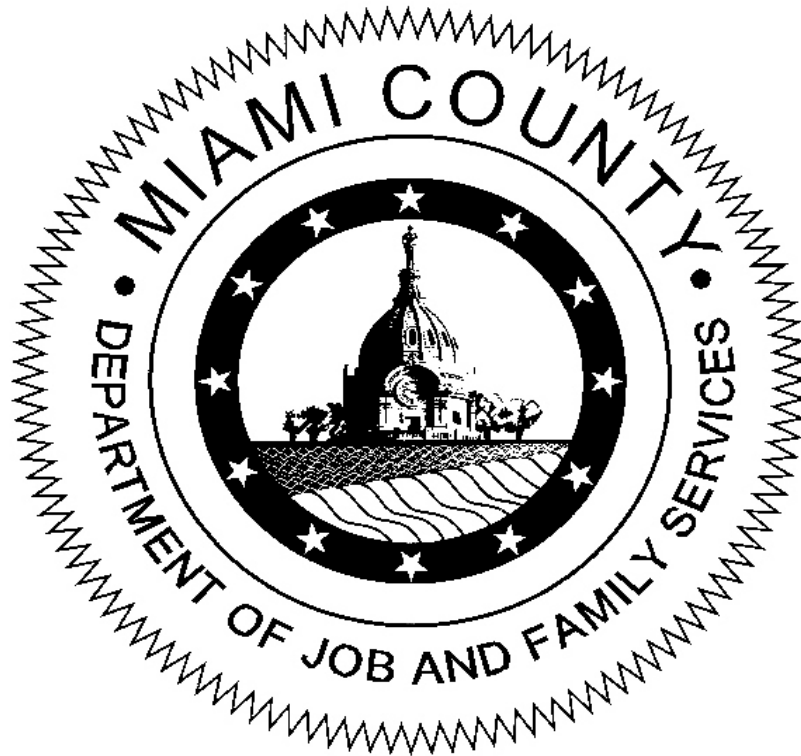


**MIAMI COUNTY DEPARTMENT OF JOB AND
FAMILY SERVICES**



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

Effective October 1, 2011

Miami County Department of Job and Family Services Prevention, Retention and Contingency (PRC) Program Plan

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INTRODUCTION

In accordance with chapter 5108 of the Ohio Revised Code (ORC) Miami County shall operate the Prevention, Retention and Contingency (PRC) Program.

The PRC Program is designed to provide benefits and services to help families residing in Miami County overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility.

Prevention services are designed to divert families from ongoing cash assistance by providing short-term non-assistance.

Retention services are provided to assist an employed assistance group (AG) member in maintaining employment.

Contingency services are provided to meet an emergent need, which, if not met, threatens the safety, health or well-being of assistance group members.

The PRC Program provides the flexibility for funding a variety of services, benefits, programs, and activities that enable individuals to find employment, succeed at work and improve their economic circumstances. PRC funds must be used to accomplish one of the four purposes of the Temporary Assistance for Needy Families (TANF) Program, which are:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
3. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.
4. To encourage the formation and maintenance of two-parent families.

PRC funds may be used only to provide benefits and services which are not considered “assistance”. “Non-assistance” programs provide non-recurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need, are not intended to meet recurrent or ongoing needs, and will not extend beyond four months. Also included in the definition of “non-assistance” are services such as counseling, case management, and employment-related services that do not provide basic income support, and which have no tangible or monetary value to the recipient.

Assistance Group Composition

All families are served through defined assistance groups. For TANF purposes 1 and 2, at a minimum, an eligible PRC assistance group (PRC AG) must consist of:

- A minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent as explained below);
- A pregnant individual with no other children; or
- A non-custodial parent who lives in Miami County and whose minor child/children reside in Ohio (for employment-related services only).

A minor child is an individual under the age of eighteen or an individual who is not yet nineteen and is a full-time student in a secondary school or its vocational/technical school equivalent.

A child may be temporarily absent from the home in accordance with the time frames established in OAC 5101:1-3-04 and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, or legal guardian/custodian.

If other eligibility factors are met, a PRC AG may consist of a non-custodial parent with minor children in need of support, to receive employment-related services, if the PRC assistance will allow the individual to accept or retain employment.

All individuals living together at the address noted on the PRC application shall be considered as part of the PRC AG. In the case of temporary living arrangements (not to exceed ninety days) individuals may be excluded from the PRC AG if they do not normally reside with the members applying for PRC assistance.

The PRC assistance group must reside within Miami County at the time of application.

Application for PRC/Applicant Responsibility

The assistance group must complete the specialized PRC application to request PRC assistance. A face-to-face interview with a caseworker is required for requests for assistance which have monetary value to the applicant.

