;" type="text"/>	

CHN Representative's Signature: _____	Date: _____
---------------------------------------	-------------

Return to Benefits Department of Payment Processing-1641 Payne Ave-Room 580-Cleveland, OH 44114

Distribution: Copy One: Case Record/OnBase Copy Three: Worker after payment
 Copy Two: CJFS Payment Processing Copy Four: CHN Case File

PRC Utility Assistance Referral Process-Cleveland Housing Network (CHN)

For an appointment call: (216) 475-6458

HOURS:

Monday – Friday, 8:30 a.m. – 4:30 p.m.

A limited number of walk-ins may be seen from 8:30-11:30 a.m.

It is strongly recommended that you call to make your appointment

Locations

Fairfax Neighborhood
Family Service Center
8111 Quincy Ave.
Cleveland, Ohio 44104
Fax : 216-361-8653

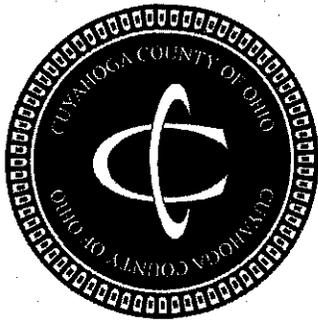
Famicos Foundation
1325 Ansel Road
Cleveland, OH 44106
Fax: 216-472-0979

Cleveland Housing Network
Asia Plaza
2999 Payne Ave.
Cleveland, OH 44114
Fax: 216-912-0726

Detroit Shoreway
3167 Fulton Rd.
Suite 303
Cleveland, OH 44109
Fax: 216-961-9387

THE FOLLOWING ITEMS MUST BE BROUGHT TO YOUR UTILITY ASSISTANCE APPOINTMENT WITH CLEVELAND HOUSING NETWORK (CHN)

- Your referral from Cuyahoga Job and Family Services
- Valid Ohio Identification (Driver's License, State ID, Military, ID, Passport)
- Proof of Social Security Number (required for all household members over the age of 2)
 - Can be an original or copy
 - Letter from Social Security Administration verifying application for number
 - A letter from a government agency containing the social security number
- Lease Agreement or Landlord name and phone number if residence is all electric
- Household Income
 - Income verification is required for all household members
 - If paid bi-weekly, you must bring your last 7 pay stubs
 - If paid weekly, you must bring your last 13 pay stubs
 - If receiving OWF, you must bring your award letter or print out stating benefit amount
 - If you receive SSI or SSA, you must bring your award letter stating your amount for the current year
 - If you receive Child Support or Unemployment Benefits, you must bring a statement showing the benefits you have received in the current year
- All Current Utility Bills
 - An ORIGINAL copy of the bill showing payment that was due within the last 30 days
 - A copy of the shutoff notice
- If applying for a new account
 - **GAS**
 - Pending account number
 - Letter of debt
 - **Electric**
 - Pending account number
 - Letter #29 from electric company (can be faxed directly to CHN)



The Cuyahoga County Prevention, Retention, and Contingency Plan, effective October 1, 2015,

[Redacted Signature]

David [Redacted],
Cuyahoga Job & Family Services

[Redacted Date]

Date

This is to certify that amendments to this policy were made available to the public, and that a 30-day public comment period commenced on August 16, 2015. The policy was posted on the Cuyahoga Job & Family Services website, and comments could be directed to Tim Cahill, Regulatory Compliance Program Officer
(See attachment)

[Redacted Signature]

Tim Cahill, Regulatory Program Officer

[Redacted Date]

Date

This is to certify that the Cuyahoga Job & Family Services has complied with ORC Chapter 5108 in adopting and amending this policy

[Redacted Signature]

[Redacted Date]

Date

Cuyahoga Job and Family Services • 1641 Payne Avenue, Cleveland, Ohio 44114 • (216) 987-7000
Ohio Relay Service (TTY) 711

Our Mission:
To promote economic self-sufficiency and personal responsibility
for families by providing a broad range of quality services.

