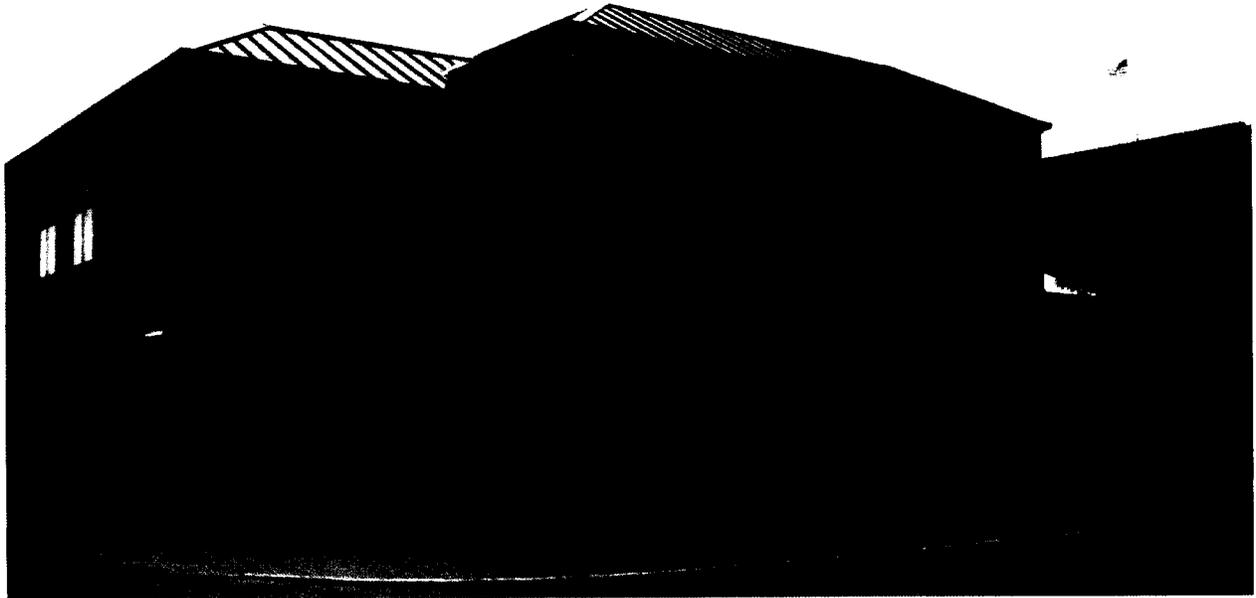


# **Prevention, Retention & Contingency Plan**



**Scioto County Department of Job & Family Services**

Effective  
May 1, 2016

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# **Prevention, Retention & Contingency (PRC) Plan**

## **I. Purpose of Prevention, Retention and Contingency (PRC) Program**

The Scioto County Department of Job and Family Services (SCDJFS) PRC Program is designed to assist low to moderate income families who may or may not currently be receiving or desire OWF cash assistance. It is a tool for our community to use to develop strategies and programs to encourage families to obtain and retain employment, prevent dependency, promote family stability and enhance economic self-sufficiency. It is also designed to reduce or eliminate specific emergent need(s) that threatens the health or safety of a family and to stabilize their situation.

## **II. Purpose of PRC Services are:**

- Services that have no direct monetary value to an individual family and do not involve implicit or explicit income support.
- One-time, short term assistance which is limited to the amount actually required to meet the non-deferrable need, up to \$250.00 per 12 consecutive month period of eligibility.
  - Eligibility period begins October 1<sup>st</sup> and ends September 30<sup>th</sup> of each year
  - Any number of individual payments can be made during the eligibility period as long as they are distinctive, non-recurring situations, and do not exceed \$250.00 for the PRC AG over the 12 month eligibility period.
- Services that support one or more of the four Temporary Aid for Needy Families (TANF) purposes which are as follows:
  - Assisting needy families so that children can be cared for in their own homes;
  - Reducing the dependency of needy parents by promoting job preparation, work and marriage;
  - Preventing out-of-wedlock pregnancies; and,
  - Encouraging the formation and maintenance of two-parent families.