An applicant for PRC is responsible for completing all necessary documents, disclosing all available facts, providing documentation of income and social security numbers, and cooperating in the eligibility determination process. The PRC AG is responsible for documenting the need and the cost of the requested PRC benefit or services. Miami County JFS staff will assist the applicant in obtaining verifications when requested to do so by the PRC applicant.

The PRC applicant shall make accurate and complete disclosure of all information necessary for a determination of eligibility and computation of assistance. If it is later determined that PRC assistance was issued erroneously due to incomplete, false, or misleading information supplied by the assistance group, overpayments of PRC will be determined. If the cause was the AG's failure to accurately and completely disclose necessary information, Miami County JFS will pursue repayment of funds overpaid, and

there will be no PRC eligibility for the AG until the total amount of the PRC overpayment is repaid.

Pursuant to ORC 5101.83 and OAC 5101:1-23-75, PRC benefits and services may not be provided to a family that has fraudulently received OWF until the cost of the fraudulent assistance is repaid.

Eligibility for PRC/Agency Responsibility

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 10 business days after completion of the application process, which includes verification of information. Failure to provide information/documentation necessary to the determination of eligibility within this time frame may be the basis for denial of assistance. However, at its discretion, Miami County JFS may extend the 10-day period for consideration of a PRC application for reasons it determines to constitute good cause for delay in provision of necessary documentation.

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 Miami County JFS. PRC assistance is available only to members who have not received PRC assistance above the appropriate monetary cap during the previous 12 consecutive months, either in Miami County or in another Ohio county.

The total gross income, earned and unearned, which is expected to be received by any member of the PRC assistance group during the 30-day budget period, is considered when determining financial eligibility. The following exceptions apply:

- The gross earned income of a minor child, who is also a full-time student as defined by the school, is excluded.
- Income received from a social service or faith-based organization to assist with the presenting need is excluded.
- All income that is federally excluded in the determination of eligibility for federal needs-based programs, is excluded.
- All income excluded by OAC 5101:1-24-20.

The 30-calendar day budget period begins with the date a signed PRC application is received by JFS. Unless changes in income are expected, the eligibility worker shall consider income received in the 30 days prior to application as a guide for anticipating income to be received during the budget period.

The income expected to be received during the budget period is used in the computation of financial eligibility. The gross amount of the PRC AG's countable income is totaled and compared to the Federal Poverty Guideline (FPG) percentage amount, which is specific to the applicable PRC benefit or service. If the total PRC AG

income is equal to or less than the FPG amount stipulated, the PRC AG meets the income requirement.

Written or verbal verification of income is required. For any verification obtained verbally, there must be clear documentation in the case record of 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 person who obtained the verification. Documentation of case activity, including an explanation of delays in processing the application, must be maintained in a separate file or entered into CRIS-E running record comments.

The eligibility worker shall enter the PRC assistance group into CRIS-E.

The following applicants are ineligible for PRC assistance in Miami County:

- Individuals who are not citizens of the United States and do not meet the definition of qualified aliens. (5101:1-2-30)
- Families that have fraudulently received assistance under the OWF and/or PRC programs, until repayment in full occurs. (ORC 5101.83)
- Individuals who are fugitive felons, probation and/or parole violators.
- Individuals who have quit or refused a job without good cause or have significantly reduced their hours of employment without good cause within 60 days prior to the date of the PRC application.
- Families with members under sanction (TANF or Food Stamps) unless the sanctioned members have become employed, or the issuance of PRC will enable the sanctioned members to accept or retain employment (for PRC benefits which have a monetary value to the individual or family).
- Families who do not use available funds to help meet the need.

Miami County JFS staff will provide information about, and access to, Medicaid, Food Stamps, child care assistance and other programs to assist the family in providing for the safety and well-being of assistance group members and transitioning to work.

Voter registration application and information shall be made available to PRC applicants.

Exploring Community Resources

Every effort must be made to explore the availability of resources within the local community prior to authorization of PRC. For the purposes of PRC, the “community” could be defined to include areas 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.

Amounts and Types of Assistance

PRC payments are limited to the amount actually required to meet the presenting need, up to the amounts outlined in the PRC Chart of Benefits and Services which is a part of this Plan. Any number of individual payments can be made as long as they are distinctive, non-ongoing occurrences, and do not exceed the amounts in the Chart of Benefits and Services. In addition, there is a maximum limit of \$800.00 total PRC assistance allowed per 12 consecutive month period of eligibility, regardless of the allowable benefits in the PRC Chart of Benefits and Services. Receipt of disaster payments or a transit card is not considered in the \$800.00 annual PRC benefit limit.

PRC assistance will be approved only if the assistance will meet the family's total presenting need. If the PRC assistance, along with the applicant's resources and other community resources is not sufficient to meet the emergency need, PRC benefits or services will not be authorized.