Cuyahoga County's
Prevention, Retention & Contingency Program (PRC)
 As Amended for October 1, 2015

SCOPE OF BENEFITS AND/OR SERVICES

SERVICE AND/OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Job Preparation—Examples included but not limited to: Job Readiness assessments (vocation, literacy, etc.), Job Readiness Training (work habits, attitude, dress, literacy tutoring, etc.) Adult Basic Education & GED preparation Uniforms required for completion of job training or job preparation program Training Academy & Related Services; Trades, Computer (hardware & software), Health Careers, & Call Center Short-term education expenses (books, manuals, supplies) Testing for State licenses and board certification</p>	<p>No cap on services (As needed)</p> <p>Non-recurrent short-term benefits; amount of need per episode up to \$1,500 per calendar year</p> <p>Up to 4-months within a calendar year period.</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>200% or below FPL</p>	<p>Recently employed individuals Underemployed individuals Individuals between jobs Individuals who are unemployed</p>

Cuyahoga County's
Prevention, Retention & Contingency Program (PRC)
 As Amended for October 1, 2015

SCOPE OF BENEFITS AND/OR SERVICES

SERVICE AND/OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Work Support/Retention Services and Benefits—Examples Included but not limited to: Job Mentoring, Money Management Classes, Supplies for new job (mechanic's tools, beautician equipment, clothing, etc.)</p>	<p>No cap on services (as needed)</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>200% or below FPL</p>	<p>Newly employed individuals Under employed individuals</p>

SERVICE AND/OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>TANF Summer Youth Employment Program</p> <ul style="list-style-type: none"> • Program operated by Cuyahoga Job and Family Services in partnership with a competitively procured provider (sub-recipient) • Program provides youth a quality, paid work experience in order to provide youth with an employment history, practical work experience, job skills, and a knowledge of workplace norms. 	<p>Contract Period is May 1, 2015 through October 31, 2015.</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>At or below 200% FPL OR</p> <p>Individuals on OWF deemed presumptively eligible (documentation maintained by Agency) OR</p> <p>Individuals currently receiving subsidized child care deemed presumptively eligible (individuals must provide proof of current receipt)</p> <p>Youth in the temporary or permanent custody of the County who are placed in a licensed foster care setting, that are between the ages of 14 to 17 years of age or 18 years of age if they are a full time student in a secondary school as verified by the Division of Children and Family Services</p>	<p>TARGETED POPULATION</p> <ul style="list-style-type: none"> • Youth ages 14-17 (as long as youth is a minor child in a needy family and is in school; youth may be 18 if they are a full-time student in a secondary school) • Youth ages 18-24 as long as they are in a needy family that also has a minor child • Youth ages 18-24 that have a minor child and are considered needy

Cuyahoga County's
Prevention, Retention & Contingency Program (PRC)
SCOPE OF BENEFITS AND/OR SERVICES

As Amended for October 1, 2015

SERVICE AND/OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Transportation—Examples of Services but not limited to; Bus passes, tickets; cab vouchers Van Shuttle Services Reimbursement for work-related mileage Payment of Driver license fees and license plate fees (not related to reinstatement due to DUI conviction)</p>	<p>No Cap on Services Non recurrent transportation needs are included in \$1,500 calendar year cap for a total of 4 months to unemployed individuals.</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>200% or below FPL</p>	<p>Employed individuals maximum time limit one year (inclusive of non custodial parent)</p>
<p>Monthly Car Payments</p>	<p>Applicant eligible for monthly car payments only if used for diversion.</p>			
<p>Car Repairs</p>	<p>Car repair is not to exceed \$750 per calendar year for vehicle repairs if employed or in training. All other service criteria must be met.</p>			

Prevention, Retention & Contingency Program (PRC)

