

Morgan County Prevention, Retention and Contingency (PRC) Plan

Morgan County's Prevention, Retention and Contingency (herein after referred to as PRC) program is designed to assist families in becoming self-supporting by promoting work and personal responsibility. The PRC program is designed to meet the four purposes of the Federal TANF Program.

- 1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;*
- 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 services are not ongoing TANF assistance. PRC services are one-time, short-term non-recurrent "non assistance" benefits and services.

Assistance Group Composition

At a minimum an eligible family must consist of a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian. In addition, the family could contain a pregnant individual in their sixth month of pregnancy. A child may be "temporarily absent" from the home in accordance with the timeframes 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, legal guardian or legal custodian.

Non-custodial parents are defined as a parent of a minor child responsible for and paying their child support obligation to the Child Support Enforcement Agency. These non-custodial parents may also be eligible for PRC services.

For Prevention and Retention services, the assistance group (AG) composition shall consist of the adult who is requesting the services and any immediate family members (children and spouse or other parent of their children) who reside in the same household. For Contingency services, the AG composition shall consist of all household members, as they will all benefit from the service.

Eligibility and Application

Eligibility for PRC is dependent on the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines the provision of PRC will satisfy the need. In addition, in order to be eligible for PRC services, the PRC AG must be able to continue to meet the need on an on-going basis. The AG must submit an application for services (PRC Application) listing all household members, on the application. In order for the PRC AG to be found eligible, the AG's income must be at or below the specified guidelines, as listed in each of the program definitions section and the List of Services and Benefits section of this plan.

Repayment agreements must be signed prior to PRC services authorization, for those services requiring repayment, and indicating the method of repayment. The repayment shall consist of regular monthly payments. Repayment shall be calculated by using the amount of the PRC service received divided by 18 months.

In order to receive a PRC service, the entire repayment of the amount of service must be completed in order to receive a service, again. In the event that the AG repays the entire amount of their PRC services, they are eligible to receive that portion of the PRC again upon repayment.

Income is to be verified for any services that are specified at 100% or 165% of the Federal Poverty Guidelines for the Prevention, Retention or Contingency Services. All income, which has been received by any member of the PRC AG during the 30-day prior budget period, is considered when determining financial need, with the exception of the excluded income and resources listed in OAC 5101:1-24-20. Income is to be self-declared for Developmental Services, at the appropriate specified guidelines of the Federal Poverty Level, as listed in the List of Services and Benefits section of this plan. If the total PRC AG income is equal to or less than the specified poverty guidelines, as listed in the List of Services and Benefits section of this plan, then the AG is eligible.

Ineligible Assistance Groups

Applicants who are ineligible include:

1. Individuals who have failed to repay their entire previous PRC service amount;
2. Individuals with any outstanding OWF fraud or PRC fraud overpayment balance;
3. Individuals found to have attempted PRC fraud;
4. AG's who have an individual who has an IPV in any program;
5. A person found to have fraudulently misrepresented their residence in order to obtain assistance in two or more states is ineligible for ten years;
6. AG's who do not currently reside in Morgan County as of the date of their application;
7. AG's who received the service type from another county within the last 18 months;
8. AG's containing an individual who is under a sanction for OWF and/or FS benefits.

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 areas beyond the county's boundaries, however, Morgan county businesses will be given priority in every possible instance. In the event that the boundaries are extended beyond the county, documentation for the reason shall be included in the PRC packet. 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. This includes the escrow accounts through Metropolitan Housing Authority.

Amount and Types of Assistance

PRC payments are limited to the amount actually required to meet the presenting need, without going over the specified amounts. Some examples of assistance, goods, and services that qualify for PRC are attached in the List of Services and Benefits matrix. No medical expenses, except for pre-pregnancy family planning shall be issued under PRC.

Eligibility for PRC for benefits and services to meet purpose 3 of TANF is available without regard to income. The application requirement will be waived in the event that the provider gives a participant listing, since these services are without regard to income.

Once eligibility for PRC is established, the CDJFS director or his 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. All PRC payments are made by CDJFS to the vendor. The county must ensure that its policies meet all auditing requirements.