Assistance groups which have received PRC assistance in another Ohio county within the 12 months prior to application in Miami County will have that assistance applied towards the maximum allowable benefit in Miami County.

The determination of appropriate services will be made on a case-by-case basis. The decision as to allowable and appropriate services is solely at the discretion of Miami County Department of Job and Family Services. Issuance of PRC assistance is dependent upon the availability of funding.

Contracted Services

Some PRC services, which have no monetary value to the recipient, are provided by community agencies through contract. Contracted services are also a part of this plan. Miami County Job and Family Services will determine eligibility for the contracted programs with the exception of kinship navigator. Individuals receiving OWF, Food Stamps, or Medicaid shall not be required to file a separate application for services which have no monetary value to the recipient.

For providers offering services of a continuing nature, eligibility will be re-determined at least annually. Contract providers offer services to families but not financial assistance. Receipt of any of the services included in the PRC Chart of Contracted Services, shall not disqualify a family from applying for and receiving other benefits through the PRC Program. Families with members under sanction (OWF or Food Stamps) may be eligible for PRC-funded contract services if other PRC requirements are met.

Prevention and Referral

It is the intention of Miami County to provide for long-term self-sufficiency by utilizing JFS job improvement resources as well as by developing agency and community resources to assist PRC applicants in the prevention of future emergencies. PRC

applicants who are unemployed, under-employed, or employed part-time shall be referred to the Miami County Job Center for assistance in acquiring better paying jobs. PRC applicants may also be referred to legal, financial, budgeting, educational, or other services which eligibility staff determines to be appropriate and useful. If eligible for PRC, assistance will not be delayed because of referral to other services. Rather, those other services will be viewed as contributing to long-term self-sufficiency.

If PRC applicants do not accept or follow through with the referral to additional services, this fact shall be considered when determining any subsequent eligibility for PRC.

Authorization and Payment

Once eligibility for PRC is established, authorization shall occur and payment for the assistance, goods, or services will be made to vendors according to agency procedures. The county will ensure its policies meet auditing requirements.

Approval and Denial

If it is determined that an application for PRC is approved, the JFS 4074 “Notice of Approval of Your Application for Assistance” shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the JFS 7334 “Notice of Denial of Your Application for Assistance” shall be mailed or otherwise delivered.

Update to Federal Poverty Guidelines

Periodic revisions to the Federal Poverty Guidelines (FPG) are communicated to the county by the Ohio Department of Job and Family Services. Revisions to the FPG shall be automatically updated in the PRC Plan on the first day of the month following receipt by the county.

PRC Plan Approval

The effective date of this Miami County PRC Plan is **10/1/11**. The Miami County PRC Plan is hereby approved by:

Carol A. Morgan, Director
Miami County Job and Family Services

Date

APPENDIX 1

PRC CHART OF BENEFITS AND SERVICES

Benefit/Service	Additional Requirements/Restrictions	Monetary Cap per 12 month period	Need Standard	Assistance Group	TANF Goal
Rent and/or Rental Deposit	<p>Homeless; living in uninhabitable conditions (as determined by agency appropriate for making this determination); residing in domestic violence shelter; moving from unsubsidized housing into subsidized housing; residing in overcrowded conditions (as determined by MCDJFS); or if an eviction action has been filed in court.</p> <p>Must have sufficient income to pay monthly rent and utilities on an ongoing basis.</p>	\$450.00	150% FPG	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p>	<p>Targets TANF goal 1: Contingency service to meet a need which threatens the health, safety, or well-being of AG members.</p>
Mortgage Payment	<p>Member of the AG must be the homeowner. Past due notice has been issued by the lending institution.</p> <p>Homeowner has made arrangements with the lending institution to make up any additional amounts due on the mortgage.</p>	\$450.00	150% FPG	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p>	<p>Targets TANF goal 1: Contingency service to meet a need which threatens the health, safety or well-being of AG members.</p>

