

*Holmes County Department of Job and Family Services*  
Prevention, Retention and Contingency Plan

Updated:  
March 5, 2007

HOLMES COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

**PREVENTION, RETENTION AND CONTINGENCY PLAN**

*Revised: March 5, 2007*

**“Our Commitment”**

All members of the Holmes County Community who come through our doors seeking help in meeting their personal responsibilities will receive a competent and caring response to their request for assistance. As customers of our services they will be encouraged to develop their own vision of a better future toward which teams of supportive professionals will help them move successfully into self-sufficiency.

**The GOALS of the Prevention, Retention, and Contingency (PRC) Program are:**

- To assist the family to self-sufficiency
- Prevent the family from reliance of ongoing cash assistance
- Divert the family from reliance on ongoing cash assistance and guide them to self-sufficiency by helping them through a presenting crisis.
- Retain employment, and thereby achieve or continue self-sufficiency
- Provide for a presenting contingent need which, if not satisfied threatens the safety, health, or well being of one or more of the assistance group members.

Services provided to eligible customers to reach these goals are determined through the customer and the case manager as necessary to achieve self-sufficiency and/or preservation of the assistance group.

**Assistance Group Composition**

PRC benefits and services are available to a family assistance group which includes a minor child (under the age of 18) living with a parent, caretaker relative, and or pregnant individuals. Some PRC benefits and services are available to non-custodial parents of a minor child, who lives within Holmes County but does not live in the same household as the minor child. PRC services are available to a family that has children in the custody of children services and is complying with their case plan toward the goal of reunification.

**Eligibility and Application:**

- Applicant must be a Holmes County resident and file a PRC Application.
- Must meet the criteria outlined in the assistance group composition.
- Total monthly gross income of the assistance group cannot exceed:  
**\$2500 per month for a family size of 1-5 members**  
**\$3000 per month for a family size of 6 and above**

- At the discretion of the Holmes County Department of Job and Family Services, based upon a case-by-case basis an assistance group may be required to complete one of the following: A Self-Sufficiency Contract or a Child Welfare Case Plan.
- PRC is restricted to payments made to eligible households over a thirty (30) day period of eligibility. PRC applications received after a previous 30-day period of eligibility require a new determination of eligibility.
- Maximum payments for PRC approved items are \$800.00 per consecutive 12-month period per household.
- Must cooperate with Child Support Enforcement Agency if applicable to family.
- When other state or federal programs are available to meet a household's needs, those programs must be utilized prior to any issuance of PRC. (i.e. HEAP)
- Eligibility will be determined on a case-by-case basis.
- If Holmes County is declared to be in a state of emergency by the Governor of Ohio, PRC funding may be used to provide for disaster related services.
- A Retention "ADVANCE" of maximum \$1500.00 per 12 consecutive month's period may be issued by the Holmes County Department of Job and Family Services (HCDJFS) for EMPLOYMENT related/retention needs. Applicant must have been employed at least 30 hours per week for the four weeks prior to application. Applicant must (at time of application) be employed at least 30 hours per week. This advance requires the recipient household group to either repay the advance within 12 months or donate a specific number of volunteer hours, based on \$10.00 per hour, to designated community groups within the county. The HCDJFS Director may waive the repayment requirement when the employed household member remains employed thirteen consecutive weeks from date of issuance of the "ADVANCE." A repayment agreement must be signed prior to issuance of the Retention Advance. A PRC household who fails or refuses to repay or volunteer time for repayment of an advance shall be ineligible for PRC until such time as the ADVANCE has been repaid.

### **Exceptions**

- For TANF funded projects (i.e. Help Me Grow, Transportation), the economic need standard will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released. For these special projects the federal poverty is 200%.
- For TANF funded projects that are contracted to an outside vendor, responsibility for eligibility determination will be outlined in their specific contract. No limits are placed on the amount of PRC/TANF assistance a family can receive as with regular PRC benefits.

