

PREVENTION, RETENTION, CONTINGENCY PLAN (PRC)

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I. PURPOSE

The Prevention, Retention, Contingency (PRC) program is a special category of assistance offered by Medina County Job and Family Services (MCJFS). It 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. PRC is meant to assist a family through a presenting crisis and not to maintain a family when long term financial expenses exceed the ability of the family to meet those obligations. The main objectives of providing PRC assistance are to prevent loss of paid employment or eliminate a barrier in securing employment; to provide temporary assistance when the retention of a job is in jeopardy due to an unexpected crisis; and to meet a presenting contingency (unforeseen event that, if not satisfied threatens the safety, health or well being of one or more family members).

Medina County Job and Family Services reserves the right to amend this plan as deemed necessary due to program and/or funding changes.

Voter Registration

In accordance with section 329.051 of the ORC, the MCJFS makes available a voter registration application to persons applying for or participating in the PRC program. This is also applicable to those entities with whom the county contracts. Contracted agencies can provide the completed voter registration forms to the MCFJS.

II. PRC SERVICES

1. Are services that have no direct monetary value to an assistance group and do not involve implicit or explicit income support; and/or
2. Are short term financial assistance which is limited to the amount actually required to meet an emergent need, up to the maximum payment standard;
3. Are services that help families through a presenting crisis that interferes with keeping or getting a job;
4. Meet unexpected infrequent emergencies that could not be avoided;
5. Divert families from applying for cash assistance;
6. Are available once within a 12 month period (from the month of application), up to a maximum of \$500.00.

PRC services are not:

1. Ongoing cash assistance.
2. For repetitive delinquent payments of the same crisis... i.e. continual utility shut offs and eviction notices.
3. An entitlement. Services and/or financial assistance are not guaranteed. In many cases an agency panel will review the presenting need and eligibility based on Medina County's PRC policy and then determines the approval or denial of an application.
4. Available categorically. Recipients of other public assistance programs such as Ohio Works First (OWF), Food stamps, SSI and/or Medicaid are not automatically eligible for PRC.

III. ELIGIBILITY

The PRC program is intended to meet infrequent emergencies of a legitimate nature that could not have been avoided by any other means available to the applicant.

Eligibility for PRC is dependent upon the PRC Assistance Group's (AG's) demonstration and verification of the need for financial assistance and/or services, and whether the county determines that a provision of PRC will satisfy the need. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC program can be of benefit to meet said need will be determined by Medina County Job and Family Services.

Other requirements include:

1. Applicants must meet one of the two Assistance Group definitions. (See IV.)
2. PRC AG household must reside in Medina County at the time of application.
3. PRC AG members must be citizens or meet the OWF qualified alien requirements in OAC rule 5101:1-2-30.
4. Income for the PRC AG must be at or below the current 100% of the Federal Poverty Guidelines (FPG).
5. The maximum PRC available is \$500.00 in a 12 month period statewide.
6. Families receiving assistance under other MCJFS programs may receive PRC assistance as long as they are participating and cooperating with all OWF and Food Stamp requirements (i.e., cooperating with Child Support Enforcement Agency, participating and following an OWF work activity component, fulfilling their self-sufficiency contract). Specified adults who are receiving Medicaid due to age, disability, or blindness and are caregivers of minor children do not need to meet PRC work requirements. Specified adults who are on Social Security Disability or SSI and caregivers of minor children do not need to meet PRC work requirements.
7. Families not receiving OWF are required to have at least one employed adult household member working no less than 30 hours of paid employment per week or be actively seeking employment.

Actively seeking employment refers to adult household members who are unemployed and have applied for or are receiving unemployment benefits, or participating in individual job search work assignments from MCJFS in conjunction with the OWF or Food Stamps programs or have verified new paid employment of 30 hours a week that began within the PRC application period. Documentation of job search activities is required by the provision of 5 job contacts. Job contacts will include the name of the employment site, manager, and date application was submitted via the IJS agency form.

If the employed adult household member is working part-time from 24 to 29 hours of paid employment per week, they will be required to also be actively seeking employment. Documentation of job search activities is required by the provision of 5 job contacts. Job contacts will include the name of the employment site, manager, and date application was submitted via the IJS agency form.

8. Adult caretakers of minor children who are working at least 20 hours of paid employment per week and attending school and completing study hours for a minimum of 10 hours per week, where study hours are defined as 2 hours for every hour in class. Total hours would equal 30 hours per week.

School is defined as a State Certified for Educational Advancement. It could include internet computer classes, the Career Center, GED classes, Project Learn, short term certification

programs, such as real estate or appraisal programs, and University studies etc. Enrollment must be verified.

IV. ASSISTANCE GROUP (AG) DEFINITION

PRC is only available to three specific assistance groups. The definition of each is as follows:

A. PRC benefits and services are available to a family assistance group (AG) which includes a minor child or pregnant individual.

B. PRC benefits and services are also available to a non-custodial parent who is regularly meeting his/her court ordered support obligation for a minor child. The non-custodial parent must be working no less than 30 hours per week. In this situation, the PRC AG will consist of the non-custodial parent, his/or her spouse, plus the child (ran) for whom the non-custodial parent is paying support. The income of all PRC AG members will be used in determining eligibility under this provision.