## **III. Funding**

The PRC program is funded entirely by PRC and designated TANF funds received from the Ohio Department of Job & Family Services (ODJFS). The PRC Program Plan establishes the operational parameters for the use of PRC and designated TANF funds in Scioto County.

#### **IV. Eligibility**

Eligibility for PRC Benefits and Services is dependent upon an eligible Assistance Group's (AG's) demonstration and verification of their families presenting emergent or non-emergent need, and whether SCDJFS determines that providing PRC benefits and services will substantially satisfy their presenting need.

PRC assistance is only available to AG's that have not received PRC assistance beyond the monetary cap during the 12 month PRC eligibility period (October 1<sup>st</sup> through September 30<sup>th</sup> of the following year). Families receiving assistance under OWF, Disability Assistance or other federal means tested programs are not precluded from receiving PRC funding if found otherwise eligible.

Under the PRC Program, an AG that meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the Scioto CDJFS. 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. Families receiving assistance under OWF, Disability Assistance or other federal means tested programs are not precluded from receiving PRC funding if found otherwise eligible.

In order for the PRC AG to be found eligible, the AG must satisfy ALL of the following:

- Be at or below 200% of the Federal Poverty Guidelines (FPG) in effect and updated July 1<sup>st</sup> of each year.
- Be determined by Scioto CDJFS to be in immediate need
- The requested PRC service must
  - Either help a PRC AG member gain or retain employment; or,
  - Help a PRC AG meet a non-deferrable (contingent) need caused by a situation beyond the participant's control such as: fire, natural disaster, illness, loss of employment, reduction of work hours, or documented family emergency.
- Be able to fund any additional costs over the \$250.00 monetary cap associated with the need
- Meet at least one of the 4 TANF Purposes in Section II of this Plan
- Be able to function without additional agency help

It is the county's goal to approve or deny an application for PRC within 5 business days. The county will attempt to contact the AG by phone if verifications are needed to determine eligibility. If phone contact is attempted but the AG cannot be reached, the county will mail a request for verifications and allow the AG 10 days to return the required verifications. The PRC eligibility determination process consists of additional elements which are defined and described in the following body of this plan.

## **V. Failure to Prevent the Occurrence of the Emergent Need – Denial of Request**

Denial of the request for assistance may be appropriate in situations where no attempt by the AG has been made to prevent the occurrence of the emergent need and the AG cannot present evidence that they have experienced any extraordinary circumstances or expenses; such as, loss of employment income or loss of unearned income. Situations in which no attempt to prevent the occurrence of the emergency may include: a pattern of making no payment toward a financial obligation with the knowledge that making a minimal payment would prevent the occurrence of the emergency, quitting a job, or any other situation where the AG caused their own hardship.

A denial of PRC benefits or services under this section is not intended to be made routinely or without careful consideration of the AG past history as documented in the running record. A denial under this section requires supervisor approval. The PRC program is intended to assist families meet infrequent emergencies of a legitimate nature that could not have been avoided by the means available to the AG.

## **VI. Exploration of and Referral to Other Benefits or Services**

Anyone applying for PRC benefits or services will receive appropriate information (and referrals when warranted) for: Medicaid, Food Assistance, Child Care and other SCDJFS administered programs which provide benefits and services that could assist the family to successfully transition to economic self-sufficiency.

## **VII. 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, “community” could be defined to include areas beyond the county’s boundaries. The PRC Assistant Group is required to apply for and utilize any program, benefit or support system that is readily and unconditionally available which may substantially satisfy or eliminate the emergent or presenting need.

Special consideration shall be given to timeliness and accessibility of community resources when dealing with an emergent need that threatens the health or safety of a family.

SCDJFS personnel determining eligibility for PRC must remain aware of community resources that may be utilized to help meet customer’s needs.

## VIII. Service Provider

Applicants applying for services to help with vehicle repair or purchase of tires, must agree to utilize a vendor with which the Scioto CDJFS has a signed “PRC Provider Agreement” to provide PRC services. A list of these vendors will be readily available to the PRC AG.

Service providers must agree to the payment processing conditions and procedures established by Scioto County.

## IX. Assistance Group

For the purposes of the SCDJFS PRC Program an eligible Assistance Group is defined as a household unit consisting of a **minor child** who lives with a custodial parent, legal guardian (ORC 2151); **or** legal custodian (ORC 2111); **or** specified relative (ORC 5107.01). No household unit is eligible unless they have a qualifying minor child.

