

**LAWRENCE COUNTY DEPARTMENT OF JOB and
FAMILY SERVICES**

**PREVENTION, RETENTION, CONTINGENCY
BIENNIAL PLAN**

EFFECTIVE 10/1/2015 - 09/30/2017

Amendment 3/10/2016

TERRY L. PORTER, DIRECTOR

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amendment 3/10/16: remove stanza 7): applicants who are ineligible	
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PREVENTION, RETENTION and CONTINGENCY (PRC) PROGRAM

Lawrence County's Prevention, Retention, and Contingency (PRC) Program is designed to assist families to obtain economic independence and self-sufficiency. It shall reduce or eliminate an emergent need that if not satisfied, threatens the health and well being of the Assistance Group (AG).

The program is not an entitlement, nor is it intended to be comprehensive but rather as a one time, short-term basis of service, which is defined as a 90-day period of service to address the need. It shall be operated in accordance with the non-discriminatory requirements pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990.

No person(s) shall on the grounds of race, color, national origin, disability, age or religion, be excluded from participation or be denied the benefits of, or be otherwise subjected to discrimination under any program, service or benefit authorized or provided by the Lawrence County Department of Job and Family Services (LCDJFS).

**LAWRENCE COUNTY DEPARTMENT OF JOB and FAMILY SERVICES
PREVENTION, RETENTION, and CONTINGENCY (PRC) PROGRAM**

ELIGIBILITY AND APPLICATION

A PRC service is not ongoing OWF (TANF) assistance. PRC services are: (1) services that have no direct monetary value to an individual family and that do not involve implicit income support; or (2) one-time, short-term assistance which is limited to the amount actually required to meet the presenting need.

A total of \$1000 in an 12 month consecutive period will be allowed for PRC services. This includes all prevention, retention and contingency components of this plan.

Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and do not exceed the above amounts for the PRC AG over the prescribed periods. At a minimum, an eligible family must consist of a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian (or consist of a pregnant individual). No family is eligible for PRC benefits and services unless the family includes a minor child who resides with the parent, caretaker relative, legal guardian or legal custodian. PRC benefits and services may also be provided to a pregnant individual with no other minor children. PRC Assistance Group (PRC AG) is a group of individuals containing at least one minor child up to age 18 or up to age 19 and still attending high school or pregnant individual and treated as a unit for the purpose of determining eligibility for the PRC Program. All individuals living in the home will be considered a PRC Assistance Group.

The definition of a "Minor child" as defined in 45 CFR 260.30 means an individual who:

- (1) Has not attained eighteen years of age; or
- (2) Has not attained nineteen years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training).

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's gross income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect July 01 and updated annually. PRC assistance is only available to members who haven't received PRC assistance above the monetary cap during the previous 12 consecutive months. For the Help Me Grow this 12-month limitation is waived. An assistance group who has received PRC in another county and falls within both the financial and time limits may have potential eligibility for the difference between their previous county and Lawrence County.

In order to receive PRC services a member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5101;1-2-30 of the Ohio Administrative Code.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 5 business days after completion of the application process in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC Program can be of benefit will be determined by the CDJFS. Under this program, an assistance group that includes at least one minor child, 18 and under and attending school, and meets the program's eligibility requirements may receive customized assistance, goods, or services as determined by the county department of job and family services. This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF, or DA assistance group is active is not a determining factor in the consideration of eligibility for the PRC program. In addition, the CDJFS must inform individuals about other programs (i.e., Medicaid and Food Stamps) that are available and hearing rights that are applicable.

PRC assistance will be authorized with the expectation that the PRC AG will then be able to function with minimal agency help. A LCDJFS worker shall process PRC applications and his/her Supervisor shall approve applications for Contingency Assistance.

Approval for Prevention and/or Retention assistance shall require the signature of the Program Administrator, or his/her authorized designee. Requests for PRC Program Assistance as it relates to Children Services issues shall be processed by the Children Services Worker and approved by the Director or his/her authorized designee.