Any applicant subject to provision IV, item #2 will be required to have eligibility for PRC determined by a panel consisting of one (1) supervisor and two (2) caseworkers. The panel will review the need and income to determine eligibility.

Except for services targeted to meet TANF goals 3 and 4, an eligible AG must have a minor child who resides with a parent, caretaker relative, legal guardian, or legal custodian.

C. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian, or legal custodian and other family members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency. An eligible family can reside with relatives and be considered a separate AG within that household if requesting assistance with car repair.

D. "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).

V. INCOME/BUDGETING PERIOD

All earned and unearned income received by any PRC AG member within a 30-day budget period, is considered in determining financial need with the exception of the earnings of a minor child. The 30-day budget period begins 30 days prior to the date of application and ends on the application date. The gross income received during this time period is used in the computation of financial eligibility. This includes all gross income, both earned and unearned of the PRC AG members. The only allowable deduction from the countable income is legally obligated child support payments paid via a wage withholding by a member of the PRC AG to or for a non-household member. This wage withholding must be verified.

The following are examples of earned income that must be counted in the 30-day budget period. These are examples only and are not meant to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from Self Employment
- Strike benefits
- Training allowance

Self employment is to be computed using the last 30 days of income. Self employment income is to be computed based on TANF rules. Tax returns and necessary verifications must be provided by the AG.

The following are examples of unearned income that must be counted in the 30-day budget period. These are examples only and are not meant to be an all-inclusive list:

- RSDI, SSI Benefits
- Alimony and Child Support
- Veteran Administration Benefits
- Workers' Compensation Benefits
- Unemployment benefits
- Pension and Retirement Benefits
- Strike Benefits
- Investment Income
- Rental Income
- OWF

Written or verbal verification from the income source is required. Any verification that is obtained by phone must be dictated clearly in the PRC AG case record to include the following:

- The name and position of the individual supplying the information
- The date the verification was obtained
- The amount of the verified income
- The name of the individual who obtained the verification

For eligibility purposes, the total PRC AG countable income must be equal to or less than the current 130% of the FPG for the applicable PRC AG size.

VI. RESOURCES

Families must use their own resources to help meet their needs. Resources exceeding \$750.00 must be counted as an available resource. The first \$750.00 will be excluded as a resource and any overage applied to meet the presenting need (i.e., PRC applicant has \$1,300 in available resources, the first \$750.00 is excluded and the remaining \$550.00 will be counted as available to meet the need and, therefore, reduce the PRC payment). Resources include those that are liquid and available (such as, cash on hand, money in checking or savings accounts, savings certificates, stocks or bonds). It does not include the value of real property, auto, life insurance, household goods, investments, 401k, loans or scholarships under Bureau of Indian Affairs Student Assistance Program. Verification of resources is required.

The Economic Stimulus Payments shall be excluded as income and resources for the month of receipt and the following 2 months. At the end of the 3 months, the payment will be treated as a resource.

A PRC applicant is encouraged to explore 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.

VII. INELIGIBLE ASSISTANCE GROUPS

Applicants who are ineligible include:

- Fugitive felons, probation and/or parole violators
- AG's which include individuals who are under a disqualification and are ineligible to participate in the OWF or Food stamp programs
- Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance or have chosen not to receive assistance so as not to participate in the work participation assignment.
- Unmarried, non-graduate minor parent, with a child more than 12 weeks old, and not attending high school or participating in activities aimed at enabling the teen to receive an equivalency degree
- Unmarried minor parent or pregnant minor not living in an approved adult supervised setting
- Individuals found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years
- PRC AG's which consist of a household member that is currently serving a sanction or penalty period from any public assistance program, unless the requested service is for vehicle repair to assist a sanctioned PRC AG member in gaining or retaining employment and for assistance needed due to a personal disaster such as a tornado, flood, or fire. This provision does not apply if there are funds available from the area being declared a disaster by the governor. Any AG subject to this provision will be required to have eligibility for PRC determined by a panel consisting of one (1) supervisor and two (2) caseworkers and must follow all guidelines and criteria set forth in Section XI (E) of this plan for vehicle repair.
- AG who has not signed a repayment agreement for an existing over payment in Medina County.
- AG's which include individuals who are not current on the repayment of an existing overpayment(s) in Medina County.
- AG's with fraudulent (IPV) overpayments for OWF and PRC assistance – must have these overpayments paid in full to be eligible for PRC funds. Eligibility can not be authorized until it is verified that the fraudulent overpayment is paid in full. If payment is made by a personal check – authorization of PRC funds can not occur until it is verified that the personal check has cleared and not returned as NSF.
- An AG who has not made a payment towards their rent, utility in the last 4 months. Payments made by another organization do not meet this requirement.
- Non-citizens or individuals who do not meet the OWF qualified alien requirements in OAC rule 5101:1-2-30.
- Illegal aliens and/or aliens not authorized to work.