Exceptions: A pregnant adult individual may be considered a household unit. A noncustodial parent may meet the definition of an eligible AG if **ALL** the requirements are met in **Paragraph D** below.

A. **Minor Child** is defined as:

An individual who has not attained age 18 or

An individual who has not attained age 19, and is a full-time student in a secondary school or in the equivalent level of vocational technical training or home school (ORC 5108.01), or

The unborn child of an expectant mother

B. **“Specified Relative”** means the following individuals who are age eighteen or older:

1. The following individuals related by blood or adoption:
  - a. Grandparents, including grandparents with prefix “great”, “great-great”, or “great-great-great”
  - b. Siblings;
  - c. Aunts, uncles, nephews, and nieces, including such relatives with the “great”, “great-great”, “grand” or “great-grand”;
  - d. First cousins and first cousins once removed.
2. Stepparents and step siblings;
3. Spouses and former spouses of individuals named in (A) or (B) above.

- C. It may be determined that TANF funds cannot be used for children residing with non-related individuals. However, children residing with legal custodians or legal guardians may be eligible for PRC.

**NOTE:** The PRC definition of “household unit” shall be used to determine Assistance Group size; however, SCDJFS may exclude anyone other than mother, father, stepmother, and stepfather, of a minor child and the minor child’s minor siblings, including stepbrother, stepsister, half brother and half sister, in order to qualify the family for PRC. **Additionally, others residing in the household unit may be added to the eligible AG headcount to qualify the family for benefits or services.**

- D. A **Non-custodial Parent** who does not have their minor child currently residing in their household unit may meet the minor child requirement; if
- Their minor child who resides outside of their home lives in Ohio and
  - They have a current child support order and **intent** to meet his/her obligations.

Additionally, the non-custodial parent must meet the following conditions:

- The PRC benefits/services must assist the noncustodial parent in **being able to meet** their child support obligations. Questionable situations will be decided upon consultation with the appropriate CSEA Case Manager or Team Leader.
- The non-custodial parent resides in Scioto County.
- The non-custodial parent is otherwise eligible.
- The non-custodial parent is limited to only those PRC benefits and services identified in the attached PRC Grid.

**NOTE:** The non-custodian’s minor child, residing outside of the non-custodian’s household, may be counted concurrently in the AG size for both the non-custodian’s and custodian’s household units for PRC.

#### **X. Ineligible Assistance Groups and Individuals by Federal or State statute:**

- No **benefits or services** to an individual who is not a citizen of the United States or a qualified alien. (Section 5506(d) of Public Law 105-33)
- No **benefits or services** to an Assistance Group with a member who fraudulently received assistance under PRC or ADC/TANF/OWF, until **full** repayment has been made. This **also includes PRC or ADC/TANF/OWF Intentional Program Violations (IPV’s)**. (ORC 5101.83). (A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for 10 years.)

## **XI. Assistance Groups Ineligible per Scioto CDJFS Policy:**

- No **benefits shall be issued by SCDJFS** for an AG with a current member serving an OWF, LEAP or Food Stamp sanction until the date the AG has taken the action(s) required to lift or otherwise cure the sanction or the sanction period has ended; whichever occurs first. The minimum sanction period does not have to be served to comply for Food Stamps. For this purpose, the date of ineligibility begins the date the sanction notice is mailed. A request for a State Hearing or County Conference shall have no effect. A sanction imposed while a PRC application is pending shall have no effect on the current PRC application and benefit requested.
- No **benefits shall be issued by SCDJFS** to an AG with a current member who as a provider or as a consumer was determined to have fraudulently received benefits in Scioto County administered through SCDJFS, until a plan for repayment has been established and then, only if the AG remains in good standing with their repayment plan. Good standing and fraud shall be determined by the Overpayment Recovery Unit.
- No **benefits shall be issued by SCDJFS** to an unmarried parent under 18 not living in an adult supervised setting.
- PRC AG's who have utilized PRC funds in another county within the PRC Eligibility period as defined in Section IV of this plan will have that amount counted toward the current Scioto County maximum.