<p>Utilities (gas/heating fuel, cooking fuel, electric, water, sewage)</p>	<p>Avoid disconnection; restore service; establish new service.</p> <p>Disconnect notice required, along with verification of minimum payment.</p> <p>Verification of a deposit or amount needed to initiate service required.</p> <p>For heating/cooking fuel or wood, verification of minimum delivery required.</p> <p>Current residence location only; account name must be an adult member of the AG.</p> <p>If enrolled in PIP, amount is limited to one defaulted PIP payment.</p> <p>Applicants shall apply for HEAP, percentage of income plans, or other available utility assistance prior to issuance of PRC.</p> <p>An AG which receives a utility allowance must provide documentation that allowances have been applied to the utility balance during the three months prior to the date of application.</p> <p>For payment to avoid disconnection, requires proof of applicant payments of a minimum of \$50.00, on any utility, within three months prior to the date of application. Payments made by another organization on behalf of the applicant are excluded.</p>	<p>\$350.00</p>	<p>150% FPG</p>	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p>	<p>Targets TANF goal 1: Contingency service to meet a need which threatens the health, safety, or well-being of AG members.</p>
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<p align="center">Home Maintenance and Repair</p>	<p>PRC AG member must own the home for which repairs are needed.</p> <p>Payment from homeowner's insurance must be explored prior to approval of funds.</p> <p>Repair or replacement of items affecting the basic structure of the home may be considered (wall, roof, flooring, plumbing, electric, heating, water/sewage). Two estimates from certified or bonded individuals or companies required.</p> <p>Replacement will be considered only when repair is not cost effective.</p> <p>In a severe situation, repairs may have occurred prior to the PRC application. Application may be considered if received within five working days of the service.</p> <p>Miami County is not responsible for repairs done by vendor.</p>	<p>\$450.00</p>	<p>150% FPG</p>	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p>	<p>Targets TANF goal 1: Contingency service to meet a need which threatens the health, safety, or well-being of AG members.</p>
<p align="center">Transportation (Transit card of Miami County Transit System, bus tickets, taxi fares)</p>	<p>May be used to provide transportation to work, school, child care.</p> <p>Available for work program assignment for OWF recipient with no other transportation.</p> <p>Limited to 60 days in a 12 month period.</p> <p>No out-of-county transportation provided.</p>	<p>No cap. Individuals holding transit cards may be eligible for other PRC-funded services up to limits established in this plan.</p>	<p>150% FPG</p>	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p>	<p>Targets TANF goal 2: promote job preparation and work.</p>

<p>Vehicle Repairs</p>	<p>Applicant must have employment of 30 calendar days duration, working 32 hours per week, or more.</p> <p>No other vehicles available for use.</p> <p>No routine maintenance or cosmetic repairs.</p> <p>Two written estimates which include vehicle make, model, year and VIN, from established business.</p> <p>Vendor agrees to written, 30 day guarantee of repair.</p> <p>Repairs will not be approved unless sufficient to put the vehicle in safe, running condition.</p> <p>Proof of ownership required.</p> <p>Vehicles will not be repaired within 60 days following transfer of ownership to applicant.</p> <p>Market value of vehicle is more than cost of repair.</p> <p>Valid driver's license; proof of auto insurance.</p> <p>Miami County is not responsible for repairs done by vendor.</p>	<p>\$500.00</p>	<p>150% FPG</p>	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p>	<p>Targets TANF goal 2: promote job preparation and work.</p>
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<p>Employment-related Services (clothing/uniforms, equipment, testing or renewal of licenses or certifications, drivers training course)</p>	<p>Needed to gain or retain employment of at least 32 hours per week.</p>	<p>\$350.00</p>	<p>150% FPG</p>	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p> <p>Non-custodial parents.</p>	<p>Targets TANF goal 2: promote job preparation and work.</p>
<p>Disaster Services</p>	<p>Disaster declaration by Governor.</p> <p>Applicant must have sustained a loss caused by the natural disaster.</p> <p>Applicants must utilize any available insurance benefits.</p> <p>Will not duplicate assistance available from any other source.</p>	<p>\$500.00</p> <p>Receipt of disaster assistance is not considered in annual PRC benefit level.</p>	<p>150% FPG</p>	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p>	<p>Targets TANF goal 1: Contingency service to meet a need which threatens the health, safety or well-being of AG members.</p>
<p>Any other services/benefits as deemed necessary by JFS Director</p>	<p>Any service which could be expected to aid in attaining self-sufficiency.</p> <p>Determination on a case-by-case basis after careful review of circumstances.</p>	<p>\$500.00</p>	<p>150% FPG</p>	<p>Families with minor children.</p> <p>Specified relative, legal guardian or legal custodian and minor children.</p> <p>Pregnant women.</p>	<p>Targets TANF goal 2: Diverting families from ongoing case assistance.</p>

APPENDIX 2
PRC CHART OF CONTRACTED SERVICES

Program	Provider	Description	Need Standard	TANF Goal
Child Welfare Services	Miami County Children's Services Board	Provide assistance to families to alleviate removal or assist safe return of children to the home, to include those children residing with caretaker relatives.	250% FPG Note: In order to provide vital child protection services to the community, allowing a need standard of 250% FPG is necessary to reach as many families and children as possible. For Kinship Navigator services and information to kinship families caring for minor children, eligibility is determined by contractor and is computed using only the income of the child/children. Verification can be accomplished through self-declaration from relative caregiver.	Targets TANF goal 1: Provide assistance so that children may be cared for in their own homes or in the homes of relatives.
Transportation	Miami County Transit System	Provide transportation to work, school, and child care required by work or school. No out-of-county transportation.	150% FPG	Targets TANF goal 2: To end the dependence of needy parents on government benefits by promoting job preparation and work.