VIII. APPLICATION PROCESS

1. A PRC application must be completed
2. A face-to-face interview is required, unless waived by agency management, and
3. All providers of services for PRC purposes must be willing to accept a voucher from Medina County Job and Family Services.

IX. APPROVAL/DENIAL

The county is responsible for using objective criteria when determining eligibility. Eligibility should be approved/denied within 10 business days. In order to meet the 10 day requirement, applicants must provide all necessary verifications. Failure to provide verifications timely or meet eligibility criteria may result in the PRC application being denied. Eligibility will be carefully evaluated on a case-by-case basis in a fair and equitable manner.

A PRC application may also be denied when it is documented by MCJFS that no attempt by the applicant has been made to prevent a reoccurrence of an emergent need unless the PRC applicant has experienced an extraordinary circumstance or expenses.

X. MISUSE OF PRC FUNDS

Any PRC funds issued inappropriately or incorrectly, based on misrepresentation of facts or a situation by the applicant will be considered an overpayment of funds and will be referred to the Benefit Recovery Unit for recoupment. Additionally, any misuse of PRC funds by the client may also be referred for recoupment.

XI. AMOUNTS AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the need up to the maximum \$500.00 payment standard once in a 12 consecutive month period of eligibility, unless specifically stated elsewhere in this PRC policy.

PRC total amount for the 12-month period will never exceed the maximum amount of \$500.00, unless specifically stated elsewhere in this PRC policy. PRC funds issued in any other county within the 12-month period prior to application will be counted toward the one time \$500.00 maximum limit.

A. SHELTER EXPENSES

1. Rent payments may be authorized for the following situations:
 - a. Homeless applicants who have registered with Operation: HOMES, and are cooperating with that program
 - b. Homeless applicants who attempt to register with Operation HOMES and found ineligible for their services.
 - c. Applicants who are residing in a domestic violence center
 - d. Applicants who have a court ordered eviction
 - e. Applicants whose residence is uninhabitable due to natural, chemical or any other type of condition causing it to be uninhabitable as declared by a city, county, township or state agency. Verification of circumstance is required.
 - f. Payment of rent to avoid eviction due to delinquency in rental payments. Verification is required from the landlord indicating the amount of rent that is delinquent. A 3 day notice to leave the premises or an equivalent statement to a 3 day notice to leave the premises is required.

- g. First month rent for work related relocation. Verification of full time employment is required. PRC will not pay for relocation to another state or county unless the full time employment is viable and offers an opportunity that is not available locally. PRC will not pay relocation costs for any other reason.

If the landlord of the PRC applicant is a relative (i.e., mother, father, brother, etc.), the applicant must provide verification of a rental agreement or history of rent payment before consideration can be determined under the rent provision of the PRC plan.

Payment of condo maintenance fees and lot rent that are in arrears if the applicant has a notice of eviction for non-payment of these items may be covered under this provision of the plan. Payment shall not exceed the maximum shelter payment.

Payment shall not include any type of late or processing fees.

2. Security Deposit:

A security deposit may only be authorized for payment when the applicant who is currently residing in Medina County and has been approved for a Housing Choice voucher through Medina Metropolitan Authority (MMHA) but cannot utilize said housing voucher at their current residence due to one of the following reasons: 1) the current landlord will not accept the housing voucher; 2) the rental unit will not pass the (MMHA) housing quality standards inspection.

3. Emergency Shelter Payment

Emergency shelter payment for applicants who are homeless and have no alternative living arrangement available as referred by Operation: HOMES staff. Payment is limited to the cost of a 3 night stay or up to \$150.00, at a local motel, and cannot exceed the OWF payment standard for family size.

B. HEATING AND OTHER UTILITIES

Payment for heating and other utilities can be authorized while the Home Energy Assistance Program (HEAP) is in operation. The assistance group must provide their current fuel bill and verify they have applied for HEAP /TANF through Community Action during HEAP season.

In order to assist a family in meeting their housing needs, PRC funds can be applied for a prior bill at a former address, if the utility company refuses to reconnect the utility until the delinquent payment is made. Assistance for heating fuel and other utilities are subject to MCJFS PRC policy that limits the maximum amount to \$500.00 once within a 12 month period (from the month of application).

If the assistance group is in receipt of a utility reimbursement and their Percentage of Income Plan (PIP) payment is less than their utility reimbursement amount, the assistance group will not be eligible to receive PRC for that utility.

1. HEATING AND OTHER UTILITY SERVICES REGULATED BY PUCO:

Payment may be authorized to avoid disconnection of heating and other utility services and for re-connection of heating and other utility services, and enrollment of a PRC AG into the percentage of income payment plan (PIP). PRC is not able to pay for utility deposits due to repayment issues. The applicant will be strongly encouraged to enroll in the PIP plan. The PIP plan protects customers from disconnection of service, if prescribed monthly payments are made. Verification is required of a disconnection notice, and indication that the PRC payment will meet the emergent need.

2. NON-REGULATED UTILITIES:

Non-regulated utilities (Wadsworth, Lodi, Seville, etc.) and heating fuel (oil, propane, or wood) payments can be made to prevent disconnection of utility service, to restore service, or to ensure continuation of services. Non-Regulated utilities are not HEAP eligible. Verification of need must be obtained as to need.