### **Applicants Ineligible for PRC**

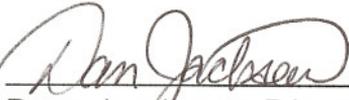
1. Single childless individuals, childless couples and parents without a minor child or medically confirmed pregnancy, unless services requested are necessary for the reunification of the family and they are in compliance with their children services case plan.
2. Fugitive felons and probation and parole violators.
3. Individuals with any outstanding intentional program violation or fraudulent overpayment balance for public assistance, food stamps, PRC, or Medicaid
4. Individuals ineligible for other programs due to non-compliance with terms of their assistance, i.e. PRC applicants who are under a sanction or job quit on the OWF, Food Stamp, CSEA programs, or applicants/households on PRC sanction in any other Ohio county.
5. An unmarried, non-graduated parent under 18 yoa
6. An unmarried, non-graduate parent under 18 yoa not attending high school or its equivalent. An unmarried parent under 18 years of age meeting residency requirements and not living in an adult supervised living arrangement as required by ORC 5107.24.
7. Because the PRC program is funded with federal Title IV-A block grant funds, no medical expenses for applicants are covered except pre-pregnancy family planning services.
8. A PRC household who fails or refuses to repay or volunteer time for repayment of an advance shall be ineligible for PRC until such time as the ADVANCE has been repaid.

### **Agency Requirements**

1. Eligibility will be determined within 10 business days unless time frames may not be met due to unavoidable delays with receiving proper verifications.
2. Eligibility will be determined on a case-by-case basis in consideration of the "presenting need" of the PRC AG.
3. PRC applicants will be informed about applicable hearing rights and other available programs and community resources.
4. If eligibility is established, an agency representative will authorize payment for assistance, goods and/or services. Actual payment will be done at a later date in accordance with procedures in place at HCDJFS.
5. Appropriate information will be available for audit trail.
6. If the PRC application is denied, the HCDJFS shall mail or otherwise deliver the ODHS 7334, "Notice of Denial of Your Application for Assistance."

APPROVAL  
(Plan and Appendices A-S)

**Holmes County Department of Job and Family Services**

  
\_\_\_\_\_  
Dan Jackson, Director

3/5/07  
\_\_\_\_\_  
Date

**County Commissioner Certification:**

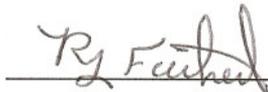
The Holmes County Department of Job and Family Services complied with the provisions set forth in Ohio Revised Code Section 5108.07 and are adopting this PRC plan as their statement of policies.

  
\_\_\_\_\_  
Joe Miller

3/12/07  
\_\_\_\_\_  
Date

**Absent**  
\_\_\_\_\_  
David Hall

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ray Feikert

3/12/07  
\_\_\_\_\_  
Date

## **Appendix A**

### **HELP ME GROW SERVICES**

*Effective July 1, 2001*

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the HELP ME GROW Program. Eligibility criteria are outlined.

#### **Program Description**

The HELP ME GROW: Ohio's birth to three system is designed to address three of Ohio's commitments to child well being. They are:

- Expectant parents and newborns thrive
- Infants and toddlers thrive
- Children are healthy and ready for school

The goals of the HELP ME GROW are as follows:

- Provide visits to newborns and their families by a registered nurse;
- Coordinate services for families with infants and toddlers who need them;
- Assure services for children with developmental delays and disabilities and their families;
- Support and strengthen family environments which promote the growth and development of infants and toddlers;
- Promote and encourage adequate medical care for children prenatal to three, including a medical home;
- Assure current immunizations for children birth to three;
- Promote and encourage healthy nutrition, including breast-feeding;
- Promote and encourage emotional well-being of all family members with a focus on healthy attachments and bonding;
- Promote awareness of community family literacy efforts;
- Promote and encourage self-sufficiency and self-advocacy; and
- Reduce child abuse and neglect.

#### **Eligibility and Application**

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. The Help Me Grow Program will include children from birth to age three (3) who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures, which shall be updated annually in March, when the federal poverty guidelines are increased. For the Help Me Grow Program, the economic need factor is 300% of the federal poverty guideline.

Additional guidelines include that applicant/family must be a resident of Holmes County and must complete an application for services on an annual basis to determine ongoing economic need eligibility.

