

PREVENTION RETENTION AND CONTINGENCY PLAN

PERRY COUNTY JOB AND FAMILY SERVICES

Perry 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. End needy parents' dependence 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.

A PRC service is not ongoing OWF (TANF) assistance. PRC services are 1) services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support; these services are available on any ongoing basis and have no effect on eligibility and annual financial limitations; or 2) employment related assistance which is limited to the amount actually required to meet the presenting need, up to \$500.00 per **24** consecutive month period of eligibility **effective 10/15/07**. Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and the combined total does not exceed \$500.00 for the PRC AG. A PRC Assistance Group (PRC AG) is a group of individuals containing at least one minor child, under the age of 19, and attending school full time in a secondary school or in the equivalent level of vocational or technical training and treated as a family unit for the purpose of determining eligibility for the PRC Program. PRC will not be issued to an AG in Perry County if issued in another county during the 12-month period prior to the date of application.

ELIGIBILITY AND APPLICATION

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provision of PRC will satisfy the need. PRC AG must be employed at least an average of 25 hours per week to be eligible for PRC. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG), unless otherwise stated, in effect July 1st and updated annually. PRC assistance is only available to members who haven't received PRC assistance above the Perry County monetary cap during the previous 24 consecutive months. Families receiving assistance under another program may receive PRC assistance.

A non-custodial parent who meets the following criteria is eligible for all PRC employment services if they are:

- 1) Resident of State of Ohio
- 2) Who has a child who is a resident of Perry County
- 3) Where Child Support Case is Administered by Perry CJSF
- 4) Where income is equal to or less than 200% poverty

Any services received by the non-custodial parent shall not affect the eligibility of the custodial parent.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 5 business days after completion of the application process in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case-by-case basis. Immediate need and whether or not the PRC Program can be of benefit will be determined by the CJFS. Under this program, an assistance group that includes at least one minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the county department of human services. This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF, or DA assistance group is active is not a determining factor in the consideration of eligibility for the PRC Program. In addition, the CJFS must inform individuals about other programs (I.e. Medicaid and Food Stamps) that are available and hearing rights that are applicable. PRC assistance will be authorized with the expectation that the PRC AG will then be able to function without additional agency help. Services are provided to an assistance group to prevent them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to PRC AG to help members retain employment and, thereby, to achieve or continue self-sufficiency. TANF eligible families under contract services shall use the prescribed Eligibility Verification Form (self-declaration income form).

Former Family Emergency Assistance (FEA) program policies and benefits are replaced by the PRC Program. The CJSF shall enter the PRC AG information into CRIS-E for statewide clearance and PRC authorization.

All income, which has been received by any member of the PRC AG during the 30-day budget period, is considered when determining financial need. The 30-day budget period begins 30 days prior to the date of application and ends on the application date. The income received during this period is used in the computation of financial eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF or DA.

With the above exceptions, the total gross income, both earned and unearned, of all the PRC AG members, must be counted. Perry County Job and Family Services will not consider as available liquid resource; earmarked resources such as monies set aside by the AG to cover food, shelter, transportation and utilities for an upcoming 30-day period. Written verification of income is

required. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification.

The gross amount of the PRC AG's countable income totaled and compared to the amount, which is 200% of the Federal Poverty Guidelines amount for the PRC AG size. If the total PRC AG income is equal to or less than the 200% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirements.

Applicants who are ineligible include: 1) individuals with any outstanding OWF or PRC fraud over-payment balance; 2) individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance.

The PRC AG members must complete the form, Prevention, Retention, and Contingency Program (PRC) Application to request PRC.

Applicants who have an established pattern of job quits and/or job losses in the past could be denied PRC.

Notice of Approval/Denial: 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"**.

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. 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.

AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the presenting need, up to \$500.00 per **24** consecutive month period of eligibility **effective 10/15/07**. Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and the combined total does not exceed \$500.00 for the PRC AG.

CATEGORIES OF ASSISTANCE, GOODS, AND SERVICES TO BE PROVIDED

SHELTER EXPENSES: rent and rent deposits to relocate for a job

JOB RELATED TRANSPORTATION EXPENSES: car repairs and tires.

NOTE: An applicant must live 1 mile or more from their job to receive the Job Related Transportation Expenses.

PRC payments can also be made for other job related services not listed above at the discretion of the Director or the Director's designee.

Once eligibility for PRC is established, the CDJFS director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during the 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 the CDJFS. All PRC payments are made by the CDJFS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.

REPAYMENT AGREEMENT

The PRC applicant will be required to sign a repayment agreement each time they receive PRC moneys. Failure to retain employment through job quit or willful action on the part of the recipient in the six months following the issuance of PRC will allow the Perry County Job and Family Services (PCJFS) to pursue collection of the PRC through legal action.