3. COOKING FUEL, WATER AND SEWAGE:

These utilities are not restricted by the HEAP program provisions and are available year round. Verification the cooking fuel is separate from the home heating source is required.

4. TELEPHONE INSTALLATION:

Payment for telephone installation is permitted due to a health condition of an applicant's household member, or for obtaining or retaining a job as indicated on the self-sufficiency contract for active job seeking activities. The health condition and need must be verified by a physician. Payment is limited to current installation charges only. No back payment fees will be paid.

C. MEDICAL

The only medical expenses covered are pre-pregnancy family planning services not to exceed the OWF payment standard for family size. Exploration of available community resources must be utilized before authorization of benefits (i.e., Planned Parenthood).

D. HOUSEHOLD EXPENSES

Payment for appliances is limited to the repair or replacement of cooking stoves, heating stoves, hot water tanks, or refrigerators. Replacement of any of these appliances can be approved only if repair is not cost effective. A maximum of \$400.00 in a 12 month period is allowed for purchase from a retail store (new or used) or repair of any of the above items. A written estimate of the repair for the appliance from a legitimate repair source must be provided. A relative is not a legitimate repair source unless employed or trained as a repairperson.

E. MOTOR VEHICLE EXPENSES:

Vehicle Repairs - Payment is limited to PRC applicants who are:

- Employed 30 hours per week or more, or
- Employed 20 hours per week and attending school 10 hours per week (definition: III. #7 of this policy), or
- Participating in a required OWF or Food Stamp work activity for 30 hours per week or more, or
- In compliance and fulfilling their self-sufficiency contract, or
- Able to document that they are actively seeking viable employment (requires verification from Ohio Job & Family Services or Medina Workforce Development Center) indicating the unemployed household member is and has been pursuing job seeking services within the 30 days prior to application.

PRC AG must:

- Have no other working vehicles titled to the PRC AG members, unless the other vehicles are being used for employment or education.
- Have at least one estimate from a legitimate repair source, and
- Submit an application for vehicle repairs prior to the repair services being conducted, and
- Have an operable vehicle after the repair, and
- Be the titled owner or lessee of the vehicle requiring repair

A relative or self-repair is not a legitimate repair source unless the person completing the repair is employed as a mechanic at an Automotive Service Excellence (ASE) certified repair facility. If a relative or self-repair is utilized, PRC can be authorized for parts purchased.

Auto repair must be completed by a certified ASE repair facility. The repair or parts source must be willing to accept a MCJFS voucher. If the estimate is questionable, the PRC AG may be required to get additional estimates. PRC funds may be used to tow a vehicle to an ASE certified automotive repair shop. MCJFS requires applicants to have vehicles repaired within Medina County unless there are extenuating circumstances. The following must be provided before payment of transportation expenses can be authorized:

- Verification of valid driver's license for applicant
- Proof of car insurance
- Verification of ownership of the vehicle or the lease agreement

F. TRANSPORTATION EXPENSES:

Taxi service or Medina County Transit-Service is available for no more than 20 one-way trips to fulfill work related activity.

- Transportation costs for working individuals up to \$100 to help defray transportation expenses for beginning employment (i.e., gasoline purchase, oil change, etc.). The vendor must be willing to accept a MCJFS voucher.

This transportation cost assistance of \$100.00 is included in the PRC 12 month restricted policy cap of \$500.00.

G. VEHICLE FUEL ALLOWANCE (entire section updated effective 12/22/08)

As funds are available, MCJFS will provide gas cards in various amounts (\$10, \$15, \$20, \$25, etc.) to assist eligible working OWF/FS clients. This program is in effect when PRC funds or TANF incentive funds are available.

This special provision is outside of the PRC annual \$500.00 policy cap.

Eligibility will be determined on a case by case basis and authorized by a supervisor. Eligible AGs can receive no more than \$100.00 in a PRC or TANF incentive gas allowance in a 12 month period.

Lost or stolen cards will not be replaced. Each recipient will sign an "acknowledgement of amount received receipt" letter.

Ineligible Assistance Groups include the following:

- Self- Employed individuals
- Adult only households
- Families receiving Medicaid only
- Individuals who are not citizens of the United States or Qualified Aliens.
- Households serving a sanction

Eligibility Criteria

1. Applicants must be residents of Medina County
2. Economic need must be at or below **130%** of the Federal Poverty Guidelines. All household earned and unearned gross income within a 30-day budget period will be considered in determining financial need. The 30-day budget period begins 30 days prior to the date of application. Written or verbal verification from the income source will be required. Client statement will be accepted.
3. The assistance group must include, at a minimum, a pregnant woman or minor child living with a parent, specified relative, legal guardian, or legal custodian.
4. Approval for this program requires an authorization form completed by the caseworker and a supervisor.
5. A face to face interview is not required.
6. Required employment hours and weeks must be verified by an employer statement.
7. Eligibility workers must check for funds availability via the voucher data base.