### **Amount and Types of Assistance**

Families with children to age three who have known risk factors as defined by the Ohio Early Start programs are eligible for all services through the Holmes County's Early Start program, including, but not limited to the following:

- Outreach/Child Find/Intake/Procedural Safeguards
- Prenatal visit
- Newborn Home visit
- Home visiting services
- Service coordination/IFSP Development, implementation and review
- Home Visiting Services, Paraprofessional/Family Support Services
- Evaluation
- Specialty Services in everyday routines, activities and places

**Appendix B**  
**BREAKING THE BARRIERS**  
*Effective September 1, 2001*

**Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in TANF/PRC funded services that emphasis *Job Support, short term education services, services to at risk youth, mentoring, social supports, job readiness, pre-employment, career assessment, family service aides, assessment and testing, job search, job readiness, work ethics, identification of barriers to employment, job coaching, case management, and services that lead to self-sufficiency and personal responsibility.*

**TANF Goals:**

- Prevent OWF Families that are at Risk from Reaching the 36-month Time Limits
- Design Services for Dependent Families who (will) Reach the 36-month Time Limits
- Provide Services that Meet the Needs of Low Income Employed Individuals
- Prevent Economic Dependency for those Seeking Employment
- Promote Formation of Two-Parent Households

**Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The applicant/family must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. The Breaking the Barriers program will include families who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased. For the Breaking the Barriers Program, the economic need factor is 200% of the federal poverty guideline.

**Appendix C**  
**PROJECT S.T.A.Y.**  
**Services to at-risk youth**  
*Effective September 1, 2001*

**Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in TANF/PRC funded services that emphasis; Family Services Aides; Counseling; Educational Support and activities; Case Management; Transportation; Job Search/Job Readiness Activities; Mentoring; Providing emergency financial assistance or utility assistance to needy families so that children may be cared for in their own home or in the home of relatives. These services are not all inclusive, the level and type of services shall be determined by via the contract with the selected provider.

**TANF Goals:**

- Prevent OWF Families that are at Risk from Reaching the 36-month Time Limits
- Provide Services that Meet the Needs of Low Income Employed Individuals
- Prevent Out of Wedlock Births
- Provide Services to Vulnerable Children and Families
- Promote Formation of Two-Parent Households

**Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- A family/child must be referred directly to Project STAY by one of the following organizations: Holmes County Department of Job and Family Services, Holmes County Juvenile Court, East Holmes School District, West Holmes School District, Tri-County Educational Center, Southeast School District, Ministerial Association, Kno-Ho-Co or by self-referral. Eligibility for the program will be explored during the intake process.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. The Project S.T.A.Y. Program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased. For the Project S.T.A.Y. Program, the economic need factor is 200% of the federal poverty guideline.

## Appendix D

### Holmes County Transportation Program

*Effective January 1, 2002*

#### Program Description

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in TANF/PRC funded services that emphasis:

#### **Project Description:**

The Holmes County Transportation Program will serve a geographical area consisting of 423.0 square miles in the east central Appalachian part of Ohio. The purpose of the transportation will be for employment activities, necessary medical care and for other social services. This program enables the clients served to become personally responsible, accountable and have work opportunities enabling economic self-sufficiency and family stability.

#### **TANF Goals:**

- Prevent OWF Families that are at Risk from Reaching the 36-month Time Limits
- Provide Services that Meet the Needs of Low Income Employed Individuals
- Provide Services to Vulnerable Children and Families
- Design Services for Dependent Families who (will) Reach the 36-month Time Limits
- Prevent Economic Dependency for those Seeking Employment

#### **Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- An application for services and/or HCDJFS transportation referral form must completed on an annual basis to determine ongoing economic need.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased. For the Holmes County Transportation Program, the economic need factor is 200% of the federal poverty guideline.

## Appendix E

### Summer Youth Employment Program

*Effective April 5, 2002*

#### Program Description

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the TANF/PRC Summer Youth Employment Program.

#### The goals of the program include:

Develop and deliver a summer youth employment program for eligible youth, ages 14 to 18 years of age. The program would provide eligible youth with three services: Assessment and educational enhancement to maintain and improve math and reading, personal and work maturity skill development, and supervised work experience. The program will operate for an 8-10 week period each summer.