Services are provided to an assistance group to *prevent* them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Request for the same service within a twelve (12) month period may be denied as this does not promote self-sufficiency. Services are also provided to a PRC AG to help members *retain* employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to meet a presenting or contingent need, which, if not satisfied, threatens the safety, health, or well being of one or more PRC AG members.

All income that has been received by any member of the PRC AG during the 30 – day budget period is considered when determining financial need. The 30 – day period begins 30 days prior to the date of application and ends on the application date. The income received during this period is used in the computation of financial eligibility. In case of job loss beyond the control of the employee, anticipated income for the next 30 days will be considered. This includes all income which is normally exempt or disregarded when determining eligibility for OWF or DA.

With the above exceptions, the total gross income, both earned and unearned, of all the PRC AG members, must be counted. 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.

Applicants who are ineligible include:

- 1) fugitive felons and probation and parole violators
- 2) individuals with any outstanding OWF or PRC IPV overpayment balances
- 3) individuals who refuse to make repayment agreements and/or fail to abide by them for any OWF or PRC overpayment
- 4) a person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for 10 years
- 5) a person who is found to have made unauthorized use of PRC funds will be ineligible for PRC assistance for a period of 12 months from the date of the unauthorized use if the amount is over \$50.00
- 6) individuals who have an overpayment for which payment arrangements have not been made with the agency, or arrangements have been made but not adhered to
- 7) individuals who do not cooperate with the Child Support Unit in locating and setting support for a child in the household *removed effect 3/10/2016*

The PRC AG's members must complete the Prevention, Retention, and Contingency Program (PRC) Application to request PRC.

RESIDENCE

An applicant must provide verification to establish he/she is a resident of Lawrence County. Client declaration of residency will be considered as sufficient verification for the Help Me Grow, Family Preservation and Diversion.

EXPLORING COMMUNITY RESOURCES

Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of PRC, the “community” could be defined to include area beyond the county’s boundaries. A PRC AG is required to apply for and utilize any program, benefit, or support system, which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources, which may be contracted for or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the agency’s attempt to locate and utilize community resources.

RESOURCES

The PRC assistance group will be required to utilize any liquid resource in excess of \$500.00 toward the presenting need. Individuals applying for the Help Me Grow are not subject to the resource requirement.

AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the presenting need, or portion thereof, as prescribed earlier in this plan. Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and do not exceed the stated amounts or limits.

Reimbursement for all attorney and legal services due to PRC related court contracts will be paid by the LCDJFS upon disposition of the case, but no later than two years from initial application.

THE CONTINGENCY PROGRAM – “C”

The Contingency Program consists of the following:

Shelter expenses may be authorized under the Contingency component of PRC. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the services can be of benefit will be determined by the CDJFS. They may include:

Rent

- Rental assistance may be allowed with a court ordered eviction not to exceed \$300 in a 12 month period.

Emergency Shelter

- Shelter assistance may be allowed for a resident of a domestic violence shelter, with a limit not to exceed \$300 in a 12 month period.

Deposits

- May be paid if required for shelter (due to receiving a court ordered eviction) or utilities. A repayment agreement may be required to be signed by the applicant. Deposits are limited to \$200 in a 12 month period.

Utilities

- Disconnect on utility services may be paid if the disconnect is within ten (10) calendar days of the date of application for PRC. Payment for utility

disconnects is limited to \$200 in a twelve (12) month period under the Contingency “C” Plan.

- Request for utilities can only be issued one (1) time during the twelve (12) month period for the same utility. If HEAP is available to meet the emergent need utility payments are not available.
- Fuel, oil, wood, and coal may be purchased during appropriate seasons. (September through April)

Home Repairs

- Home repairs may be authorized under the Contingency component of PRC if an assistance group member is the property owner. Home repairs are limited to the repair/replacement of certain basic structures in the home as an emergent need basis. They may include, but not be limited to plumbing, electrical, heating, and water/sewage system. Each case will be evaluated on an individual basis. Any amount over \$300.00 must be approved by administration.