SCOPE OF BENEFITS AND/OR SERVICES

As Amended for October 1, 2015

SERVICE AND/OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Health Insurance & Safety Issues— Examples but not limited to;</p> <p>Home Visitation Services—sanctioned and or non compliant families who are @ risk or who will hit time limits;</p> <p>Information for Safety & Emergency Service Planning Agreements/Major Public Schools</p>	<p>No cap on services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>200% or below FPL</p>	<p>OWF participants Sanctioned and or non compliant OWF participants; OWF participants who have exhausted 36 months of OWF</p>
<p>Outreach & Community Education Activities—Examples but not limited to;</p> <p>Providing outreach services, contracted and /or outreach workers, in assisting individuals with possible application to Medicaid, Healthy-Start, Food Stamp, Day Care, Energy Assistance programs, Money Management, Consumer Counseling Services, and Family Reunification Programs, and the FAST program.</p>	<p>No cap on services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>No cap on outreach activities</p>	<p>Newly Employed Individuals Underemployed Individuals</p>

Cuyahoga County's
Prevention, Retention & Contingency Program (PRC)

As Amended for October 1, 2015

SCOPE OF BENEFITS AND/OR SERVICES

SERVICE AND/OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Diversion & Preventive Benefits—Examples included but not limited to;</p> <p>Specialized Job Readiness Services—sanctioned, non compliant, job quit, at risk of returning to OWF</p> <p>Diversion Program for Temporarily Incapacitated Persons (TIP)</p>	<p>Provides up to 4 months of assistance over a 4 month period in the form of a diversion payment—Payment dependent on specific client needs. May include rent, stoves, refrigerators, utility assistance, car payments and repair, children's cribs/beds; infant clothing and infant-related equipment. The diversion program is offered to address a specific crisis or episode of need, and not to extend beyond 4 months.</p>	<p>As defined in OWF Program Eligibility Guidelines</p>	<p>Must meet OWF eligibility guidelines</p>	<p>Participants at risk of returning to OWF</p> <p>Employed OWF applicants who will be temporarily unable to work (but expected to return), who are in their 3rd trimester or have a high-risk pregnancy; or who have, or are caring for a person with, a short-term medical issue</p>
<p>Relocation Assistance—Example included but not limited to;</p> <p>For families impacted by fires or lead poisoning</p>	<p>Actual cost not to exceed \$250</p> <p>Relocation expenses are only for moves within Cuyahoga Co. Applicants requesting P.R.C. for housing assistance must also choose a residence within Cuyahoga Co.</p> <p>No cap on services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>200% or below FPL</p>	<p>Victims of domestic violence; Families impacted by Lead poisoning or disaster</p>
<p>Wellness Block Grant Services</p> <p>Family Planning Services</p> <p>Outreach & Educational Services to pregnant women</p> <p>Teen peer support groups</p> <p>Pregnancy Prevention Counseling</p> <p>Unmarried Parent Services</p> <p>Wellness Block Grant</p>	<p>No cap on services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>No cap on services</p>	<p>Pre-teens; Adults age group 19-25 w/minor child</p>

Cuyahoga County's

Prevention, Retention & Contingency Program (PRC)

As Amended for October 1, 2015

SCOPE OF BENEFITS AND/OR SERVICES

SERVICE AND/OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Child Welfare Services—Examples but not limited to; Family Counseling Case Management Vocation & Education counseling Respite Care Screen families who have been sanctioned from OWF for risk of child abuse or neglect to provide case management services designed to eliminate barriers to compliance Family Intervention, Preservation & Reunification Services Domestic Violence Services Children who Witness Violence Services Day Treatment & Diagnostic Services for Families & Children Emergency Care Takers & Homemaker Services Parent Education In-Home Services Special Services for Drug & Alcohol Abusers Transportation Information & Referral Adoption & Post finalization services Continuing Protective Services Special Services for Youth Involved in or at Risk of Involvement Criminal Activity</p>	<p>No cap on services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>200% or below FPL</p>	<p>Families with children at risk of abuse or neglect Child Welfare services fall under the allowable TANF/Title XX services as defined by ODJFS</p>