H. MOTOR VEHICLE PAYMENTS

Car payments, lease payments, or insurance payments (up to 3 months) may be made not to exceed \$500. The vehicle must be titled to a PRC AG member. The car must be used for transportation to work or to comply with an OWF or Food Stamp program work activity component. PRC AG members must be in compliance with the self-sufficiency contract, if applicable. This payment for assistance is included within the \$500.00 maximum PRC payment standard.

PRC cannot pay any fines incurred by the applicant, reinstatement fees for a driver's license, or impounding fees.

I. SHORT TERM EDUCATION EXPENSES

Short term education, school application, entry, or registration fees and testing expenses (ex. Commercial drivers license, state boards, certification, or drivers license), as required by prospective or current employer to secure or maintain employment. Payment is limited to \$500. This payment for assistance is included within the \$500.00 maximum PRC payment standard. Applicants must first pursue other available funding sources for short term education. Short term is defined as nine months or less.

J. COUNSELING

If services are not available through other community agencies or resources, and counseling is required as stated in a self-sufficiency contract, PRC funds may be authorized not to exceed \$500.00. This payment for assistance is included within the \$500.00 maximum PRC payment standard.

All counseling services must be billed at the current Medicaid reimbursement rates by the provider.

K. FOOD ASSISTANCE (effective 12/22/08)

Grocery cards will be purchased when there is available PRC or TANF incentive funds available. These cards will be used for eligible OWF and/or Food Assistance clients as one-time assistance.

This special provision is outside of the PRC annual \$500.00 policy cap.

This Food Assistance Program is available once in a 12 month period. This assistance is a non-recurrent, short term benefit that is designed to address a specific crisis situation or episode of need.

Eligibility Criteria

1. Applicants must be residents of Medina County
2. Economic need must be at or below 130% of the Federal Poverty Guidelines. All household earned and unearned gross income within a 30-day budget period will be considered in determining financial need. The 30-day budget period begins 30 days prior to the date of application. Written or verbal verification from the income source will be required. Client statement will be accepted.
3. The assistance group must include, at a minimum, a pregnant woman or minor child living with a parent, specified relative, legal guardian, or legal custodian.
4. Approval for this program requires an authorization form completed by the caseworker and a supervisor.
5. A face to face interview is not required.
6. Voucher must state "For Food Only" - No Alcohol, Tobacco Products, Paper or Cleaning Products.

The following current PRC policy requirements do not apply to this emergency food program:

Work requirements, sanction and resource limitations, OWF, Child Support, food stamp participation and cooperation requirements, and ineligible assistance groups except for fugitive felons, probation and/or parole violators.

L. JOB RELATED EXPENSES

1. Payment can be authorized on behalf of an eligible PRC AG for purchase of tools, safety equipment, or uniforms (maximum of 5 uniforms) as required by an employer or as deemed necessary per a self-sufficiency contract. Payment under this provision is not to exceed \$500. This payment for assistance is included within the \$500.00 maximum PRC payment standard.

Verification from employer is required.

2. PRC may also be authorized to purchase clothing for employment purposes. MCJFS can provide PRC funds for the purchase of work appropriate clothing to clients assigned to job search activities involving job interviews, new employment, career changes, and WEP assignments. This program is in effect until the current supply of gift cards are exhausted.

This special provision is outside of the PRC annual \$500.00 policy cap. Decisions regarding need and style of clothing will be determined by the Work Activity Staff or MCJFS management. A MCJFS contracted staff member or MCJFS case manager will accompany the client to ensure proper expenditure of funds.

Qualified individuals are:

- Receiving Food Stamps and/or OWF for their families and are actively involved with MCJFS Work Activities Coordinator, career counselor, and or intensive case manager in a job search/job interview capacity or WEP assignment.
- or
- Referred for this assistance by MCJFS management for special consideration.
- or
- After being newly hired and employed 20 hours or more a week for at least 4 consecutive weeks and are active with the Work Activities Career coordinator or work activities intensive case manager.

Benefits:

- Those qualified individuals who are in a job search/job interview capacity, WEP assignment, or new employment are eligible to receive up to \$200.00 in a Kohl's gift card for the purchase of appropriate work clothing and/or shoes.
- \$200.00 in a Kohl's gift card for appropriate work clothing and/or shoes may be available to the qualified individual if they are continuously employed for 4 weeks with work hours of 20 hours or more per week.
- An additional \$200 in a Kohl's gift card for appropriate work clothing and/or shoes may be available to the qualified individual if they are continuously employed for an additional 4 weeks with work hours consisting of 20 hours or more per week.

This special provision is outside of the PRC 12 month restricted policy cap of \$500.00 however as a hard service, gift cards reflect a form of "cash assistance" and cannot extend in this particular provision beyond three (3) consecutive months (\$600.00) and is a one time only benefit to a work eligible recipient.

Application:

- The MCJFS Work Activities Coordinator, career counselor, intensive case manager, or MCJFS management must file a PRC application on behalf of the work eligible recipient. In addition, a voucher will need to be typed to track the issuance of the Kohl's card. The voucher will be printed and filed (or scanned) in the client case file.

