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## **PREVENTION, RETENTION, CONTINGENCY PLAN (PRC)**

(Revised Effective 04/01/2010)

### **PURPOSE**

The purpose of the PRC plan is to provide services to an assistance group to prevent the participants from reliance on, and divert them from, on-going cash assistance. Participants will be assisted through a presenting crisis or will be provided services to help them overcome immediate barriers to obtaining or retaining employment in order to achieve self-sufficiency. Services may also be provided to meet a need which if not satisfied threatens the safety, health or well-being of one of the members.

These services are non on-going, but any number of individual payments can be made during the eligibility period as long as each payment is distinctive and non-recurring. Payments are considered to be short-term assistance limited to the amount required to meet the presenting need or to fulfill an employability plan within the guidelines of this plan. All PRC services will meet one or more of the following objectives: 1) to provide assistance to needy families; 2) to end dependence of needy parents by promoting job preparation, work and marriage; 3) to prevent and reduce out-of-wedlock pregnancies; and 4) to encourage the formation and maintenance of two-parent families.

### **DEFINITION OF ASSISTANCE GROUP**

For purposes of this plan, as Assistance Group (AG) is defined as a household unit consisting of a minor child who lives with a custodial parent (including verified pregnancies), legal guardian, or specified relative caring for the child; or a specified relative of a child receiving SSI or federal, state, or local foster care or adoption assistance who resides with and cares for the child. In cases of documented abuse the abuser may be excluded from the assistance group. An Assistance Group may, according to each plan's outline, also include a non-custodial parent under a current Ohio child support order if the non-custodial parent resides in Hancock County at the time of application for PRC.

### **ELIGIBILITY GUIDELINES**

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services and whether the county determines that providing PRC will satisfy that need. It must be a need/expense that can be sustained by the assistance group after PRC is exhausted. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below the level of the Federal Poverty Guidelines (See Attachment) established for that PRC category. PRC assistance is only available to AG's who have not received PRC assistance in this or any other county above the monetary caps established by this plan during the previous 12 consecutive months. Families receiving assistance from another program may receive PRC assistance if found eligible.

Hancock County Job and Family Services (HCJFS) is responsible for using objective criteria when determining eligibility and approving or denying all applications for PRC. Immediate needs and whether or not the PRC program can be of benefit is determined by the HCJFS. Under the program, an assistance group that includes at least one minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services as determined by the HCJFS.

Each person applying for PRC must provide HCJFS (or contracted agency) with a social security number, or apply for a social security number. Providing a number is a condition of receipt of assistance.

An assistance group must receive notice of their right to request an alternative provider. An assistance group that objects to a faith-based provider must be provided with an alternative provider for services within a reasonable period of time. The alternative provider must be reasonably accessible and be able to provide comparable services.

A voter registration application must be made available to persons applying for or participating in the PRC program. This also applies to entities with whom the county contracts.

### **APPLICATION PROCESS**

All individuals requesting PRC assistance and those determined in need of PRC shall be given an application to complete to be used in determining eligibility. Eligibility will be carefully evaluated on a case-by-case basis. Fair and equitable standards will be used by the county when processing PRC applications. Applicants will have 10 work days to provide required documentation to support the request for goods/services. HCJFS will have up to five work days from the day all verifications are provided to process and to approve or deny the application. Required verifications include: ID for the entire AG, social security numbers for the entire AG, all income and resources of the AG, residence, and presenting need must be documented. Additional documentation may be required depending on the family situation and the need presented.

Total gross income, both earned and unearned, received by adult members of the PRC AG during the six-week budget period is considered when determining financial eligibility. Income which has ended will not be considered. Earned income received by the children in an AG is not counted.

The following types of income are excluded as income and resources in determining financial eligibility for PRC benefits and services.

- A. Child support payment distributions made by the Ohio department of job and family services pursuant to division ( C ) of Section 1 of Am. S.B. 170 of the 124<sup>th</sup> General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.
- B. All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the following income sources:

1. Drug discounts and transitional assistance received under Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31 (g) (6) of the Social Security Act (12/08/2003).
2. Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000.

The budget period begins six weeks prior to the date of application and ends on the application date. Income received during this period is used in the computation of financial eligibility. Weekly income will be converted by multiplying by a factor of 4.3. Bi-weekly income will be converted by multiplying by a factor of 2.15. There are no deductions or exclusions allowed from any type of countable income. Written or verbal verification of income is required. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. If the total PRC AG income is equal to or less than the relevant Federal Poverty Guideline amount for the applicable PRC AG size, the PRC AG meets the income requirements.

