

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. The total gross income is counted and there are no deductions or exclusions allowed to any type of income. 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.

If it is determined on the PRC application that an able-bodied individual is not working, they will be required to go to the Workforce Development Center and register for services (i.e. Scoti system, resume writing, etc.). Proof that the able-bodied individual has been to the Workforce Development Center must be provided before there will be an approval.

Ineligible Assistance Groups

Applicants who are ineligible include:

1. Individuals who have failed to repay their entire previous PRC service amount, for Contingency services;
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 have received the maximum amounts of each Prevention, Retention or Contingency assistance in the past 18 months, and have neglected to repay.
7. AG's who did not reside in Morgan County for 60 days prior to the date of their application;
8. AG's who received the service type from another county within the last 18 months;
9. 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 business 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 that 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 valid driver's license, proof of auto insurance and a clean driving record. To be classified as a clean driving record, the individual cannot have four or more points against their driver's license.

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 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. In the event that an AG requests a PRC issuance for Contingency services, upon eligibility, they will be required to complete a budgeting course, as required. Failure to complete the budgeting course will result in ineligibility.

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.

TANF Subsidized Employment Program (effective 12/1/09 – 8/31/10)

The Morgan County TANF Subsidized Employment Program consists of services provided to parents, specified relatives, legal guardian/custodians, a pregnant individual with no other children, and non-custodial parents residing in Morgan County, even if their children are not. Benefits that are being provided include recruitment and development of employers for the program, supervision of the program, 50% of eligible employee wages, and may also include certifications, training, and case management activities. Contracts will begin no earlier than December 1, 2009 and must end no later than August 31, 2010. Each employer contract will address the amount per employer and the amount of the wage subsidy. Monitoring will take place as to how the funds are being spent and in the event that the funds aren't being expended fast enough to reach the goal, the agency has the right to increase the employee wages to 100% with a contract amendment. The assistance group definition will follow the Prevention and Retention program, and will serve those at 200% of Federal Poverty Level. The income and resource limits will follow that of the remainder of the PRC plan and there shall be no repayment for the services provided under this portion of the program.

**Monthly Federal Poverty Guideline (FPG) Measure
Effective January 23, 2009**

Assistance Group	100% Monthly FPG	165% Monthly FPG	200% Monthly FPG
2	1215	1925	2429
3	1526	2420	3052
4	1838	2915	3675
5	2150	3410	4399
6	2461	3905	4922
7	2773	4400	5545
8	3085	4895	6169
9	3396	5390	6792
10	3708	5885	7415

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 – for paid employment Gas Cards – paid employment Oil Changes – paid employment	\$500 (once in a lifetime) One-time payment for actual need up to \$500 Not to exceed four times Initial issuance to NCP's, then opened to other populations.	Parents with minor Children Specified relatives With minor children Non-custodial parents	165% of FPG 200% of FPG	Lower unemployment/victims of domestic violence Recently employed individuals Unemployed individuals	P/R E
<u>Child Welfare Services</u> Family Counseling Vocational & education counseling Respite Care Family Preservation and reunification classes Domestic Violence Services School Activities	Not to exceed \$1500	Parents or Specified Relatives with minor children Parents or Specified Relatives with minor children	200% 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	200% of FPG	Provide services To reunify children in Out of home placements With their families	E

<p><u>Family Disaster Assistance</u> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor</p>	<p>Cap based on amount allocated by ODJFS</p>	<p>As stated by the Governor and ODJFS</p>	<p>As stated by the Governor</p>	<p>Families sustaining disaster-related damage or loss upon disaster declaration by the Governor</p>	<p>E</p>
<p><u>Subsidized Employment Program (effective 12/1/09 – 8/31/10)</u> Employer recruitment, development, certifications, training, case management activities, and payments to employers to help cover cost of wages.</p>	<p>\$44,419</p>	<p>Parents with minor Children Specified relatives With minor children Non-custodial parents Pregnant Individuals with no other minor children</p>	<p>200% of FPG</p>	<p>To assist employers in defraying some of the cost of wages. To provide services necessary to begin the SEP program.</p>	<p>E</p>

*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	<input type="checkbox"/> Referral to SCOTI <input type="checkbox"/> Verification included that individual registered with SCOTI
30 Day Budget Period _____ to _____	Assistance Group Size _____
Income Verified By: ____ Pay Stubs ____ Employer Statement ____ Computer Screens ____ Other _____	Need Standard 100% or 165% _____ 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 _____	If Transportation: <input type="checkbox"/> Driver's License Copy <input type="checkbox"/> Insurance Verification <input type="checkbox"/> Vehicle Agreement <input type="checkbox"/> BMV Documentation <input type="checkbox"/> Repayment Agreement <input type="checkbox"/> Morgan County Provider If Contingency: <input type="checkbox"/> Lease Agreement
<input type="checkbox"/> Complete Budgeting Class Referral and sent to Workforce Development Center on _____	
Approval/ Denial Date _____	Eligibility Worker _____

Morgan County Developmental Service Form (200)

You will receive an approval or denial from the Morgan County Department of Job and Family Services on the basis of information completed. The adult household member **MUST** complete the entire application.

ADULT INFORMATION

First Name	Middle Initial	Last Name
First Name	Middle Initial	Last Name

Address:

Street _____ City _____ OH _____
 State _____ Zip _____

Mailing Address (if different from above):

PO Box/Street _____ City _____ OH _____
 State _____ Zip _____

Phone Number _____

NAMES AND AGES OF CHILDREN 18 AND UNDER

First Name	Last Name	Age	Relationship to Adult

MONTHLY INCOME (Please accurately check mark the most appropriate line below for your monthly income)

\$ 0 - \$2,429 _____	\$3,676 - \$4,299 _____	\$5,546 - \$6,169 _____
\$2,430 - \$3,052 _____	\$4,300 - \$4,922 _____	\$6,170 - \$6,792 _____
\$3,053 - \$3,675 _____	\$4,923 - \$5,545 _____	\$6,793 – over _____

 Signature of Adult Household Member _____
 Date

Provider Information Only (Please indicate program)

Gas Cards/Oil Changes

Reunification Services

Child Welfare Services

Morgan County Developmental Service Form (100)

You will receive an approval or denial from the Morgan County Department of Job and Family Services on the basis of information completed. The adult household member MUST complete the entire application.

ADULT INFORMATION

First Name	Middle Initial	Last Name
First Name	Middle Initial	Last Name

Address:

Street _____ City _____ OH _____ Zip _____
 Mailing Address (if different from above):

PO Box/Street _____ City _____ OH _____ Zip _____

Phone Number _____

NAMES AND AGES OF CHILDREN 18 AND UNDER

First Name	Last Name	Age	Relationship to Adult

MONTHLY INCOME (Please accurately check mark the most appropriate line below for your monthly income)

\$ 0 - \$1,215 _____ \$1,839 - \$2,150 _____ \$2,774 - \$3,085 _____
 \$1,216 - \$1,526 _____ \$2,151 - \$2,461 _____ \$3,086 - \$3,396 _____
 \$1,527 - \$1,838 _____ \$2,462 - \$2,773 _____ \$3,397 – over _____

Signature of Adult Household Member _____

Date _____

Provider Information Only (Please indicate program)

**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