Ineligible Assistance Groups include the following:

- Self- Employed individuals
- Adult only households
- Individuals who are not citizens of the United States or Qualified Aliens.

Eligibility Criteria:

1. Applicants must be residents of Medina County.
2. The assistance group must include, at a minimum, a pregnant woman or minor child living with a parent, specified relative, legal guardian, or legal custodian.
3. A signed and completed PRC application is required.
4. A face to face interview is not required.
5. Required employment hours and weeks must be verified by an employer statement.
6. Eligibility workers must check for funds availability via the voucher data base.

M. TANF SUBSIDIZED EMPLOYMENT PROGRAM (SEP)

The TANF Subsidized Employment Program(SEP) will enable Medina County Job and Family Services to provide a program to low income TANF-eligible Medina county residents to gain valuable work experience while earning a paycheck to help meet basic needs.

This program will be sub-contracted through Jobs for Ohio Graduates (JOG) under Medina County Work Force Development. JOG will provide Case Management Services for participants in program.

Employers entering written contracts with JOG shall receive an employer subsidy of One Hundred percent (100%) for the first 30 days of employment. After 30 days the employer will receive employees' wages, up to One thousand two hundred fifty-five dollars and sixty cents (\$1255.60) per month. Payments will be made directly to the employer.

Eligibility Requirements

1. Applicants must meet one of the two Assistance Group definitions. (See IV.)
2. PRC AG household must reside in Medina County at the time of application.
3. PRC AG members must be citizens or meet the OWF qualified alien requirements in OAC rule 5101:1-2-30.
4. Income for the PRC AG must be at or below the current 200% of the Federal Poverty Guidelines (FPG).
5. The household must be participating and cooperating with all OWF/Food Assistance requirements.
6. Families not receiving OWF may potentially be eligible for an employer subsidy provided that they meet the current 200% Federal Poverty Guidelines (FPG).
7. Approval for this program requires authorization by the Work Activity Supervisor.
8. Required employment hours and weeks must be verified by an employer statement or pay stubs.

SEP Job Related Expenses

1. Payment can be authorized on behalf of an eligible SEP participant for purchase of tools, safety equipment, or uniforms (maximum of 5 uniforms) as required by an employer. Payment under this provision is not to exceed \$300. This special provision is outside of the PRC annual \$500.00 policy cap. This special provision falls under section L of this plan, using Gift cards purchased with regular PRC funds. SEP funds will not be used for this provision. Clients will be accompanied by an agency employee to purchase appropriate items.
2. Payment may also be authorized to purchase clothing for SEP participants for employment purposes. Previously purchased gift cards will be used for the purchase of work appropriate clothing. Payment under this provision is not to exceed \$300. This special provision is outside of the PRC annual \$500.00 policy cap. This special provision falls under section L of this plan, using Gift cards purchased with regular PRC funds. SEP funds will not be used for this provision. Clients will be accompanied by an agency employee to purchase appropriate items.
3. Transportation to and from employment will be provided for SEP participants if they become ineligible to receive regular transportation due to earned income. Funds may be used for trips on transit and gas cards. This special provision is outside of the PRC annual \$500.00 policy cap. Transit tokens and gas cards will be purchased with regular PRC funds up to \$100 a month to help defray transportation cost.

4. If the SEP participant becomes ineligible for assistance from Medina JFS in paying their daycare expenses due to income from the SEP program they may be eligible for assistance in paying their daycare costs. These costs will be paid out of regular PRC funds, not to exceed \$1,000.00 a month.
5. Payment can be authorized to the employer on behalf of an eligible SEP employee for training costs as a requirement for the employment retention.

Decisions regarding need and style of clothing will be determined by the Work Activity Staff or MCJFS management. A MCJFS contracted staff member or MCJFS case manager will accompany the client to ensure proper expenditure of funds.

Decisions regarding need for transportation assistance and daycare assistance will be determined by the Work Activity Staff or MCJFS management.

Wages received from the SEP Program are special provision and are outside of the PRC annual \$500.00 policy cap.

This SEP program will run December 1, 2009 through September 30, 2010 or until all allocated funds are used.

N. TANF SUBSIDIZED SUMMER EMPLOYMENT PROGRAM FOR YOUTH

The TANF Subsidized Summer Employment Program for Youth will enable Medina County Job and Family Services to provide a program to low income TANF-eligible Medina youth to gain valuable work experience while earning a paycheck to help meet basic needs. The program will offer the opportunity to youth to develop a work history and have a current reference from an employer.

This program will be sub-contracted through Jobs for Ohio Graduates (JOG) under Medina County Work Force Development (WIA). JOG will provide Case Management Services for participants in program.

This TANF Subsidized Summer Employment Program for Youth program will run June 1, 2010 through August 31, 2010 or until all allocated funds are used.

Employers entering written contracts with WIA or JOG shall receive an employer subsidy paid directly to them.