Household & Clothing Expenses

Verification of a natural disaster, which would include the loss of contents due to a fire, flood or declared as a disaster area by the Governor of Ohio, or Red Cross. This is not to be a part of Disaster Relief Plan funds. Payment can be up to the total amount the AG is eligible for under this PRC plan, but cannot exceed this amount. A total of \$500 in a 12 month consecutive period is allowed for PRC services. This includes all prevention, retention and contingency components of this plan. Once an AG reaches the maximum amount of \$500, they will not be eligible for 12 months.

Purchase of clothing lost due to fire, flood, etc. will be evaluated on a case-by-case basis and covered under the Contingency part of PRC.

NOTE: All Contingency Plan costs are held to the limits as indicated unless they are authorized as TANF-E & T expenditures.

THE PREVENTION, RETENTION PROGRAM - "PR"

The Prevention, Retention Program provides applicants with employment information, skill training, uniforms, counseling, case management, peer support, child care information and referral, transitional services, job retention, and other employment related services to obtain self-sufficiency and/or prevent receipt of OWF cash assistance. Such services will be provided on a case-by-case basis through a joint effort of the County Department of Job & Family Services, the Workforce Development Resource Center, Family Guidance and Shawnee Mental Health.

TWO ESTIMATES MAY BE REQUIRED FOR ANY PRC REQUESTED SERVICE.

CLOTHING EXPENSES

- *Clothing and/or uniforms* needed in order to start new employment of a minimum of 25 hours per week, if not provided by the employer or school, may be covered under the "PR" part of PRC not to exceed \$300 in a 12 month period.

VEHICLE MAINTENANCE

Eligibility for vehicle maintenance through the LCDJFS shall meet all criteria established and, additionally, not exceed those stipulations as provided within the LCDJFS PRC Plan and is based on availability of funds.

To be eligible for full PRC vehicle maintenance assistance:

- The client/applicant must provide evidence that the vehicle is the only source of transportation within the "Assistance Group". PRC vehicle assistance will only cover maintenance for one vehicle used by the AG for a 12 month period. This vehicle is to be titled to an assistance group member.
- Total cost of repair cannot exceed \$500 and not be in excess of the value of the vehicle.
- To meet eligibility requirements the client/applicant must also provide evidence of employment or that he/she is about to receive gainful

employment of at least 25 hours per week or earning weekly income equal to minimum wage times 25 hours.

Items covered in vehicle maintenance: *(not all inclusive)*

- Battery - The battery shall be replaced if it is determined it is no longer functional.
- Tires - A tire(s) may be replaced if it is determined the tire(s) pose a serious risk to the driver.
- Broken belts, windshield wiper arms, windshield wipers, headlights, brakes,
- Muffler & tail pipe
- Electric or electronic controls (side view mirrors) needed for “essential” operation of the vehicle.

Items not covered in vehicle maintenance:

- Elective or non essential items such as: radios, speakers, upholstery, paint or rust repair, etc.
- Gasoline
- Air Conditioning system
- Engine, transmission, alternators

Maintenance shall only be made for “same value replacement” and such maintenance shall not serve as an enhancement to the vehicle’s original equipment.

Payment for vehicle repair:

- Payments for vehicle maintenance items/parts shall be made to an Agency authorized vendor via Agency authorization form.....not the client.
- Payments for any purchased vehicle items/parts “prior” to the initial client request shall not be approved.
- Although the Agency may authorize the maintenance items/parts on the client’s vehicle, it shall still require the Vendor to verify the need for the requested item/parts.
- The authorized vendor shall make an appropriate assessment of the client’s vehicle and accept Agency authorization as payment.

Gas Cards for OWF applicants

Gas cards will be available for OWF applicants assigned to Job Search when the work allowance cannot be issued through the Cris-e system. An applicant will be given one \$10 card if they live within 12 miles from WDRC or two \$10 cards if they live over 12 miles from WDRC. An application is not required. Gas cards will only be available once every six months for an OWF applicant assigned to Job Search.