#### TANF Purpose:

- End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- Preventing and reducing the incidence of out of wedlock pregnancies.
- Provide Services to Vulnerable Children and Families

#### Eligibility and Application

- Families with minor children falling within the 200% Federal Poverty Level limits, the youth must be between the ages of 14-18 years of age.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.
- The program will serve those youth on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

## **Appendix F**

### **Wayne College/Self-Sufficiency Services**

*Effective July 1, 2002*

#### **Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in a Workforce Development Initiative, Case management services, funded through TANF/PRC. Among the services offered include: Individual career and academic counseling; career exploration workshops; assessment of skills, academic preparation and career inventories; academic exploration and planning; goal setting and time management ; journaling for success; job exploration; job hunting strategies; interview techniques; personal presentation strategies; ACT preparation; technology skills preparation.

#### **The goals of the program include:**

The goal of the Workforce Development Initiative will be to collaborate with DJFS, local government officials, secondary schools, business and industry, and other agencies to deliver services to TANF eligible customers that will assist them on the road to self-sufficiency.

#### **TANF Purposes:**

- End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- Prevent OWF Families that are at Risk from Reaching the 36-month Time Limits
- Provide Services that Meet the Needs of Low Income Employed Individuals
- Provide Services to Vulnerable Children and Families
- Prevent Economic Dependency for those Seeking Employment

#### **Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The TANF eligible customer may be a resident of an adjoining Appalachian County if they are employed by a Holmes County employer.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application and/or reflective upon the federal financial aid application (i.e. Pell grant). The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

## Appendix G

### **Good will Industries Life and Work Skills Program**

*Effective September 10, 2004*

#### **Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the Life and Work Skills Program through Goodwill Industries

#### **The goals of the program include:**

This program will support current HCDJFS initiatives and strengthen families by providing bi-weekly modules that teach skills critical to success in life and work. Twenty-three life skills modules, additional modules addressing budgeting, daycare, drug/alcohol, depression, and support and resources, and In-home case management will also be provided. Retention services will be a key component for each participant's success.

#### **TANF Purpose:**

- To end dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.
- To encourage the formation and maintenance of two-parent families.

#### **Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The family must file a PRC application for services with Goodwill Industries.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.
- The program will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

**Appendix H**  
**Big Brothers Big Sisters**  
*Effective September 10, 2004*

**Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the Big Brothers Big Sister Program.

**The goals of the program include:**

This program will support current HCDJFS initiatives and strengthen families by providing program matches children from families lacking the support of two parents with a carefully screened, mature adult who serves as a positive role model.

**TANF Purpose:**

- To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

**Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The family must file a PRC application for services with Big Brothers Big Sisters
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.
- The program will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

**Appendix I**  
**Workforce Investment Act**  
**TANF Supplement for Youth**  
*Effective September 10, 2004*

**Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the Workforce Investment Act programming for younger and older youth in Holmes County. This programming meets the ten purposes of WIA youth.

**The goals of the program include:**

This program will support current HCDJFS initiatives and strengthen families by providing services to TANF eligible families/youth.

**TANF Purpose:**

- To end dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.
- To prevent and reduce the incidence of out-of-wedlock pregnancies

**Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The family must file a PRC application.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.
- The program will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

**Appendix J**  
**Child Welfare: Family Preservation and Reunification Services**  
*Effective September 27, 2004*

**Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in CHILD WELFARE: FAMILY PRESERVATION AND REUNIFICATION SERVICES: Holmes County Department of Job and Family Services may provide the following Child Welfare: Family Preservation and Reunification Services to a child and his parent, guardian or custodian as the agency determines necessary, and subject to the availability of funds: Emergency Assistance, In Home Assessments; Case Management and wrap-around services for families at risk of child abuse or neglect; Transportation; Placement Prevention, Post-finalization Services, Respite Care and other services which, in the judgment of the Holmes County staff, will prevent the need to remove a child from his or her home, or to facilitate reunification of a child with his or her family.

**The goals of the program include:**

This program will support current HCDJFS initiatives and strengthen families by providing services to TANF eligible families.