DISASTER –RELATED PRC

To the extent permissible under federal law and/or Ohio statues and regulations, the CDJFS director may authorize TANF discretionary funding for disaster relief when a State of Emergency has been declared by the federal government, Ohio's Governor or the County Commissioners. This disaster relief will be made available to eligible families with unplanned expenses related to natural disasters. Eligibility shall be determined based upon the TANF guidelines in effect at that time including exceptions specified by law or regulations.

In the event that disaster-related PRC assistance funds from the state are not sufficient to meet the disaster needs, Perry County Department of Job and Family Services (PCDJFS) may choose to use PRC funds within the county allocation to extend or expand a disaster program.

Prior receipt of PRC will not affect the receipt of these specific funds. Future eligibility for PRC will not be affected by receiving the disaster funds. Service under disaster-related PRC can be provided to individuals regardless of employment status and ability to demonstrate future self-sufficiency.

September 2010 Severe Weather Project:

This program begins 9/23/2010 and runs through close of business on October 22, 2010 contingent upon funding.

TANF:

1. The assistance group must complete a Perry County Self-Declaration Application for TANF Disaster Relief
2. The normal benefit level will be waived.
3. Benefits under PRC Disaster Assistance will be dependent on local Emergency Management Agency's (EMA) damage assessment survey.
4. Homes "affected" or with "minor" damage as classified by EMA will receive a one-time payment in the amount of \$1,500.
5. Homes "destroyed" or with "major" damage as classified by EMA will receive a one-time payment in the amount of \$3,000.
 - a. Payments in this amount have been augmented \$1500 by Perry County's TANF allocation.
6. Assistance groups must be living at or below 200% of the Federal Poverty Level (FPL).
7. The PRC repayment agreement will be waived.
8. Must be residents of Perry County.

Non-TANF

A one-time cash payment of \$750 may be provided to elderly or disabled individuals without a minor child who have been adversely affected by the September 2010 emergency weather condition. Payments are contingent on available funding.

Only one payment may be made per dwelling. If a disaster-related PRC payment has been made on behalf of a resident of the same dwelling, there is no eligibility for non-TANF assistance under the September 2010 Severe Weather Project.

Benefit decisions are not subject to state hearing regulations; however, PCDJFS will provide written notification on application decisions as well as notification to applicants on the right to a county conference.

In order to be eligible for payment, the following conditions must be met:

1. The individual must complete an "Adult Disaster Assistance Application."
2. The individual must be age 55 or over and without child(ren), or;
3. The individual must be without minor child(ren) and in receipt of disability benefit payments such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung benefits, etc., and;
4. The individual must be a resident of Perry County
5. The individual must be adversely affected by the emergency condition as documented by Perry County EMA.

6. The individual must be living at or below 200% of the Federal Poverty Level (FPL).

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ADDITIONAL PRC PROGRAMS

Unless otherwise noted, application for services is the Common Application Form (self-declaration income form)

FUEL ASSISTANCE PROGRAM

PCJFS may offer to eligible Perry County residents gasoline vouchers to assist in the cost of commuting to work. The purpose of this program is to end needy parents' dependence on government benefits by promoting job preparation, work and marriage. This program will be effective May 1, 2011 through August 31, 2011, or until funds are no longer available for the program as determined by PCJFS. These services are available to one member of a family at a time during the period of the program. Monthly gasoline vouchers will be issued according to the following guidelines:

- Up to \$50.00 per month if traveling and meeting employment requirement of 25 hours per week
- Up to \$100.00 per month if traveling more than 200 miles per month for employment and working 25 hours per week

Total allowable services may not exceed \$400.00 per individual for the program period. To be eligible, participants must at a minimum meet the following criteria:

- Be currently employed
- Have a family household income at or below 200% of the federal poverty guideline; and
- Have a minor child who (1) has not attained 18 years of age or (2) has not attained 19 years of age and is a full-time student in a secondary school

Participants meeting the above requirements may be eligible to participate in the program. The participation in this program will not count toward the family's eligibility limit for other PRC Programs contained in this plan.

Application for services is program specific.

WIA YEAR ROUND/SUMMER COMPONENT PROGRAM

The PRC program includes the WIA Year Round/Summer Component Program for Perry County which encompasses the following: Youths ages 14 to 24, 200% of poverty, resident of Perry County, must meet living requirements, ages 14 to 17 must have parents permission, responsible for own transportation. Youth will work or do community service or career exploration for 8 weeks approximately 32 hours per week at no less than \$6.00 per hour. TANF funds and WIA funds can be used for funding.

