

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

**PREVENTION, RETENTION, CONTINGENCY
PLAN**

REVISED EFFECTIVE 09/06/11

DONALD E. MYERS, DIRECTOR

TABLE OF CONTENTS

ELIGIBILITY AND APPLICATION.....	4
RESIDENCE.....	7
EXPLORING COMMUNITY RESOURCES	8
RESOURCES	8
AMOUNT AND TYPES OF ASSISTANCE	8
THE CONTINGENCY PROGRAM – “C”	9
Rent.....	9
Mortgage	9
Deposits	9
Utilities.....	10
Home Repairs	10
Household Expenses.....	10
Clothing Expenses	11
THE PREVENTION, RETENTION PROGRAM – “PR”	12
Clothing Expenses	12
CHILD PROTECTIVE SERVICES.....	13
HELP ME GROW PROGRAM	14
Coordination	14
Provision of Services	14
Expansion of Birth to Three Services to Under-Served Populations.....	16
Family Support and Participation	16
ODJFS Goals	17
APPENDIX.....	19
Monthly Federal Poverty Guideline (FPG) Measure	20

Revisions to Plan – TANF SUBSIDIZED SUMMER EMPLOYMENT PROGRAM FOR YOUTH REMOVED DUE TO PROGRAM EXPIRING 8/31/10.

MONTHLY FEDERAL POVERTY GUIDELINE MEASURE WAS UPDATED.

LAWRENCE COUNTY DEPARTMENT OF JOB and FAMILY SERVICES

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 \$500 in an 18 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 18 consecutive months. For the Help Me Grow this 18-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. I.M. Aides shall process all PRC applicants. The worker 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 eighteen (18) 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

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 an 18 month period.

Mortgage

- To prevent foreclosure, PRC may be granted for interest on defaulted payments or amount necessary to prevent foreclosure, not to exceed \$300 in an 18 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 an 18 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 an 18 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 an eighteen (18) month period under the Contingency “C” Plan.
- Request for utilities can only be issued one (1) time during the eighteen (18) 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 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.

Clothing Expenses

- 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 is to provide applicants with employment information, skill training, and uniforms, to obtain self-sufficiency and/or prevent receipt of OWF cash assistance. Such services will be provided through a joint effort of the County Department of Job & Family Services and the Workforce Development Resource Center.

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 \$100 in an 18 month period.

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 \$500 per family limit. This doesn't cover any services provided through what child welfare covers.

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.

Developmental screenings (DENVER II) and the parent/caregiver and child interaction screenings (HOME) will be conducted. 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.

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.

APPENDIX

Monthly Federal Poverty Guideline Measure

Monthly Federal Poverty Guideline (FPG) Measure
Effective January 20, 2011

Assistance Group	50% Monthly FPG	100% Monthly FPG	135% Monthly FPG	150% Monthly FPG	175% Monthly FPG	185% Monthly FPG	200% Monthly FPG	250% Monthly FPG	300% Monthly FPG	Annual FPG
1	454	908	1226	1362	1589	1679	1815	2269	2723	10890
2	613	1226	1655	1839	2146	2268	2452	3065	3678	14710
3	773	1545	2085	2317	2703	2857	3089	3861	4633	18530
4	932	1863	2515	2794	3260	3446	3725	4657	5588	22350
5	1091	2181	2945	3272	3817	4035	4362	5453	6543	26170
6	1250	2500	3374	3749	4374	4624	4999	6248	7498	29990
7	1409	2818	3804	4227	4931	5213	5635	7044	8453	33810
8	1568	3136	4234	4704	5488	5802	6272	7840	9408	37630
9	1728	3455	4664	5182	6045	6391	6909	8636	10363	41450
10	1887	3773	5093	5659	6602	6980	7545	9432	11318	45270
11	2046	4091	5523	6137	7159	7569	8182	10228	12273	49090
12	2205	4410	5953	6614	7717	8157	8819	11023	13228	52910
13	2364	4728	6383	7092	8274	8746	9455	11819	14183	56730
14	2523	5046	6812	7569	8831	9335	10092	12615	15138	60550
15	2683	5365	7242	8047	9388	9924	10729	13411	16093	64370
16	2842	5683	7672	8524	9945	10513	11365	14207	17048	68190
17	3001	6001	8102	9002	10502	11102	12002	15003	18003	72010
18	3160	6320	8531	9479	11059	11691	12639	15798	18958	75830
19	3319	6638	8961	9957	11616	12280	13275	16594	19913	79650
20	3478	6956	9391	10434	12173	12869	13912	17390	20868	83470
21	3638	7275	9821	10912	12730	13458	14549	18186	21823	87290
22	3797	7593	10250	11389	13287	14047	15185	18982	22778	91110
23	3956	7911	10680	11867	13844	14636	15822	19778	23733	94930
24*	4115	8230	11110	12344	14402	15224	16459	20573	24688	98750

* For each additional person, add (3,820) to the Annual FPG

Cash Asst. Policy 1/11

FPG2011chart1.xls