PRC AG resources are defined as liquid assets that can be easily converted into cash (i.e. checking and/or savings accounts, stocks, savings bonds/certificates, trusts, etc.). Resources must be verified in the same manner as income and will be considered in determining eligibility. All resources available to the AG, in excess of the standard established under each PRC category, must be used toward the presenting need prior to any payment being authorized by the HCJFS. (Excluding Work Support Services).

### **Community Resources**

The availability of resources within the local community may be explored prior to the authorization of PRC. A PRC AG may apply for and use any program, benefit or support system which may reduce or eliminate a presenting need.

Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. Knowledge of available resources is necessary to advise applicants of other services within the community that may assist with meeting emergent needs.

### **Case Record Composition**

The application and any other information gathered during the eligibility determination process will be kept in the ongoing OWF, Medicaid, and/or food stamp AG record. If the AG is not in receipt of ongoing OWF, Medicaid and/or food stamp assistance, a separate AG folder will be maintained for the PRC application and related verifications. In addition, PRC benefits and services provided to non-custodial parents will be maintained in a separate AG record.

### **Benefit Recovery/Overpayment Procedures**

HCJFS will determine PRC overpayments if an assistance group has been found to have received PRC funding in error. The amount of the overpayment shall be limited to no more than the amount of the assistance received. Methods of repayment may include regular payments, community service hours (as determined by dividing the PRC payment by the current federal

minimum wage), waiting until the minimum timer period for receipt of that service has expired, ineligibility for 12 months from the time the overpayment is made or until such time as repayment is made in full, whichever is longer, or a combination of any of the above.

### **INELIGIBILITY FACTORS**

Applicants who are ineligible include:

- 1) Fugitive felons and probation and parole violators.
- 2) Individuals with an outstanding Ohio Works First (OWF) or PRC overpayment or Intentional Program Violation overpayment balance are ineligible for 12 months from the time the overpayment is made or until such time as repayment is made in full, whichever is longer.
- 3) A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years.
- 4) Families refusing to use their own resources that exceed the appropriate limit to help meet their presented need, except as noted in the service summary.
- 5) An AG with a member that is currently on strike.
- 6) Alien status as defined in the OWF Program must be applied to all AG members.
- 7) An AG with a member who intentionally misrepresented information in order to obtain PRC benefits is ineligible for 24 months from the date of the infraction.
- 8) An A.G. with a member who has failed to comply with the terms of a Self Sufficiency Plan within 24 months prior to the current application date will be ineligible for all PRC benefits, except job search activities, for one year from the **fail** date. The fail date is not always the same as the sanction begin date.
- 9) An unmarried, non-graduate parent under 18, not attending high school or equivalent.
- 10) An unmarried parent under 18 not living in an adult supervised setting.

### **WORK SUPPORT SERVICES**

Applicants wishing to obtain work support services: including but not limited to: training, work clothing, gasoline vouchers, car repair, etc. will be referred to the JFS administered Workforce Investment Act office for assistance.

### **FAMILY PRESERVATION AND REUNIFICATION**

Hancock County Job & Family Services may provide the following family preservation and reunification services to a child and his/her parent, guardian or custodian as the agency determines necessary and subject to the availability of funds. All families served must have a reunification plan.

### **TANF GOAL FOR ALL SERVICES:**

To provide assistance to needy families so that children may be cared for in their own homes or

the homes of relatives. The services will also be aimed at ending the dependence of needy parents on governmental benefits by promoting job preparation, and marriage. Diagnostic Services (limited to non-medical services). Emergency Shelter (limited to 30 days)

- X Respite Care (limited to day care only to alleviate family crisis)
- X Therapeutic Counseling (limited to non-medical services).
- X Parent Education
- X Other services which in the judgment of HCJFS staff will prevent the need to permanently remove a child from his or her home or to facilitate reunification of a child to his or her home.
- X Education Intervention(s) which would include, but not necessarily be limited to, one-on-one tutoring for the student. The TANF goal for this service would be to prevent and/or reduce the number of out of wedlock births and encourage the formation and maintenance of two parent families. Improved academic progress (maintaining age-appropriate grade levels and attainment of a High School Diploma) expand opportunity and promote positive life choices.