CHILD PROTECTIVE SERVICES

PRC funds may be used for child protective services. The PRC Program can be used to provide assistance to a family involved with the child protective services system. We have designed our program to help 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, including respite care for an adoptive parent, up to the \$1000 per family limit. This doesn't cover any services provided through what child welfare covers.

Legal fees associated with helping maintain abused & neglected children with family members.

Reimbursement for all attorney and legal services due to PRC related court contracts will be paid by the LCDJFS upon disposition of the case, but no later than two years from initial application.

PRC CONTINGENCY

PRC funds may be used to assist caregivers who incur expenses related to juvenile development and growth such as clothing, educational, independent living, and graduation expenses. These amounts will not exceed the \$500 per family. Funds may be utilized after all other sources have been exhausted.

HELP ME GROW PROGRAM

In an effort to enhance and expand services for families with young children, Governor Taft directed the Help Me Grow (HMG) Program to become the umbrella for services to families with children birth to three. This program integrates Early Start, Early Start Expansion, Early Intervention, and Welcome Home into a single program so that services can be better coordinated, expanded, and enhanced. The goal of HMG is to enable families to create an environment conducive to the growth and development of young children. The target population for HMG includes pregnant women and families with children under age three. The Help Me Grow Program consists of four components: Coordination, Provision of Services, Expansion of Birth to Three Services to Under-Served Populations, and Family Support and Participation. LCDJFS will provide services based on availability of funds.

Coordination

A Central Intake and Referral site shall be located at the Lawrence County Early Childhood Center. This site will coordinate intake, information, referral and data collection. HMG will be publicized through the Early Childhood Center newsletter, through the Internet, through media releases in local newspapers and on the radio, and through public awareness displays and activities including fairs, festivals, exhibits and other community events.

Provision of Services

At-risk expectant families will be offered a home visit that will include health and prenatal education, materials on maternal/child health and development, safety, and literacy. The family will be assisted in establishing a medical home and will also be provided information about all available community resources. In addition, referrals will be made to other programs, including CHIP, WIC, DJFS, and others.

Families with newborns will receive a home visit by a registered nurse. This visit will include health and physical assessment of baby and mother, education and materials on maternal and child health/development (including lead screenings and child immunizations), safety and literacy, and information on available community resources. The family will be assisted in establishing a medical home and referrals will be made to other programs, including CHIP, WIC, DJFS, and others.

Families requiring on-going services under HMG will receive home visits as determined by family needs. The family will be assisted in establishing a medical home and will also be provided information about all available community resources. Referrals will also be made to other programs, including CHIP, WIC, DJFS, and others.

A multi-disciplinary evaluation team will be coordinated to determine eligibility for Part C Early Intervention services. An Individualized Family Service Plan (IFSP) will be developed, implemented, monitored and reviewed under the HMG program.

If special needs are determined in the development of the IFSP, specialized service providers shall be identified so the family may select a provider best suited to meet their needs. Appropriate referrals will be made to providers of services and the family will also be provided information about advocacy services.

If special needs are determined in the development of the IFSP, specialized service providers shall be identified so the family may select a provider best suited to meet their needs. Appropriate referrals will be made to providers of services and the family will also be provided information about advocacy services.

Expansion of Birth to Three Services to Under-Served Populations

Four specific underserved populations have been recognized for extra efforts for outreach: 1) remote/rural poor, 2) working poor, 3) pregnant teens/teen parents, and 4) all women who have not sought prenatal care in their first trimester. These special groups will be targeted through the formation of a multi-disciplinary outreach team. The multi-disciplinary outreach team will develop a culturally sensitive approach to provide information about HMG to the targeted groups. This will include development of a schedule of events to include screenings, informational exhibits, and distribution of HMG materials.