If it is determined that an application for PRC is approved, the CDJFS shall mail or otherwise deliver the ODHS 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 ODHS 7334, "Notice of Denial of Your Application for Assistance." These notices include the appropriate hearing requirements.

Prevention and Retention Assistance

Prevention and Retention assistance will be authorized provided that all eligibility requirements have been met. Services are provided to an AG to guide them to self-sufficiency by helping them through the presenting crises. Services that assist members in retaining their paid employment and thereby assisting them to achieve self-sufficiency are also categorized as Prevention or Retention services. Eligibility for Prevention and Retention services under this section are limited to a maximum of \$500. This portion of the PRC program is set at 165% of FPL and cannot be provided to an applicant's relative.

For anything transportation-related, there must be a verified valid driver's license and proof of auto insurance.

AG's applying for and/or receiving Prevention/Retention services must agree to repay the amount of the service that they receive. Effective January 7, 2009, these services will be issued on a one-time basis, not to exceed the maximum amount of \$500, and no further Prevention or Retention service can be utilized until the amount is repaid in full. The only exception is with regards to gas money. Gas money shall be available to newly employed adults, which shall be defined as someone who has not had verified paid employment within the last 30 days. Gas money will be on the basis of filling the tank, not to exceed \$75 per fill-up. Gas money shall not exceed four times in an 18 month period, but must also be repaid in full prior to the AG being eligible for any additional Prevention or Retention services.

Contingent Assistance

PRC services under Contingency services will be authorized to an AG provided that all eligibility requirements have been met. Services are provided to an AG to meet a presenting or emergent need, which if not satisfied, threatens the safety, health, well-being or decent living arrangement of one or more members to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and/or marriage. The assistance limit under this portion of the PRC plan is a one-time payment of the actual amount of need up to \$500, for all contingency services.

This portion of the PRC program is set at 100% of FPL and effective August 6, 2007, must be repaid in its entirety in order to be eligible for another contingency service. For rent to prevent eviction, the assistance group must provide a copy of their lease agreement.

Developmental Assistance

PRC assistance under Developmental Assistance will be authorized to an AG provided all other eligibility requirements have been met. Services are provided to an AG to meet a need to assist families in meeting one of the four purposes of the Federal TANF Program. Such services shall be designated on the attached List of Services and Benefits.

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

Assistance Group	100% Monthly FPG	165% Monthly FPG	300% Monthly FPG
2	1226	2023	3678
3	1545	2550	4633
4	1863	3075	5588
5	2181	3599	6543
6	2500	4125	7498
7	2818	4650	8453
8	3136	5175	9408
9	3455	5701	10363
10	3773	6226	11318

List of Services and Benefits

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	CODE
<u>Contingency Services</u> Utility Disconnects/Reconnects, except telephone Purchase of bulk fuel for heating Security Deposits for Rent – HUD deposit, poor living conditions, overcrowding Eviction notices Emergency shelter or temporary housing House payment to prevent foreclosure	One-time payment for actual need up to \$500	Parents, Specified Relatives, or Non-Custodial parents With minor children And all other Household members	100% of FPG	Unemployed Individuals Families with Children at-risk Of abuse or Neglect Victims of Domestic Violence	C
<u>Prevention and Retention Services</u> – anything related to auto: shall provide Drivers License and Proof of Insurance Relocation Assistance – moving expenses to relocate out of county or state (lower unemployment/victims of Domestic violence) DOES NOT COUNT AGAINST LIMIT Auto repairs* Auto insurance – deposit/up to first quarter Gas Money – newly employed individual - fill tank up to \$75 per voucher	\$500 (once in a lifetime) One-time payment for actual need up to \$500 Not to exceed four times	Parents with minor Children Specified relatives With minor children Non-custodial parents	165% of FPG	Lower unemployment/victims of domestic violence Recently employed individuals Unemployed individuals	P/R
<u>Child Welfare Services</u> Family Counseling Vocational & education counseling Respite Care Family Preservation and reunification classes Domestic Violence Services School Activities Ombudsman services	Not to exceed \$1500	Parents or Specified Relatives with minor children Parents or Specified Relatives with minor children	300% of FPG	Families with children at risk of abuse or neglect	E