Application for Family Preservation and Reunification services may be made by an adult family member, his designee or a Public Children Service Agency representative applying on behalf of a child in or being placed in an emergency shelter/foster care setting.

The PRC Program may be used to provide assistance to a family involved with the child protective services system to alleviate a family crisis that could lead to the removal of children from their home, or to help a family so that the children can be safely returned to their family. Eligibility for Family Preservation and Reunification Services exists for any child who meets PRC citizenship requirements provided gross monthly household income does not exceed 300% of the FPL. The applicant's written self-declaration of income may be accepted as sufficient verification of income.

Payments can be authorized to provide assistance to a family involved with the child protective services system in cases where it is determined that such payment could lead to the safe return of children to the home or alleviate a family crisis that could lead to the removal of the children from their home. Such services are considered as separate from the specialized Family Preservation and Reunification category. On-going foster or residential care services are specifically excluded.

### **HANCOCK COUNTY GAS CARD PROJECT EFFECTIVE 04-01-10**

#### TANF GOAL

The GAS CARD PROJECT addresses the first two purposes of the TANF Program:

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

2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage by providing transportation assistance to PRC-eligible working families.

Assistance is limited to working families with a dependent child in the home whose gross household income is at or below 200% of the federal poverty level for the Assistance group size and are otherwise eligible for PRC benefits. A verified pregnancy meets the requirement of having a dependent child in the home. Employment must be for at least 25 hours per week for the employed adult receiving benefits under the project, self-employment is not eligible. Verification of the most recent 4 weeks gross earned and unearned income is an eligibility requirement. Verification of a valid driver's license, current automobile insurance, vehicle title and/or registration is required. The vehicle must be registered to a current Assistance Group member.

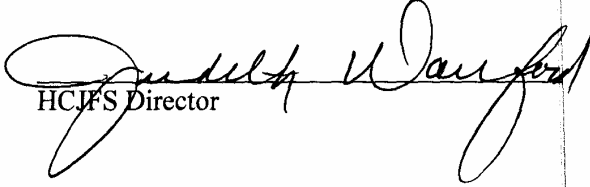
PRC resource limitations do not apply to the Gas Card project. Compliance with a Self Sufficiency Plan is not required.

An Assistance Group is limited to a \$200.00 in gas card, per application. Once approved for a gas card, an Assistance Group may not reapply for gas card benefits for 60 days (2 months). Benefits are limited to \$400.00 per Assistance Group in a 12 month rolling period. No recipient may receive gas card benefits in more than one Assistance Group in a 12 month rolling period.

A Gas Card Project application must be completed and filed at the Hancock County Job and Family Services. Eligibility determinations will be completed within ten (10) working days of receipt or the provision of all required verifications.

**EFFECTIVE DATE**

This plan is effective October 1, 2009 and will remain in effect until such time as revisions are required. Plan changes can be implemented by 1) re-writing and submitting the entire plan, or 2) submitting addendums to the current plan explaining the changes and effective date. Hancock County Job and Family Services agrees to implement this plan as written. Should allocations no longer support this plan as written, action will be taken to prioritize and otherwise limit expenditures

  
HCJFS Director

3/1/2010  
Date

## Federal Poverty Guideline Table

Effective 4/22/09

Family Size	130%	200%	300%
1	\$1127	\$1805	\$2709
2	\$1517	\$2429	\$3645
3	\$1907	\$3052	\$4578
4	\$2297	\$3675	\$5514
5	\$2687	\$4299	\$6450
6	\$3077	\$4922	\$7383
7	\$3467	\$5545	\$8319
8	\$3857	\$6169	\$9255

**CHILDREN'S PROTECTIVE SERVICES PRC APPLICATION**

Date \_\_\_\_\_

Completion of this application will assist in providing you the services on your case plan or parent education. This application will not affect your eligibility for other PRC services.