**TANF Purpose:**

- To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

**Eligibility and Application**

- Families with minor children falling within the 300% Federal Poverty Level limits.
- The family must file a PRC application for services.
- The applicant/family/ child must be a resident of Holmes County or have a current Children Services case plan with HCDJFS.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

## Appendix K

### **PRC Disaster Assistance** *Effective December 29, 2004*

#### **Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the PRC Disaster Assistance Program in situations when the Governor of Ohio declares Holmes County a disaster county. This program will be a non-recurrent short term benefit that: 1) is designed to deal with a specific episode of need and: 2) is not intended to meet recurrent or ongoing.

#### **The goals of the program include:**

To provide assistance to needy families that are victim to an emergency situation arising from adverse weather conditions

#### **TANF Purpose:**

- Provide Services to Vulnerable Children and Families

#### **Eligibility and Application**

- Families with minor children falling within the 300% Federal Poverty Level limits.
- The family must file a PRC application for services with the Holmes County Department of Job and Family Services.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- An eligible household may be eligible for up to \$1500 per family dwelling.
- The program will serve those on a first come, first serve basis, based upon the amount of funding available from the State of Ohio.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal

## **Appendix L**

### **Domestic Violence Services**

*Effective July 25, 2005*

#### **Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in providing services to families experiencing domestic violence in Holmes County.

#### **The goals of the program include:**

This program will support current HCDJFS initiatives and strengthen families by providing services to families who are a victim of domestic violence

#### **TANF purpose:**

- To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; and
- To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

#### **Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The family must file a PRC application for services with Every Woman's House.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.
- This program will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract.

The program will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract. In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

**Appendix M**  
**Support Services**  
*Effective July 25, 2005*

**Program Description**

PRC assistance may be provided with the goal of preventing the need for OWF cash assistance in the future. The Department provides support to a number of activities that are not associated with an application for direct services but are instead intended to address the causes of poverty with the goal of creating healthier environment in Holmes County in which our citizens can overcome the barriers that keep them from attaining self-sufficiency. The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in Marriage Savers services.

**The goals of the program include:**

**Marriage Savers** of Holmes County will encourage the formation and maintenance of two-parent families by developing community partnerships and teaching proven relationship skills and techniques.

Marriage Savers will teach principles that will prepare couples for marriage, help strengthen existing marriages and help restore troubled marriages. Activities include: enlisting local churches and community groups in an effort to provide premarital counseling, support, mediation and reconciliation skills, and educate and support stepfamilies.

Although this program is not considered need based. All mentors will complete an application.

**Appendix N**  
**Holmes County Family & Children First Council**  
**Access to Better Care (ABC)**  
*Effective October 1, 2005*

**Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the ABC program. Am. Sub. House Bill 66 provides guidance for the allocation of non-behavioral health care funds to County Departments of Job and Family Services to assist in serving youth who do not have behavioral health disorders. The array of services to be provided will be based upon the framework developed by the Ohio Department of Job and Family Services.

**The goals of the program include:**

This program will support current HCDJFS initiatives and strengthen families by providing services to TANF eligible families.

**TANF Purpose:**

7. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

**Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The family must file a PRC application for services with The Holmes County Children & Family First Council.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.

The program will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract. In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

**Appendix O**  
**Holmes County Health District**  
**Failed Septic Systems**  
*Effective March 10, 2006*

**Program Description**

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the Failed Septic Systems Program. The goal of the program is repair failed septic systems for families at or below 200% of the federal poverty level.

**The goals of the program include:**

This program will support current HCDJFS initiatives and strengthen families by providing services to TANF eligible families.

**TANF Purpose:**

- To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

**Eligibility and Application**

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The family must file a PRC application for services with The Holmes County General Health Department.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.

The program will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract. In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

## Appendix P

### Clothing Voucher Program

*Effective March 27, 2006*

#### Program Description

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in the School Voucher Program through Your Human Resource Center. TANF eligible children may be issued a voucher to be used for the purchase of school clothing, which would include underwear, appropriate school clothing, coats, hats, gloves, shoes and boots.