TANF SUMMMER YOUTH PROGRAM

PCJFS may provide, by direct or contract services, a youth enrichment and training program that links academic and occupational learning. Participants may receive tutoring, study skills training, and instruction that is geared towards employment or completion of a secondary education. Participants may also receive paid and/or unpaid work or educational experience including mentoring, internships, job shadowing, community service, or career exploration. The program lasts for approximately eight weeks and the participants will gain valuable work and educational experience. To be eligible, youth participants must be a resident of Perry County and at a minimum fall into one of the following categories:

- Youth age 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);
- Youth age 18-24, as long as they are in a “needy” family that also has a minor child; or
- Youth age 18-24 that have a minor child and are considered “needy”.

“Needy” is defined by PCJFS as families whose income is at or below 200% of the federal poverty level.

Youth meeting the above requirements may be eligible to participate in program. The participation in this program will not count towards the family’s eligibility limit for other PRC Programs contained in this plan.

TANF TITLE XX – CHILDREN SERVICES

Agency Legal Counsel - Perry County Children’s Services has a contractual agreement with a licensed attorney to act as legal counsel for all agency court proceeding involving litigation of child abuse, neglect and dependency. The attorney is under contractual obligation for five (5) hours of legal services per week. Perry County Children’s Services is proposing to reimburse the attorney’s fees through the TANF Title XX contract for services rendered to children and families which meet the eligibility criteria set forth in the contractual agreement with the Perry County Department of Job and Family Services.

Psychological Evaluations – Perry County Children’s Services has a contractual agreement with Gary Wolfgang, a licensed counselor, to conduct psychological evaluations of parents and children involved in cases of abuse, neglect and dependency. Mr. Wolfgang conducts the non-medical eligible psychological evaluations to assist agency personnel and the juvenile court to determine the immediate safety of children and discern future risk to children as well.

Substance Abuse Monitoring – Perry County Children’s Services shall continue the contractual agreement with Fairfield Information Services for the provision of random drug screening services. The services shall include: drug tests, lab services for analysis of specimen samples, random call in services to notify participants when they are required to test, SCRAM (alcohol detection bracelet system), expert court testimony as applicable.

Placement Reimbursement – TANF TITLE XX Transfer funds are funds which have been transferred into the Social Services Block Grant. The rules governing the utilization of SSBG funds state the following: Social Services Block Grant (SSBG) funds are to enable each State to furnish social services best suited to meet the needs of the individuals residing within the State. Such services may be, but are not limited to: daycare for children or adults, protective services for children or adults, special services to persons with disabilities, adoption, case management, health-related services, transportation, foster care for children or adults, substance abuse, housing, home-delivered meals, independent/transitional living, employment services or any other social services found necessary by the State for its population. Perry County Children’s Services plans to utilize the Transfer funds to fund placement costs for two (2) children in the permanent custody of the agency, as well as one (1) child in the temporary custody of the agency who are not eligible for Title IV-E reimbursement.

Employment Transportation

Transportation services will be provided to income eligible clients at 200% of the poverty level for employment purposes, transportation for job interviews, and employment for a temporary period as well as work required recipients who must go to a work site.

WORK ALLOWANCE - TANF PURPOSE 2

Perry County Job & Family Services has set a policy of providing a maximum of \$40.00 work allowance per month to clients who are eligible and participate in a Perry Co. Job & Family Services’ work activity. In addition to the \$40.00 monthly work allowance per JOBS participant; Perry Co. JFS shall provide a one time \$40.00 work allowance to those eligible JOBS clients completing their ABLE schooling and scheduling their GED test. The \$40.00 work allowance is provided to cover the cost of the GED test.

HELP ME GROW (HMG)

In an effort to enhance and expand services for families with young children, the Help Me Grow Program has become the umbrella for services to families with children birth to three. The Help Me Grow program is currently operated through the Perry County Family and Children First Council and integrates numerous services into a single program.

TANF funds may be used to provide prevention and contingency service to expand the HMG program in Perry County by providing assistance to families in need so that children may be cared for in their own homes or in the homes of relatives, to prevent and reduce the incidence of out-of-wedlock pregnancies and to encourage the formation and maintenance of two-parent families.

Families with children from birth to three are eligible provided household income does not exceed 200% of the Federal Poverty Level (FPL). Services provided under this program include but are not limited to the following:

- Home Visits
- Information and Referral
- Parenting Classes
- Group activities to enhance parenting skills and build support systems
- Child Development Screenings

TANF applications for HMG will be designated by the agency director or designee. Participation in HMG will not count toward the family's eligibility limit for other TANF programs contained in this plan. Service under this project can be provided to individuals regardless of employment status. Allocations to HMG projects are contingent upon available funding.