The following household is receiving **Parent Education or Children's Protective Services:**

Household name: \_\_\_\_\_

Household address: \_\_\_\_\_  
\_\_\_\_\_

Child/Children in the home:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Message Phone: \_\_\_\_\_

**Check each benefit that is currently being received by the household member(s):**

\_\_\_\_ WIC      \_\_\_\_ OWF (ADC)      \_\_\_\_ SSI      \_\_\_\_ Food stamps  
\_\_\_\_ Medicaid      \_\_\_\_ Free/Reduced School Lunches      \_\_\_\_ Enrolled in  
**Head Start**

**Who receives it?**

\_\_\_\_\_  
**If you checked any benefit above, stop here and sign at the bottom of this page. If not, please continue.**

Number of family members in your household \_\_\_\_\_

Family Member Weekly pay x 4.3 or bi-weekly pay x 2.15. Total gross monthly income

\_\_\_\_\_  
Family Member Weekly pay x 4.3 or bi-weekly pay x 2.15. Total gross monthly income

\_\_\_\_\_  
Unearned income (please indicate income source, i.e. Child Support)

\_\_\_\_\_  
**TOTAL GROSS MONTHLY INCOME**

\_\_\_\_\_

I declare that I have provided to the best of my knowledge, a true and accurate statement of monthly income.

<u>Family Size</u>	<u>300% FPL</u>
1	\$ 2709
2	\$ 3645
3	\$ 4578
4	\$ 5514
5	\$ 6450

I understand that the funding for **Children's Protective Services** may be from State or Federal sources and that any information regarding my eligibility and participation is subject to verification reviews, quality control reviews, programmatic reviews and audits. I further agree to participate in the collection of any required information and by my signature; I hereby authorized appropriate agency and/or agencies to release and to share this information.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Agency Staff

# Hancock County PRC Gas Card Application

VOTER REGISTRATION APPLICATION ATTACHED – ASSISTANCE AVAILABLE

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- YES, I want to register to vote. If you do not  
 check either box, you will be considered
- NO, I do not want to register to vote. to have  
 decided not to register to vote at this time.

<b>Name</b>	<b>Address</b>	<b>Date Completed</b>
<b>Phone Number (s)</b>	<b>City, State, Zip</b>	<b>CRISE Case Number</b>
		<b>County of Residence</b>

Have you or anyone in your household been determined or found guilty of fraudulently receiving ADC/OWF/TANF assistance or PRC Benefits and Services, including an Intentional Program Violation (IPV)?  Yes  No **If yes, who:**

\_\_\_\_\_

Please Complete For Everyone Living In Your Home								Income
Name	Relationship to applicant	Date of Birth	Age	Social Security Number	U.S. Citizen? Yes / No	Pregnant? Yes / No	Are you Employed? Yes / No	Name of Employer
<b>Applicant's Name Here</b>	<b>SELF</b>							
Please list other members on back and answer all questions OR add another page								Exclude the Exclude All

**Attach proof of the following: all gross income and hours worked for the last 4 weeks, verification that you are registered, the driver has a valid license, the vehicle is insured in accordance with Ohio law.**

**Program Overview:** The Gas Card program is limited to eligible Adults who are employed at least 25 hours per week and otherwise meet the program rules. **Self-employment is not eligible.** To meet the financial standard the Assistance Group's (AG's) total gross monthly countable income cannot exceed the 200% FPL for the AG size. The AG must have the applicant adult members' minor child residing in the home or the adult member must be pregnant. The benefit is limited to the issuance of \$200 in gas cards per application, per AG; not to exceed \$400 per AG under this project in a 12 month rolling period. No recipient may receive gas card benefits in more than one AG. If you leave on AG, you cannot receive gas card benefits in another AG. Applications are to be processed within 10 days of receipt of all required verifications. This benefit shall only be provided to the extent TANF money is appropriated for this specific benefit. If approved for the gas card project you may not reapply for 60 days.

**Applicant:** By my signature below, I certify that the above information for myself and all members of my household is true and correct and all sources of income have been reported; I also understand that misrepresentation of any information may subject me to collectible overpayments and other allowable sanctions and deliberate misrepresentation/fraud (**including the sale/trade of fuel cards issued under this program**) may also subject me to prosecution under applicable state and federal laws; I also understand that this information is subject to verification and I give my permission to **Hancock County Job & Family Services**, its agents and its funding sources to verify eligibility and to contact the benefit provider(s) to acquire and share information necessary for the acquisition of the programs' benefit / services; I also understand and give permission for the required reporting and recording of data.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Hancock County Job & Family Services, 7814 Co. Rd. 140, Findlay Ohio 45840, P.O. Box 270 Findlay, OH. 45839 Ph. (419) 425-6375 Fax (419) 422-1081 Gas Card Application**

ATTACHMENT TO ALL PRC APPLICATIONS  
Notice of Rights

**NONDISCRIMINATION**

Federal laws require that any agency administering federally funded programs and activities, cannot discriminate against you on the basis of race, color, national origin, sex, religion, political beliefs, disability, and age.