<u>Reunification Services</u> Transportation Home Health Aide Developmental Services for Youth School Activities Family Focused Field Trips Case Management Supervised Visits Household Improvements Counseling Respite Care	Not to exceed \$1000	Morgan County Families with an Active case plan Designed to reunify The family with the child	300% of FPG	Provide services To reunify children in Out of home placements With their families	E
<u>Family Disaster Assistance</u> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor	Cap based on amount allocated by ODJFS	As stated by the Governor and ODJFS	As stated by the Governor	Families sustaining disaster-related damage or loss upon disaster declaration by the Governor	E

*These services require two estimates in order to receive the service

Code Definitions: P – Prevention Services; R – Retention Services; C – Contingency Services; E – Developmental Services

Note: Developmental Services do not count against an individual for other PRC services.

Note: This list is not all-inclusive and other services may be approved by the Director.

MORGAN COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM (PRC) APPLICATION

Applicant Information

Office Use Only

First Name	Last Name	Case Number
Street Address	City/State/Zip	Date Received
Mailing Address, if different	Telephone Number	Prevention __ Retention __ Contingency __

1. Are you a resident of Morgan County? ____ Y ____ N If yes, how long have you lived in Morgan County? _____
 2. Do you have children in your home under the age of 18? ____ If your only child is 18, is he/she attending high school? ____
 3. Do your children live with you? _____ If not, do you pay child support? _____
 4. Is anyone in your household pregnant? ____ If so, what is her due date? _____
 5. Is anyone in your household under a sanction or disqualification from any program? ____ Y ____ N
 6. Explain your need and the amount of your need _____
7. Give the name of agencies that you have contacted for help with this need _____

Complete the entire chart for EVERYONE in your household (including yourself)

Name	Relationship	Pregnant	Date of Birth	Social Security Number	Source of Income	Monthly Income Amount
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

By my signature below, all information that I have provided is true and accurate. If it has been determined that I have not told the truth, I understand that is fraud and I will be ineligible for PRC services for life. My signature authorizes Morgan Co JFS to correspond with providers and/or Morgan County United Ministries (Jesus Loves You thrift store) to confirm whether services have been provided through that organization, as necessary.

Applicant Signature

Date

Office Use Only

30 Day Budget Period _____ to _____ Assistance Group Size _____
 Income Verified By: ____ Pay Stubs ____ Employer Statement ____ Computer Screens Need Standard 100% or 165% _____
 ____ Other _____ Total Gross Income _____

Previous PRC Received:

____ P R C D Date _____
 ____ P R C D Date _____
 ____ P R C D Date _____
 ____ P R C D Date _____
 ____ P R C D Date _____
 ____ P R C D Date _____

- If Transportation:** Driver's License Copy
 Insurance Verification
 Validity of License
 Repayment Agreement
- If Contingency:** Lease Agreement
 Reason for Security Deposit
 Repayment Agreement

Approval/ Denial Date _____

Eligibility Worker _____

**Morgan County PRC Repayment Agreement/
Fraud Warning**

The Morgan County Department of Job and Family Services has authorized \$ _____ in PRC services for my household on _____.

_____ I will repay the Prevention/Retention/Contingency amount in (weekly/bi-weekly/monthly) payments until this debt is paid off. Failure to repay means that I will not be able to receive PRC services again.

My first payment is due on _____ in the amount of \$ _____.

FRAUD WARNING – I understand that if I have been found to have lied about any part of my PRC application, that I will not be eligible for ANY PRC services in the future. This has been explained to me.

Applicant Signature

Date

Eligibility Worker Signature

Date

The Morgan County Department of Job and Family Services agrees to implement the PRC County Plan as written, including all addendums.

Vicki Quesinberry, Morgan CDJFS Director

Date

The Morgan County Department of Job and Family Services has complied with the requirements of Ohio Revised Code Chapter 5108.

Mike Reed, Morgan County Commissioner

Date

Dean Cain, Morgan County Commissioner

Date

Timothy Van Horn, Morgan County Commissioner

Date