Eligibility Requirements

1. Youth ages 14 - 17, as long as the youth is a minor child in a needy family and is in school (youth may be 18 if they are a full time student in a secondary school);
2. Youth ages 18 - 24, as long as they are in a needy family that also has a minor child;
or
3. Youth ages 18 – 24 that have a minor child and are considered needy.
4. Applicants must meet one of the two Assistance Group definitions. (See IV.)
5. PRC AG household must reside in Medina County at the time of application.
6. PRC AG members must be citizens or meet the OWF qualified alien requirements in OAC rule 5101:1-2-30.
7. Income for the PRC AG must be at or below the current 200% of the Federal Poverty Guidelines (FPG).
8. Youth not receiving OWF may potentially be eligible for an employer subsidy provided that they meet the current 200% Federal Poverty Guidelines (FPG).
9. Approval for this program requires authorization by an employee of JOG or WIA.

10. Required employment hours and weeks must be verified by an employer statement or pay stubs.

Wages received from the TANF Subsidized Summer Employment Program for Youth are a special provision and are outside of the PRC annual \$500.00 policy cap.

O. SUPPORTIVE SERVICES

Drug and/or alcohol assessments may be considered under this provision on a case-by-case basis to be determined by a panel consisting of one (1) supervisor and two (2) caseworkers. Payment under this provision is not to exceed \$500. This service does not authorize employment-related medical treatment. The purpose of the assessment would be to establish an OWF client's ability to do a work assignment. The assessment can also recommend services and assignments that would address the barriers preventing the OWF client from attaining self-sufficiency.

P. LEAP SERVICES

Products and services can be covered for eligible LEAP clients. The client(s) must be eligible for and receiving LEAP program services in order to receive needed supportive services and/or products, no application process will be required as long eligibility is documented.

Q. DRIVER'S LICENSE FEE

Driver's license fee can be covered for financially eligible AG members who meet the employment requirements defined in section III (Eligibility) – bullet 6 on pages 4 and 5 of this PRC plan.

PRC SERVICES AVAILABLE THROUGH CONTRACTING OR CHILD WELFARE

Client eligibility for Contract Services

- ❖ AG's gross monthly income without regard to available resources must be considered (pay stubs, employer statement, child support and Social Security Administration print-outs, CRISE budget screens, etc). Also, the "PRC Statement of Eligibility" form (for self-declaration of income) can be completed by the AG to verify the gross monthly income for all AG members. The total monthly gross income is then compared to the chart on the back of the current "PRC Statement of Eligibility" form for services meeting TANF goals #1, #2, and #4. Income eligibility must be reviewed and re-determined once every 12 months or as income changes occur to determine continual eligibility. *Income verification or a signed copy of the "PRC Statement of Eligibility" form signed by the applicant must be documented in the client case file.*
- ❖ Verification of birth date and citizenship of all AG members. These items can also be verified via the "PRC Statement of Eligibility" form (for self-declaration). Non-citizens are not eligible for services unless they meet the OWF qualified alien requirements in OAC rule 5101:1-2-30. When in doubt, it is required that the contractor obtain a copy of the alien registration card and to contact MCJFS to further verify eligibility. This is required for all TANF goals (1-4). *Birth date and citizenship verification or a signed copy of the "PRC Statement of Eligibility" form signed by the applicant must be documented in the client case file.*
- ❖ TANF goal #3 to prevent and reduce the incidence of out-of-wedlock pregnancies does not require the verification of income. Age limit for these services based on the MCJFS PRC policy is up to the individual's 22nd birthday. After the individual turns age 22, they no longer qualify for contract services that meet TANF goal #3 as defined above. *Pregnancy prevention services must be documented in the individual case file.*
- ❖ TANF funded contracts require state hearing forms (approval, denial, termination of services) and the opportunity for AG members age *17 and over to register to vote, and a referral of the AG to MCJFS for possible help through need based programs. *Copy of state hearing forms, the JFS referral form and proof of meeting the voter registration requirement must be documented in the client case file.*

*Per the Board of Elections, an individual age 17 must be age 18 by October 8th in order to vote in the general election.

DRUG SCREENINGS

Drug screening is necessary to determine if the OWF client has a barrier to securing employment. Most employers require a drug screening before hiring a potential employee. Drug screening is included in MCJFS OWF Work Activity plan as a standard procedure and is included in the self- sufficiency contract. The vendor offering drug screenings under contract is Integrity of Medina County.

ON THE CLOCK CARE – OCCUPATIONAL HEALTH SERVICES

On the Clock Care will provide services to MCJFS clients who require pre-work assessment and job analysis. The purpose of performing occupational health services is to determine a prospective employee's ability to complete various job tasks in a safe and correct manner. Before occupational health services are performed, the following must occur:

MCJFS will receive a complete job analysis to ensure essential job function are noted and once the occupational health services are completed, the screen will be reviewed by the MCJFS and the OTCC. Because this is a special work-related activity initiated by the MCJFS agency, the dollar amount will not effect a client's request for additional PRC assistance as prescribed by the general PRC policy. Client resources are not considered.

Income limitations are at 200% of the FPG. A request for this PRC is for those individuals eligible for Food Stamps and who are required to do a work assignment. On the Clock Care will conduct a job analysis and occupational health services per agency's request. This is not a Medicaid covered service.