## **XII. Temporary Absence/Foster Care/Adoption Assistance/Court Placement**

A minor child "**Temporarily Absent**" from the physical household unit of their custodial parent, legal custodian, legal guardian or specified relative may be eligible and also qualify the household they are absent from for PRC; but only if the conditions in rule 5101:1-3-04 of the Ohio Administrative Code are met (ORC 5107.1 0). Additionally, if placed in the custody of the PCSA/CSB there must be a current family reunification plan. They are not an eligible member of the household unit in which they temporarily reside, nor can their circumstances be used to make the household in which they temporarily reside categorically eligible.

A minor child placed in **foster care** is only eligible for **TANF purpose 1 & 2** if all the conditions in the above paragraph are met and they are determined to be "**Temporarily Absent**". The minor foster child is not considered an eligible member of the foster care family, nor can their circumstance be used to make the foster care household in which they temporarily reside categorically eligible.

**A minor child placed in foster care is eligible for TANF purpose 3 & 4.**

A minor child receiving **adoption assistance** cannot be considered temporarily absent from the home they are absent from, nor be considered an eligible member of the household receiving adoption assistance, nor can their circumstances be used to make the family receiving adoption assistance categorically eligible.

A minor child **adjudicated** and placed out of their home by the Courts cannot be considered temporarily absent.

**XIII. Shared Parenting/Shared Custody**

A minor child in a shared parenting or shared custody situation will be considered a member of the household unit in which the minor child spends more than 50% of their time.

When contested, the shared parenting information in OPAM 5101:1-3-041 shall be used as a guide to arrive at a prudent decision.

**XIV. Financial Eligibility**

- A. To be eligible for PRC, the AG must be under the 200% FPG. All gross income received by any member of the PRC AG during the 30 days preceding, up to and including, the date of application is considered when determining financial eligibility. Applicants are required to state the specific source of income on the PRC application.

SCDJFS will exclude all income that is normally exempt when determining eligibility for OWF, DA, SSI and food assistance

- B. The total countable gross income, both earned and unearned, received by all adult members of the Assistance Group shall not exceed the Federal Poverty Guideline monetary cap for the eligible AG size (updated yearly usually in February) for the PRC benefit or service for which they are applying. There are no deductions or exclusions allowed from any type of countable income. The agency reserves the right to contact employers to verify questionable income.

- C. Income which has terminated **will not** be considered. All income, both earned and unearned, received by a minor in the Assistance Group is **not** counted. Unearned income from a means-tested program which qualifies the AG as categorically eligible, such as SSI or OWF or DFA, is **not** counted. Employment incentives/allowances paid via TANF, OWF, PRC are **not** counted.
- D. Written or verbal verification of income will be obtained. For any verification of income that is obtained verbally or by phone or through fax, etc., there must be a release of information signed and dated by the individual with the income. There must be clear documentation on the release and in the AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the source, amount, and frequency of receipt of the verified income, and the name of the SCDJFS individual who obtained the verification.
- E. Special conditions exist for counting a minor in the Assistance Group size for purposes of the federal poverty test in the following situations: temporary absence, shared custody, shared parenting and noncustodial parents. Please see the respective topic for details.
- F. If the AG's total countable gross income is equal to or less than the Federal Poverty Guideline monetary cap for the specific benefit or service for the appropriate AG size, the AG meets the Financial Need Standard for the specific benefit or service.
- G. The following are examples of unearned income which must be counted. These are examples only and are not meant to be an all-inclusive list:
- RSDI Benefits
  - Alimony and child support (unless paid directly to a minor)
  - Veteran administration benefits
  - Workers' compensation benefits
  - Lump-sum payments received during the income budget period (including tax refunds)
  - Unemployment benefits
  - Pension and retirement benefits
  - Strike benefits
  - Investment income received on a regular schedule (dividends, interest)
  - Rental Income

H. Earned income is income in which the AG member must perform some type of labor or service to receive. The following are examples of earned income. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from self-employment
- Strike benefits (if striker is required to perform services in order to receive them)

**NOTE:** When questionable, the Ohio Food Assistance Certification Handbook shall be used to define earned income.

## **XV. Categorical Eligibility**

Any PRC applicant already in receipt of OWF, Disability Assistance, Food Assistance or Covered Family and Children Medicaid, is deemed to have met the enumeration requirements to qualify for PRC benefits or services.