Family Support and Participation

Mentoring and parent-to-parent support will be provided during home visits to HMG families. A transition from hospital to home will be provided through home visits and other activities for newborns and mothers. Families will also be provided information about playgroups, support groups, community resources, transportation reimbursements for meetings and appointments, and meeting stipends. Additionally, the parent will be assisted in skill building related to parent-child interactions and developmental expectations.

**LAWRENCE COUNTY DEPARTMENT OF JOB & FAMILY
SERVICES
PREVENTION, RETENTION and CONTINGENCY PROGRAM**

AMENDMENT – TANF WORK SUPPORT for WORKING FAMILIES
Effective 10/1/2015- 09/30/2017 contingent on the available funding.
The program has been allocated a funding of \$100,000 per quarter of “Direct Services”.

I IDENTIFICATION

The TANF Work Support for Working Families Program will be effective October 1, 2015 – September 30, 2017 contingent on available funding until said funds are exhausted.

Participation through this program will not prevent individuals from receiving PRC assistance for any other services available under the County’s PRC Plan or any other amendment to the Plan.

II PURPOSE

TANF Goal 1) Work Support for Working Families directly meets TANF goals to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

TANF Goal 2) to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

III ELIGIBILITY CRITERIA AND APPLICATION PROCESS

- TANF eligible family must meet definition of “*FAMILIES*” & “*NEEDY*” and at least 1 parent or 1 specified relative or 1 legal guardian or 1 legal custodian in said FAMILY must:
 - Be employed at least 60 days prior to date of application with current employer
 - Be working at least 20 hours or more per week at time of application
 - Income must be at or below 200 % FPL for *family size*

“Needy” is not specifically defined by State or Federal regulation but may be no greater than income at 200 % of the Federal poverty Level.

“Families” are defined by Federal regulation and State law as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian

ADMINISTRATIVE COSTS

The TANF Work Support for Working Families Program funding does not include TANF Administration. Federal regulations define what is considered TANF administration and they are also set forth in rule 5101:9-6-08.8 of the Ohio Administrative Code.

The last 30 day income must be compared with a need standard of 200% of the Federal Poverty Guidelines appropriate to the family size. If the income is less than the need standard, the family is considered to be needy.

\$50 per child up to but not to exceed \$200 per family per “*quarter*”.

Funds will be distributed utilizing the “*voucher*” system.

Liquid resources are not considered.

A member of the family must be a citizen of the United States or a qualified alien as defined in Section 5101:1-2-30 of the Ohio Administrative Code. (self-declaration)

Residence and social security numbers must be provided for all family members. (self-declaration).

Verification of hours and wages for the employed must be provided.

The employed adult(s) must submit a “*special*” PRC application (work support for working families). The PRC applicant must complete, sign and date the application form.

The LCDJFS will retain all records for audit purposes.

APPENDIX

Work Support for Working Families

Disaster Related PRC

ODJFS Goals

Signature Page

Federal Poverty Guideline Measure

PRC Plan Revisions/Deletions/Additions

PRC Application

WSWF Application

PRC Matrix

LAWRENCE COUNTY DEPARTMENT OF JOB and FAMILY SERVICES

DISASTER RELATED PRC

In the event that a disaster or state of emergency is declared by the Governor, Lawrence County DJFS may issue PRC assistance and services for the amount as provided by the State. In order to qualify for a payment the following conditions must be met:

- 1) The AG must be a resident(s) of Lawrence County, and;
- 2) Must have been adversely affected by the emergency conditions, and;
- 3) There must be evidence of economic need, and;
- 4) The AG group must include, at a minimum, a pregnant woman or a minor Child living with (except for a “temporary absence”) a parent, specified relative, legal guardian, or legal custodian. Beyond the minimum requirements, the CDJFS may determine eligible AG members who reside within the affected household.