#### The goals of the program include:

This program will support current HCDJFS initiatives and strengthen families by providing services to TANF eligible families.

#### TANF Purpose:

- To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
- To end dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.

#### Eligibility and Application

- Families with minor children falling within the 200% Federal Poverty Level limits.
- The family must file a PRC application for services with YHRC.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.
- The program will serve those on a first come, first serve basis, based upon the amount of funding available toward the project as determined by the contract.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

## Appendix Q

### Gas Card Program Appalachian Works Project Effective October 1, 2006

#### Program Description

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in a Gas Card Program through Your Human Resource Center. This TANF program is funded through the Appalachian Works Project. Gas cards will be issued to eligible TANF employed/underemployed individuals to allow them to retain their employment and also the opportunity to advance in employment and wage earning. Such cards will only allow for the purchase of gasoline and oil through Speedway.

#### The goals of the program include:

This program will support current HCDJFS initiatives and strengthen families by providing services to TANF eligible families.

#### TANF Goals:

- Design Services for Dependent Families who are at risk of reaching the 36-month Time Limits.
- Provide Services that Meet the Needs of Low Income Employed Individuals
- Provide Services to Vulnerable Children and Families

#### Eligibility and Application

- Employed families with minor children falling at or below 200% of the Federal Poverty Level limits.
- The family must file a PRC application for services with YHRC.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- For special PRC projects funded through TANF funding (i.e. Help Me Grow), the economic need standards will be based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released.
- Each eligible individual may receive a gas card in the amount of \$50.00. There will be a limit of twelve gas cards issued per year per individual (max: \$600.00)
- The program will serve those on a first come, first serve basis, based upon the amount of funding available toward the program as determined by the contract.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the self-declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

## Appendix R

### Utility Assistance Program Appalachian Works Project Effective November 1, 2006

#### Program Description

The Prevention, Retention and Contingency Plan for Holmes County is being amended to reflect participation in a Utility Assistance Program. This TANF program is funded through the Appalachian Works Project. The intent of the program is to provide direct assistance to eligible individuals who are in need of help for utilities such as electricity, natural gas, propane, fuel oil, etc. The maximum is \$500 per family for services. Services cannot exceed four continuous months.

#### The goals of the program include:

This program will support current HCDJFS initiatives and strengthen families by providing services to TANF eligible families.

#### TANF Purpose:

- Provide Services to Vulnerable Children and Families

#### Eligibility and Application

- Employed families with minor children falling at or below the 200% Federal Poverty Level limits.
- The family must file a PRC application for services with the Holmes County Department of Job and Family Services.
- The applicant/family/ child must be a resident of Holmes County.
- The receipt of these services will not count toward the family's ELIGIBILITY limit for PRC assistance.
- An eligible household may be eligible for up to \$500 per family dwelling.
- The program will serve those on a first come, first serve basis, based upon the amount of funding available from the State of Ohio.

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. Eligibility for PRC is based on the declaration of income for financial assistance and/or services as reported upon the PRC application. The assistance group's gross income must be less than or equal to the economic needs standards established for the benefit and service requested. This program will include children who are recipients of any of the following programs: Ohio Works First, Food Stamps, free lunch programs in schools, WIC, as well as, all categories of Medicaid and publicly funded child care. The economic need standard is based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased.

## **Appendix S**

### **HOLMES COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES PRC FRAUD PLAN**

*Effective September 10, 2002*

PRC Fraud is defined as the willful withholding or falsification of information, and as a result, the applicant receives benefits when there is no eligibility. Fraud includes the following:

Knowingly, and with the intent to deceive or defraud, providing false information or withholding information regarding eligibility factors such as but not limited to, income, number of family members, ages of family members, and residency.

The Holmes County Department of Job and Family Services shall work with the Holmes County Prosecutor in deciding which cases involve PRC fraud. Those cases shall be referred by the Holmes County Department of Job and Family Services representative to the Holmes County Prosecutor. The County Prosecutor will determine which cases of alleged fraud shall be prosecuted.

Any applicant giving false or misleading information in order to obtain PRC benefits may have their application denied and will be subject to overpayment and recovery procedures by the Benefit Recovery Unit.