## **XVI. General Rules**

### **A. Application**

1. Applicants must apply for PRC using a Scioto County PRC Application
2. Any applicant at the time of application must supply the agency with the following verifications for everyone in the AG:
  - a. Proof of age of the applicant
  - b. Social Security Card of the applicant and the Social Security Number must be provided for all members of the Assistance Group. The Social Security Number shall be used for the purposes designated under Ohio Law and authorized under Section 1137 (a) of the Social Security Act.
  - c. Earned income
  - d. Verification of all unearned income
  - e. Statement from an employer if starting new employment
  - f. Verification of Good Cause if PRC AG member quit a job
  - g. Self Declaration of income applies to designated programs.

**B. Residency**

1. To receive PRC benefits or services, the recipient must be a resident of Scioto County. Residence is established by living in Scioto County voluntarily with the intent to remain permanently or for an indefinite period. Residence is also established by an applicant who is not receiving assistance from another county and entered Scioto County with a job commitment or seeking employment, whether or not currently employed.
2. Assistance Groups must have an independent living arrangement and must not be residents in a county home, city infirmary, jail or other public institution.

**C. Estimates for Services**

1. All requests for car repair requires two written estimates be recognized providers who are on the county's list of qualified PRC vehicle service vendors.\*\*If vehicle is not drivable, one estimate is acceptable. Estimates for care repair must include a 30 day warranty.
2. Requests for rent, deposit, and help to avoid utility disconnect must be accompanied by a court ordered eviction hearing notice or disconnect notice
3. Requests for uniforms or other items necessary to retain employment must be accompanied by one written estimate for requested items.
4. Help with home repair must be accompanied by 2 written estimates.

**D. Standard of Promptness**

1. When a PRC application is received, the processing individual shall promptly make an objective investigation (and record) of the AG's circumstances in order to ascertain the facts surrounding the **emergent or non-emergent** presenting need, and to request such other information as may be required.
2. The PRC application is valid for 30 days from the date of receipt, unless otherwise indicated. An AG with an **emergent need** shall be given a minimum of (5) five business days to provide any requested information. This period can be extended due to extenuating circumstances or may have to be less depending on the specific requirements to satisfy the **emergent** need; such as a shut-off notice dead line. To the extent feasible, eligibility or ineligibility, for **emergency** benefits or services shall be determined as soon as possible after all information required to make a determination is provided.
3. An AG with a **non-emergent** need shall be given a minimum of (10) ten business days to provide any requested information. To the extent feasible, eligibility or ineligibility, for **non-emergency** benefits or services shall be determined within (10) ten business days after all required information is provided.

**E. Notices**

1. All applicants shall be notified of their approval/enrollment/denial for benefits or services through the appropriate ODJFS approval and denial forms, unless written authorization is received from SCDJFS/ODJFS for a substitute format.
2. If it is determined that an application for PRC is approved, the ODJFS 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 ODJFS 7334, "Notice of Denial of Your Application For Assistance" shall be mailed or otherwise delivered.

**F. Authorization of Payment**

1. Once eligibility for PRC is established and the provider of the services is willing to accept and has agreed to the methodology of payment, the SCDJFS director or designee will authorize and generate payment for the assistance, benefits, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved and extending for 30 calendar days from that date. If authorization has not occurred by that time, the agency may require the AG to reapply for assistance. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at SCDJFS. All PRC payments are made by SCDJFS to the vendor. Gas cards or gift cards are the only current exceptions and may be given directly to the Assistance Group. Written procedures shall be established to fully account for their distribution.
2. In no situation will PRC be knowingly issued directly to a blood relative, including those of half blood:
  - a. Parent, grandparent and other direct ancestors through great-great-great grandparent,
  - b. Aunt or uncle,
  - c. Nephew or niece,
  - d. Brother or sister,
  - e. First cousin
  - f. Current in-laws of those listed above
  - g. Spouse,
  - h. Biological parent of an adopted child, or
  - i. Stepfather, stepmother, stepbrother or stepsister.