ODJFS GOALS:

- Prevent economic dependency for those seeking employment
- Provide services that meet the needs of low income families
- Design services for dependent families who will hit the time limits

Notice of Approval/Denial: If it is determined that an application for PRC is *approved*, the CDJFS shall mail or otherwise deliver the *ODJFS 4074, “Notice of Approval of Your Application for Assistance”*. If it is determined that an Application for PRC is *denied*, the CDJFS shall mail or otherwise deliver the *ODJFS 7334, “Notice of Denial of Your Application for Assistance”*.

The Lawrence County Department of Job and Family Services PRC Plan meets
The requirements of Chapter 5108 of the Revised Code

Terry L. Porter, Director

(date)

Lawrence County Board of Commissioners:

County Commissioner

(date)

County Commissioner

(date)

County Commissioner

(date)

2016 Federal Poverty Level Chart*

The Department of Health & Human Services (HHS) issues poverty guidelines that are often referred to as the "federal poverty level" (FPL). Federally-facilitated Marketplaces will use the 2016 guidelines when making calculations for the insurance affordability programs starting November 1, 2015.

Household Size	100%	138%	150%	200%	250%	300%	400%
1	\$11,770	\$16,242	\$17,655	\$23,540	\$29,425	\$35,310	\$47,080
2	\$15,930	\$21,983	\$23,895	\$31,860	\$39,825	\$47,790	\$63,720
3	\$20,990	\$27,724	\$30,135	\$40,800	\$50,225	\$60,270	\$80,360
4	\$24,250	\$33,465	\$36,375	\$48,500	\$60,625	\$72,750	\$97,000
5	\$28,410	\$39,205	\$42,615	\$56,820	\$71,025	\$85,230	\$113,640
6	\$32,570	\$44,946	\$48,855	\$65,140	\$81,425	\$97,710	\$130,280
7	\$36,730	\$50,687	\$55,095	\$73,460	\$91,825	\$110,190	\$146,920
8	\$40,890	\$56,428	\$61,335	\$81,780	\$102,225	\$122,670	\$163,360

*Chart is for 48 contiguous states and the District of Columbia; for Hawaii and Alaska please visit the website of the HHS Assistant Secretary for Planning and Evaluation (ASPE): <http://aspe.hhs.gov/poverty/14poverty.dm>.

**Dollar amounts are calculated based on 100% column; rounding rules may vary across federal, state, and local programs.

Every year, the perimeters of the Federal Poverty Level (FPL) increase based on the cost of living. Families need to understand where they fall on the FPL so they know whether they are eligible for Medicaid in their state or whether they are eligible for a federal subsidy because they earn between 100 and 400 percent of the FPL, or whether they are eligible for a tax credit because they purchased a Silver plan and earn less than 250 percent of the FPL.

To qualify for Cost-Sharing, one must be enrolled in a Silver level plan through a Marketplace. Cost-sharing reductions are not available for coverage purchased outside of the Marketplace.

Individuals and families with household incomes generally up to 250% of the **FPL** may be eligible to receive cost-sharing reductions. Household income is determined by calculating a consumer's modified adjusted gross income (MAGI). Members of federally recognized tribes may qualify for additional cost-sharing benefits.

PRC PLAN REVISIONS

PRC Biennial Plan 10/1/15 – 9/30/17

ADDED or INCREASED or UPDATED:

- Federal Poverty Level 2016 Guideline
- Work Support for Working Families Program
- New Director

LAWRENCE COUNTY DJFS PREVENTION, RETENTION & CONTINGENCY APPLICATION

Name of Applicant <hr/> Social Security Number <hr/> Telephone Number <hr/>	Present Address <hr/> <hr/> <hr/>	FOR AGENCY USE ONLY <hr/> Case Number <hr/> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 2px;">Date Sent Returned</td> <td style="width:50%; padding: 2px;">Date</td> </tr> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> </table>	Date Sent Returned	Date		
Date Sent Returned	Date					

If you are not registered to vote where you live now, would you 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.