Cuyahoga County's
Prevention, Retention & Contingency Program (PRC)
 As Amended for October 1, 2015

SCOPE OF BENEFITS AND OR SERVICES

SERVICE AND/OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Developmental Services—Examples but not limited to; Help Me Grow- including outreach materials/services and program evaluation Welcome Home Services School Readiness Resource Centers Prevention services for at risk students Youth development initiatives Before & After school programs for at-risk children Youth Employment Opportunities</p>	<p>No Cap on Services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>250% of FPL for School Readiness Resources Services For other programs, 200% or below FPL except where not required by Federal Law or vendor contract</p>	<p>Children who have not reached their 19th birthday; Children under the age of 3 years for Early Start Initiatives</p>
<p>Pre-School & School Age Readiness Program for at-risk children Medical Home 1. Education and Outreach – Communicate importance of medical home and well child visits 2. Database development, data collection and analysis 3. Case management for families containing children who are not receiving well child visits</p>	<p>No Cap on Services</p>	<p>As defined in TANF Program Eligibility Guidelines, exclusive of non-custodial parent</p>		<p>Children prenatal to the age of 19 years</p>

<p>Alcohol & Drug Services—Example but not limited to; Treatment Access & Retention Strategies Transportation to Treatment Short-term childcare to prevent interruption from treatment Short-term Room & Board Prevention Services Pre-School Prevention Curriculum Prevention Services for At-Risk Students Other Non-Medicaid Services to Families Brief Screening Information & Referral Prevention Services target children & adolescents at risk of substance abuse, or neglect. Outreach Activities</p>	<p>No cap on services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>200% or below FPL</p>	<p>Parents w/minor child referred to treatment & related services & or placement of the individual in an employment setting; or who are directly served within the Board's network of treatment & prevention providers.</p>
--	---------------------------	--	--------------------------	---

Cuyahoga County's
Prevention, Retention & Contingency Program (PRC)
 As Amended for October 1, 2015

SCOPE OF BENEFITS AND OR SERVICES

SERVICE AND OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Promote Formation of Two Parent Families—Examples but not limited to; Fathers & Families Together Program Services Fatherhood—Rising Tide Initiatives Parent Mentoring Program Parent Support & Child Care Program Parent/School Partnership</p>	<p>No cap on services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>Parent School Partnership 250% or below FPL</p>	<p>Non custodial parents enrolled in programs offered by various community providers Court order referral Adoption Family referrals through CFS; Family Focus referrals</p>
<p>Mental Health Services—Examples but not limited to ; Non Medicaid Eligible services Brief Screening Information & Referral Outreach Activities Treatment Access & Retention Strategies Short-term Childcare to prevent interruption of treatment services Hot Line and other Crisis Services School Based Prevention Services Transportation to Treatment Programs Transitional Youth Programming Supportive Services</p>	<p>No cap on services</p>	<p>As defined in TANF Program Eligibility Guidelines</p>	<p>200% or below FPL</p>	<p>Parents w/minor child referred to treatment & related services from NFSC to return & or placement of the individual in an employment setting</p>

Cuyahoga County's
Prevention, Retention & Contingency Program (PRC)
 As Amended for October 1, 2015