## **G. Fraudulent Receipt of PRC Benefits or Services**

The SCDJFS shall recover fraudulently obtained PRC benefits and services as overpayments as defined in the SCDJFS Fraud Plan. The overpayment cannot exceed: (1) In the case of unreported resources, the amount total resources exceeds the applicable resource caps and (2) in the case of unreported income, the amount the total income exceeds the applicable Federal Poverty Guideline and (3) in the case of an unreported eligibility element that renders the AG ineligible, all benefits and services issued during the period of ineligibility and (4) in the case of unreported eligibility elements that renders **only** an individual ineligible, all benefits and services issued **solely** to the ineligible individual during their period of ineligibility **or the individuals portion if the benefit or service was for the assistance group.**

## **H. Hold Harmless**

It is understood that the Ohio Department of Job and Family Services and their agents, the Scioto County Department of Job & Family Services and their agents, and the Board of the Scioto County Commissioners and their agents, shall be held harmless against any and all liability, loss, damage and/or related expenses incurred through the provision of the PRC program.

## **I. Tracking Benefits and Services**

1. Data collection and tracking is required for SCDJFS and/or any service providers using PRC funds. The data to be collected and tracked is determined by 1) Federal Guidelines, 2) ODJFS Guidelines, and 3) by the limits imposed by SCDJFS.
2. Benefits and services for the PRC Program are tracked either in CRIS-E and/or by an alternative system. Benefits or services subject to CRISE tracking shall be tracked by the PRC Assistance Group individual(s) receiving or directly benefiting from the specific benefit or service. Examples: Rent or utilities benefits the entire Assistance Group, thus each individual in the Assistance Group would be tracked. A pair of shoes or tuition would benefit an individual, thus be tracked by the appropriate individual.

**J. State Hearing/Administrative Appeal**

When a State Hearing or Administrative Appeal under ORC Section 5101.35 is held regarding the PRC Program; the hearing officer, the Director of ODJFS or the Director's designee shall base the decision in the hearing or appeal on the policies for the specific program, written statement of policies adopted under section 5108.08 of the revised code, and any amendments adopted to the statement. (ORC 5108.09).

**K. Civil Rights**

The PRC Program shall be operated in accordance with the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and any subsequent amendments. There shall be no discrimination against any person(s) because of race, color, sex, family status, religion, age, disability or national origin and the right to and method of appeal will be made available to all persons served under PRC.

**L. Confidentiality**

PRC applicants, recipients and their records are confidential and shall be afforded the appropriate protections under the Ohio Revised Code and the applicable Federal Laws.

**M. Voter Registration**

In accordance with the National Voter Registration Act (NVRA) of 1993, the Voter Registration application and Voter Declination – Notice of Rights document, shall be made available to persons who are applying for, receiving assistance from, or participating in the PRC Program.

**N. Restrictions on Medical or Other Services**

- No benefit or service can be provided under the PRC Program if it is Medicaid covered services regardless of an individual's eligibility or non-eligibility for Medicaid.
- PRC cannot be used for Dental Services
- PRC cannot be used to purchase Health Insurance
- PRC cannot be issued to purchase eyeglasses
- PRC cannot be issued to purchase pre-employment physicals

- PRC cannot be issued to purchase pre-employment drug screenings
- PRC cannot be issued to purchase pre-employment background checks

**NOTE:** This list is not all inclusive. Additional benefits or services are continuously added or removed by State and Federal policies.

#### **O. Restrictions on Child Care Services**

PRC funds may not be used for the provision of child care services. Ohio has a statewide child care program with income and eligibility requirements established in state law and Ohio Administrative Code rules. ODJFS reserves the right to hold the TANF funds dedicated to child care services at the state level to maximize every opportunity to expand services.

**NOTE:** This list is not all inclusive. Additional benefits or services are continuously added or removed by State and Federal policies.

#### **P. IV-D and IV-E and Foster Care Restrictions**

Although counties have considerable flexibility to expend PRC funds consistent with the purposes of TANF, 41 U.S.C. 602 requires that the state certify that it will continue to operate the child support enforcement, foster care, and adoption assistance programs under titles IV-D and IV-E of the Social Security Act.