Have you ever received any type of public assistance, including PRC, from a Human Services Department? Yes _____ No _____

◆ If yes, please list the county, the type of assistance received, and the date received: _____

Explain what you need and estimate the amount you are requesting: _____

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

Have any other agencies helped you with this need? Yes _____ No _____ If yes, name the agency and tell how they helped; if no, tell why you were not helped: _____

Is anyone in your household presently under a sanction or disqualification from any human services program? Yes _____ No _____

◆ If yes, give the name and the date the sanction or disqualification began _____

Has anyone in your household quit or refused a job in the last 90 days? Yes _____ No _____

If yes, give the name, the date of the quit or refusal and the reason for the quit or refusal: _____

Complete the following chart for anyone living in your household, including yourself. You are required to verify all income and liquid resources for all members of your household.

Name	Relationship	SS Number	DOB	Income Source/Amount	Resource Source/Amount

Signature of Applicant	Date
-------------------------------	-------------

TANF Work Support for Working Families

Name of Applicant for WSWF	Present Address:	For Agency Use Only:
Social Security Number		Case Number
Telephone # Where You Can Be Reached		Application Date
		County
		User ID

Are you currently employed and working 20 weekly hours or more (as this is a requirement for this program) YES _____ NO _____
 Employer Name _____ Employer address _____
 If you are not currently registered to vote where you currently live, would you like to apply to register to vote here today? __ Yes __ No
 If you do not check either box, you will be considered to have decided not to register to vote at this time.
 Please explain your need for this program: _____

Complete for every person living in the home

Name	SS #	Relationship	DOB	Amount of Gross Monthly Income	Type of Income
1.				\$	
2.				\$	
3.				\$	
4.				\$	
5.				\$	
6.				\$	

By my signature below I acknowledge that the above gross monthly income amounts are correct.

Release of Information: I understand and agree that the LCDJFS may contact my employer to obtain, verify or provide necessary information regarding my eligibility if I am unable to do so.

Signature of Applicant:	Date:
-------------------------	-------

For Office Use Only

TOTAL MONTHLY GROSS INCOME

\$	
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MONTHLY INCOME (Circle household size. Is total monthly gross income at or below the amount in the box?)

HOUSEHOLD SIZE	200% MONTHLY INCOME STANDARD	HOUSEHOLD SIZE	200% MONTHLY INCOME STANDARD	HOUSEHOLD SIZE	200% MONTHLY INCOME STANDARD
1	\$1,961	4	\$4,041	7	\$6,121
2	\$2,655	5	\$4,735	8	\$6,815
3	\$3,348	6	\$5,428	9	\$8,052

Eligible

Not Eligible

APPROVED: <input type="checkbox"/>	Authorized Date:	Date Notice Mailed:
Notes:		

DENIED: <input type="checkbox"/>	Denial Date:	Date Notice Mailed:
Reason for Denial:		

Signature of Caseworker:	Date:
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PRC SERVICE MATRIX

Assistance Groups are subject to a CAP in all categories with a rolling 12-month period. Payment is subject to the maximum amount of each cap or the amount necessary to prevent the crisis, whichever is less. LCDJFS goal is to prevent economic dependency for those seeking employment, provide services that meet the needs of low income families while designing services for dependent families who will hit the time limits.