SCOPE OF BENEFITS AND OR SERVICES

SERVICE AND OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED POPULATION
<p>Non-recurrent Services—examples included but not limited to: An emergent need that threatens the health, safety, or decent living arrangements to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, and marriage; includes domestic violence services and services for children who witness domestic violence</p> <p>Utility shut-off & Initiation Purchase of bulk fuel for heating</p> <p>Security deposits Rent Payment Eviction notices (court ordered)</p>	<p>Any number of individual payments to meet a non recurrent crisis or episode of need up to \$1,500 per assistance group in the calendar year.</p> <p>Utility payments limit set at \$750 per assistance group in the calendar year, (Please see manual for specific details on this.)</p> <p>PRC can not be used to pay mortgage payments (unless for diversion purposes) or property taxes. Limited to \$750 in calendar year</p>	<p>As defined in EFS PRC Program Manual, inclusive of non custodial parent</p>	<p>200% or below FPL</p>	<p>Unemployed Individuals</p> <p>Underemployed Individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence & Children who witness domestic violence</p> <p>Homeless Families w/a minor child</p> <p>Individuals with secured employment w/a minor child</p> <p>Non Custodial parents must be actively working or in a job training educational program environment that will result in employment & must be in compliance with court ordered visitation rights.</p> <p>Non Custodial parents without court ordered visitation is limited to \$1,500 cap per 12-month period & limited to work related basic housing needs to continue employment.</p>

<p>Emergency Shelter or temporary housing(homeless services) Personal expenses(i.e., clothing, child restraints seats)</p>	<p>Applicant is eligible for housing assistance once in the calendar year unless impacted by natural disaster, fire or lead poisoning</p>		
<p>Emergency Voucher Assistance for a non-recurrent need based on findings of an in-home site visit to determine family safety and stability Repair or purchase of furnace or water tank Home repairs affecting basic structure (roof, plumbing, walls, etc.)</p>	<p>Relocation expenses are only for moves within Cuyahoga Co. Applicants requesting P.R.C. for housing assistance must choose a residence within Cuyahoga Co.</p>		
<p>Lead poisoning assistance, including environmental assessment, education and outreach, relocation and lead removal Furniture (beds, mattress & box springs, kitchen sets, living & or dining room furniture) Repair or purchase of appliances (stove, refrigerators, air conditioners, fans, washers/dryers) Community-based Housing Assistance Programs</p>	<p>Furniture &</p>		<p>Individuals who are pregnant or living with his/her minor child mandated to move from residence due to lead hazards found by the Health department, or due to hospitalization or elevated lead blood levels in children</p>

<p>Disaster-Related Assistance (when a state of emergency has been declared by the governor) Includes: Furniture (entertainment items excluded), appliances, clothing and clean-up costs</p>	<p>Appliances issued once every 5 years. Specific pricing limits (Please see PRC Program Manual for specific details on this.)</p>		
<p>Red Cross Emergency Assistance for victims of fires (Includes: Stoves, refrigerators, adult and children's clothing, rent and/or security deposits, and beds for adults and children)</p>	<p>EFS PRC Plan limits are not applicable, \$1,500 (Does not count toward county-imposed cap of \$1,500 for other PRC Services)</p> <p>\$1,500 (does not count towards county-imposed cap of \$1,500 for other PRC services)</p>		<p>Verification of fire must be documented by Red Cross or local fire department or other responding agency in order to receive services. Red Cross staff complete PRC application process using the Red/Cross PRC application. (attached)</p>

Disaster-Related Assistance (when a state of emergency has been declared by the governor)
Includes: Furniture (entertainment items excluded), appliances, clothing and clean-up costs

Pay for Success(Front Line Services)/ Red Cross
Emergency Assistance for victims of fires
(Includes: Stoves, refrigerators, adult and children's clothing, rent and/or security deposits, and beds for adults and children)

JFS PRC Plan limits are not applicable, \$1,500 (Does not count toward county-imposed cap of \$1,500 for other PRC Services)

If a family has exhausted their 1,500 of PRC for the calendar year, or has already used their PRC funds for housing assistance they are eligible to receive an additional \$750 for rent or security deposit, if the move is necessitated by Pay for Success in the calendar year. There is a maximum issuance of 1,500 for all items issued through the Partners for Family Success PRC program

Verification of fire must be documented by (Pay for Success (Front Line Services)/Red Cross or local fire department or other responding agency in order to receive services. Pay for Success(Front Line Staff) / Red Cross staff complete PRC application process using the Red/Cross PRC application (attached)

Administrator's Signature

Family Services

Date