**AMERICANS WITH DISABILITIES ACT**

If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include, for example, a learning disability, mental retardation, a history of drug or alcohol addiction, depression, mobility impairment, or a hearing or vision impairment.

You can let us know if you have a disability. If you cannot do something we ask you to do, we can help you do it or we can change what you have to do.

Here are some of the ways we can help:

We can call or visit if you are not able to come to our office.

We can tell you what this letter means.

If you are hearing impaired, we can provide a sign language interpreter when you come to the office.

We can help you appeal any decisions that you do not agree with.

If you need some other kind of help, ask us. Call your caseworker.

**LIMITED ENGLISH PROFICIENCY**

If your primary language (spoken or written) is not English, we can help you. Let us know if your primary language is not English.

Here are some of the ways we can help:

We can provide you with an interpreter who can speak English and your language when you come to the office.

One will be provided at no cost to you.

We may be able to provide you documents in your own language. If we cannot, then we will provide you with

An interpreter who can read the documents to you.

**INFORMATION OF CITIZENSHIP AND IMMIGRATION STATUS**

If you are applying for PRC benefits, you must tell us about the citizenship and immigration status of only those persons you are seeking benefits for. We may decide that certain members of your family are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible.

You may also need to tell us about your family's income and answer other questions we may

ask.

### **INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER**

Generally, if you are applying for PRC benefits, you must provide the social security number of only those persons you are seeking the benefits for. However, there may be instances where we need social security numbers of members of the household to verify income or other eligibility criteria to determine eligibility even though they are not seeking PRC benefits themselves. We may decide that certain members of your family are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible.

Social security numbers may be used when contacting appropriate persons or agencies to determine you eligibility and verify information you have given for PRC; for example, income disability benefits or other similar benefits and programs. Such information may affect your household eligibility for PRC. Your social security number may be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

### **RIGHT TO REQUEST ANOTHER WORKSITE OR PROVIDER OF SERVICES**

The County Department of Job and Family Services have agreements with other agencies to provide services to families who may be receiving Prevention, Retention, and Contingency (PRC) or act as worksites to families receiving Ohio Works First (OWF). Some of the services or worksites may be held at religious agencies, such as churches.

If you do not want to go to the religious agency for services or as your worksite, tell you worker at the HCJFS. Your worker must provide you with another agency for your worksite or to provide services. Your caseworker will tell you how long it will take to find another agency.

If you do not understand this notice, contact your caseworker.

### **HOW DO I FILE A DISCRIMINATION COMPLAINT?**

Your complaint can be filed with:

Ohio Department of Job and Family Services  
Office of Employee and Business Services  
Bureau of Civil Rights and Labor Relations  
150 E. Gay St., 18<sup>th</sup> Floor  
Columbus, Ohio 43215-3130  
(614)664-2703 or toll free 1-866-227-6353  
TTY hearing impaired: 1-866-221-6700  
Fax: (614)752-6381

I have received a copy of, and I have read, My Notice of Rights, or it has been read to me, and I understand it.

Signature of Applicant or Authorized  
Representative \_\_\_\_\_

Date \_\_\_\_\_

Ohio Department of Job and Family Services  
**VOTER REGISTRATION**  
**NOTICE OF RIGHTS AND DECLINATION**

County Department of Job and Family Services Hancock
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Name	Date
------	------

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- YES, I want to register to vote.
- NO, I do not want to register to vote.

**IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.**

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

(This portion to be retained by agency)

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(This portion to be given to applicant/recipient)

If you have not received any verification of your voter registration from the county board of elections in which you reside within 21 days from the date you registered, you may inquire about the status of your registration by contacting your county board of elections.

If you believe that someone has interfered with your right to register or decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the prosecuting attorney of your county or with the Secretary of State:

Ohio Secretary of State  
180 E. Broad Street  
Columbus, OH 43215  
(614) 466-2585  
Toll Free: (877) 767-6446

Address of County Prosecutor 300 S. MAIN ST.
City, State and Zip Code of County Prosecutor FINDLAY, OHIO 45840
Phone Number of County Prosecutor (419) 424-7015