SCHOOL READINESS

PRC funds may be used to provide contingency services to children to reduce out-of-wedlock births, encourage the formation of two parent families and/or provide assistance to needy families so that children may be cared for in their own homes or in the homes of a relative. These activities may be directed toward:

- Improved academic performance
- Improved attendance
- Life skills and health improvement, participation in cultural enrichment or extracurricular activities
- Provision of essential educational materials for school readiness
- Provision of essential clothing (e.g., winter coats, hats, shoes)
- Outreach

Services may be provided either directly by PCDJFS or through contracts with local schools or other human service providers. School readiness services may be provided without regard to

income to any school district that qualifies for Poverty-Based Assistance, unless otherwise specified in a county procedure letter or contract for services. All four school districts located in Perry County qualify for Poverty-Based Assistance.

Direct service applications for school readiness will be designated by the agency director or designee. Participation in this project will not count toward the families eligibility limit for other PRC programs contained in this plan. Service under this project can be provided to individuals regardless of employment status. Availability of these projects is contingent upon funding. Individual projects may provide services depending on deliverable and circumstances without limitation or regard to the Federal Poverty Level.

Receipt of services under the school readiness program will not count toward the PRC benefit limits covered under any other part of the plan.

Children under custody of Perry County Children's Services may be provided program services regardless of temporary housing situation and household income.

Back to School Bash Program 2011: A school readiness event will be held to provide school age children the materials and supplies they need to begin a successful school year. The event will include the provision of materials for children living at or below 200% of the Federal Poverty Level. Supplies may include but not be limited to back packs, writing utensils, paper supplies, clothing, and shoes. Applications will be program specific.

LICE ERADICATION PROGRAM

Lice eradication programs are contingency services that address the safety, health or well-being of individuals. Head lice infestation contributes to extended periods of absence and interference in the learning process. Regular school attendance is fundamental to preparing a job ready workforce. TANF funds may be directed toward lice eradication programs for the purpose of providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, to end dependence on government benefits by promoting job preparation, work and marriage, and to encourage the formation and maintenance of two-parent families.

TANF funding will provide supplies including lice shampoo, laundry detergent and lice combs as well as contracted services of a trained health educator to address the head lice needs of Perry County residents living at or below 200% of the Federal Poverty Level (FPL).

Receipt of services under the head lice program will not count toward the PRC benefit limits covered under any other part of the plan. Service under this project can be provided to

individuals regardless of employment status. Availability of this project is contingent upon funding.

Contracted project with the Perry County Health Department begins 11/1/10 and ends 6/30/11.

Application for head lice eradication services is program specific and based on a self-declaration income form.

Youth Opportunities Projects

Contracted youth projects geared toward the academic enrichment of school-age children are offered by PCJFS through PRC to prevent OWF dependency and to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

Contracts include:

- Contract beginning 2/1/2011 and ending 9/30/2011 is funded to provide computer instruction, skill building, tutoring and instruction around appropriate use of leisure time for school-age children at or below 200% of the Federal Poverty Level (FPL) in a computer lab.
- Supervision of TANF summer youth for Perry County's Summer Feeding Program
- Daytime Summer Camp programs that offer opportunities to explore new skills and interests of a young person to enhance their educational pursuits and aid in their growth and development

The authorization of these supplemental services does not count toward the assistance group's PRC limits. Payments for service will be made directly to the contracted provider.

A self-declaration of income will be accepted as verification of income for the purposes of this program.

Perry County Job and Family Services agree to implement the PRC Plan as written above.

Cheryl Presley Boley

06/20/2011

Perry County Job and Family Services

Date

- Exhibit 1 Perry Co. Income Eligibility Standards – 200 % Federal Poverty Guidelines
- Exhibit 2 Perry Co. Prevention, Retention, and Contingency Program Application
- Exhibit 3 Perry Co. Repayment Agreement

**MONTHLY FEDERAL POVERTY GUIDELINES
EFFECTIVE 1/20/11**

The Monthly Federal Poverty Guideline amount is used to determine income eligibility for the Prevention, Retention, and Contingency (PRC) Program. The total gross countable income for all members of a PRC assistance (AG) must be equal to or less than the Monthly Federal Poverty Guideline amount for the appropriate AG size. See chart below for monthly and annual amounts:

Assistance Group Size	200 % of Monthly Federal Poverty Guideline
2	\$2,452
3	\$3,089
4	\$3,725
5	\$4,362
6	\$4,999
7	\$5,635
8	\$6,272