SERVICE or BENEFIT	Purpose	CAP	ASSISTANCE GROUP	TIME FRAME	NEED STD.	P/R/C
<p><u>SHELTER EXPENSES</u> Limited to: -rent: only if court ordered eviction -emergency shelter: only if resident of domestic shelter <u>DEPOSITS</u> -only w/rent & court ordered eviction</p>	1 & 2	\$300	Minor child who resides w/parent, caretaker Relative, legal guardian or legal custodian or Consist of a pregnant individual Sanction/ineligibility status applicable to service	1 per 12 Month period	200%	C
<p><u>Utilities</u> -Electric, gas, water -Heating: electric, gas, coal, wood, propane, kerosene During HEAP season, PRC for heat are subject to suspension.</p>	1 & 2	\$200	Minor child who resides w/parent, caretaker Relative, legal guardian or legal custodian or Consist of a pregnant individual. Sanction/ineligibility status applicable to service	1 per 12 month period	200%	C
<p><u>HOME REPAIRS</u> -assistance group must be the property owner -limited to repair/replacement of certain basic Structures in the home as an emergent need basis <i>Not all inclusive:</i> -plumbing, electrical, heating, water, sewer</p>	1 & 2	\$300	Minor child who resides w/parent, caretaker Relative, legal guardian or legal custodian or consist of a pregnant individual. Sanction/ineligibility status applicable to service	1 per 12 month period	200%	C
<p><u>HOUSEHOLD & CLOTHING</u> -natural disaster: fire, flood as declared by Gov. of Ohio or Red Cross -This is not to be part of the Disaster Relief Plan Funds</p>	1 & 2	\$500	Minor child who resides w/parent, caretaker relative, legal guardian or legal custodian or consist of a pregnant individual. Sanction/ineligibility status applicable to service	1 per 12 month period	200%	C

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<p>EMPLOYMENT SUPPORT SERVICES</p> <p><i>-clothing:</i> specific to job or uniforms, must be employed minimum 25 weekly hours</p> <p><i>-vehicle maintenance:</i> must be employed minimum 25 weekly hours</p> <p>-vehicle owner must be in the assistance group</p> <p>-vehicle must be only source of transportation within the assistance group.</p> <p>-minor maintenance (not all inclusive) brakes,tire(s), battery, wipers, etc.</p> <p><i>-contingent upon availability of funds</i></p>	1,2,4	\$300	Minor child who resides w/parent, caretaker relative, legal guardian or legal custodian or consist of a pregnant individual	1 per 12 month period	200%	PR
<p>GAS CARDS</p> <p>-available to OWF applicants when the work allowance can't be issued via Cris-e</p> <p>-limited to Job Search only</p> <p>-\$10 if residence is < 12 miles from WDRC</p> <p>-\$20 (2 crds) if residence is > 12 miles from WDRC</p>	1,2,4	\$10 Or \$20	Minor child who resides w/parent, caretaker relative, legal guardian or legal custodian or consist of a pregnant individual Sanction/ineligibility status applicable to service	1 per 6 month period	200%	PR
<p>CHILD PROTECTIVE SERVICES</p> <p>-family must be involved w/P/CSA</p> <p>-respite care for adoptive parent</p> <p>-does not cover duplicate services of child welfare</p>	1,3,4	\$100 0	Assistance is to help alleviate the family crisis that could possibly lead to removal of children from the family home.	Non-specific	N/A	PR
<p>CHILD PROTECTIVE SERVICES con't (Help me Grow)</p> <p>-children birth to age 3 & pregnant women</p> <p>-includes: early start, early start expansion & early</p>	1,3,4	Avail abilit y Of Funds	Assist families/children to create an environment conducive to growth and Development.	Non-specific	N/A	C

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<p>CHILD PROTECTIVE SERVICES cont't (PRC Contingency) -clothing, educational, independent living, graduation expenses -funds to be utilized after all other sources have been exhausted.</p>	1,3,4	\$500	Funds may be used to assist caregivers who incur expenses related to juvenile development and growth	Non-specific	N/A	C
<p>OTHER SUPPORT SERVICES -Summer Youth Employment Program -in conjunction w/WIA and/or State & Federal funds -youth ages 16-24</p>	2 & 4	Availability Of Funds	Must be in a needy family, full time student and/or in a needy family that also has a minor child or has themselves a minor child	June Thru August	TANF	PRC
<p>OTHER SUPPORT SERVICES cont't. -Work Support for Working Families Program</p>	2 & 4	\$50 per child up to but not exceeded \$200 per family per quarter	Must meet definition of Families + be employed at least 60 days prior to date of application w/current employer + must be working at least 20 or more hours per week	9/1/14 thru availability Of Funds	200%	PRC