TANF – CHILD WELFARE

TANF – Child Welfare funds can be used to:

- Provide administrative (via SSRMS).
- To meet goal #1 through family stability services for families with gross monthly income at or below 200% of the FPG.
- Goal #2 to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage for families with gross monthly income at or below 200% of the FPG.
- Services and/or products that meet goal #3 to prevent or reduce the incidence of out-of-wedlock pregnancies with no income eligibility requirements as long as the needed service and/or product is for a child involved with the MCJFS Children Services' division.
- Goal #4 to encourage the formation and maintenance of two-parent families for families with gross monthly income at or below 200% of the FPG.
- Bereavement Services – there services are not a Medicaid covered service. Bereavement services are available through Hospice of Medina County and can be covered for financially eligible AG members whose medical insurance does not cover this service and whose gross monthly income is at or below 200% of the FPG. These covered services are for family stability and not to exceed \$1,500.

TANF – EMERGENCY SERVICES ASSISTANCE

TANF – Emergency Services Assistance (ESA) can be used to prevent child abuse or neglect; prevent removal of a child from his/her home; prevent placement of a child away from his/her kinship family care; safely return a child to his/her parent, guardian or custodian. Services include: pre-placement preventative services; reunification services; and/or life skill services as defined in O.A.C. 5101:2-39-06 to a child or his parent, guardian, or custodian as the agency

determines necessary. Payment for services may not be made to the family. Service shall not include the cost of substitute care. Eligibility for services will be based on AG incomes at or below 200% of the FPG. For any other need, the Eligibility Services worker, Family & Children Services worker and a Supervisor will need to meet and discuss the need. TANF is to be utilized to help alleviate a family crisis that could lead to the removal of children from their home, or to help a family so the children can be safely returned to their family. These qualified emergency services do not have any yearly limitations.

TANF – SUPPORTIVE SERVICES

Can be used to provide an array of supportive services which will assist recipients in developing the skills necessary to enter into and to maintain meaningful employment. Basic steps include assessment of job readiness with an analysis of barriers, corrections of such issues, job placement and job retention supportive services, financial literacy skills to budget household available income and life skills to promote independence. Eligibility for services is based on a recipient or AG having at least one minor child (custodial or non-custodial) or a pregnant woman and gross monthly income at or below 200% of FPG.

TANF – TITLE XX

Same as TANF-Child Welfare as indicated above.

TUTORING SERVICES

- a. General Public Tutoring Services for TANF eligible individuals whose family's income is at or below 200% of the FPG.
- b. Children Services Tutoring for individuals with no income requirements that are referred for tutoring services by MCJFS staff under goal three(3) of the TANF requirements.

XII. AUTHORIZATION

Once eligibility for PRC is established the MCJFS Director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at MCJFS. All PRC payments are made by MCJFS to the vendor. MCJFS must ensure that its policies meet all auditing requirements.

XIII. APPROVAL OR DENIAL

Notice of approval or denial: if it is determined that an application for PRC is approved, the MCJFS 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, MCJFS shall mail or otherwise deliver the ODJFS 7334, Notice of Denial of Your Application for Assistance.

Medina County Job and Family Services agree to implement the Prevention, Retention Contingency Plan as written above.

Director

6/1/2010
Date

**Medina County Job and Family Services
Prevention, Retention and Contingency
Federal Poverty Guidelines (FPG) (effective 1/23/2009)**

PRC AG SIZE	100% STANDARD	130% STANDARD	150% STANDARD	185% STANDARD	200% STANDARD
1	\$903	\$1,172	\$1,354	\$1,670	\$1,805
2	\$1,215	\$1,578	\$1,822	\$2,247	\$2,429
3	\$1,526	\$1,984	\$2,289	\$2,823	\$3,052
4	\$1,838	\$2,389	\$2,757	\$3,400	\$3,675
5	\$2,150	\$2,794	\$3,224	\$3,976	\$4,299
6	\$2,461	\$3,199	\$3,692	\$4,553	\$4,922
7	\$2,773	\$3,604	\$4,159	\$5,130	\$5,545
8	\$3,085	\$4,009	\$4,627	\$5,706	\$6,169
9	\$3,396	\$4,415	\$5,094	\$6,283	\$6,792
10	\$3,708	\$4,820	\$5,562	\$6,859	\$7,415

ACRONYMS CONTAINED IN THE BODY OF THE PLAN

ASE – Automotive Service Excellence
AG – Assistance Group
CWC – Cornerstone Wellness Center
ESA – Emergency Services Assistance
FPG – Federal Poverty Guidelines
HEAP – Home Energy Assistance Program
HMG – Help Me Grow
IJS – Individual Job Search
MCJFS – Medina County Job & Family Services
McWRADP – Medina County Work Release and Diversion Program
ODJFS – Ohio Department of Job & Family Services
OWF – Ohio Works First
MMHA – Medina Metropolitan Housing Authority
PRC – Prevention, Retention & Contingency Plan
PIP – Percentage of Income Program
SEP – Subsidized Employment Program
SSI – Supplemental Security Income
TANF – Temporary Assistance to Needy Families
WIA – Workforce Investment Act