- Additional restrictions exist for child welfare services that are available under FACSIS.
- PRC use for PCSA services has additional specific limitations which are currently identified in OWF/PRC Guidance Letter 25.
- PRC cannot be used for CSEA IV-D activities. Some activities with the noncustodial parent are permitted; such as job readiness skills, etc.

**NOTE:** This list is not all inclusive. Additional benefits or services are continuously added or removed by State and Federal policies.

**Q. Educational Restrictions**

Basic Education – TANF dollars, including PRC funds of any kind, cannot be used for basic educational functions that are the responsibility of the Department of Education; such as, but not limited to hiring a teacher, etc.

**NOTE:** This list is not all inclusive. Additional benefits or services are continuously added or removed by state and federal policies.

**XVII. Scope of Covered Services**

**A. Work Related Expenses/ Work Support Services**

Incidental expenses necessary for a participant to participate in a work activity.

Examples: ( not inclusive) uniforms, shoes, safety equipment, car seats, one month car insurance, one month car payment if payment will forestall repossession, and other items necessary to accept or retain employment. Limit of 3 work related outfits or uniforms. Included in the \$250.00 yearly cap.

**B. PRC VEHICLE AND/OR MAINTENANCE**

1. Eligibility for vehicle and /or maintenance through the SCDJFS shall meet all criteria established and, additionally, not exceed those stipulations as provided within the SCDJFS PRC Plan. **Maximum cost of vehicle repair is limited to \$250.00.**
2. To be eligible for PRC vehicle repair assistance:
  - The applicant must provide evidence of liability insurance
  - The applicant must provide evidence of ownership and evidence that the car is licensed in Ohio.
  - If the AG owns more than one vehicle, repair authorization will not be approved unless the other vehicle is being used by other household members for employment or education purposes.
  - **Total cost of repair cannot exceed \$250.00 and not be excess of value of vehicle.**
  - Applicant must be employed at least 25 hours per week, participating in WEP or receiving unemployment.
  - Applicants must obtain two estimates for repairs unless the vehicle is not drivable. In this situation, one estimate is acceptable.
  - Repairs must be made by a qualified service center that has signed a provider agreement with the SCDJFS

3. Items covered in vehicle maintenance repair:
  - Battery may be replaced if it is determined that the battery is no longer functional.
  - Tires may be replaced if it is determined the tires currently on vehicle pose a serious risk to the driver.
  - Broken belts-Fan, alternator, etc.
  - Items which are essential to the safe operation of a vehicle or required by law.
  - Headlights, brakes, windshield wiper arms
  - Transmission, fuel pump
  - Muffler and tail pipe
  - Engine or drive train repair
  - Electric or electronic controls needed for essential operation of the vehicle
  - Essential items as they relate to safety issues
  
4. Items not covered in vehicle repair:
  - Elective or non-essential items such as: radios, speakers, upholstery, paint, body and /or rust repair, etc.
  - Routine maintenance items such as air filters, motor oil, transmission fluid, coolant (replacement of items are acceptable if a result of transmission repair/replacement, or major engine repair).
  - Gasoline
  - Air conditioning system.
  
5. Repairs shall only be made for “same value replacement” and such repairs shall not serve as an enhancement to the vehicle’s original equipment.

**C. Work Preparedness and Benefits**

Testing for state licenses, board certifications, commercial driver’s license, work readiness training. There is a \$250.00 limit which is included in the cap.

**D. Job Retention Bonus**

Minimum of 35 hours weekly, continuous employment is required. Bonus will be in the form of cash for clients no longer receiving OWF and a gift certificate of their choice for those still receiving OWF. The bonus is awarded to applicants who were receiving OWF at the time of their employment. Eligibility is restricted to once in a three year period

- 1 month           \$100
- 3 months         \$200
- 6 months         \$300
- 12 months        \$500

### **E. Relocation Assistance**

Moving expenses, utility and rent deposits for employed individuals. Applicants must have gained full time employment located in another county. Employment and services requested must be verified. Payments will be issued to service provider not directly to applicants.

### **F. Transportation**

Provide up to \$100.00 of gasoline for newly employed individuals included in the \$250.00 cap. Provide \$20.00 of gasoline for eligibles with a job interview out of town.

### **G. Subsidized Employment (SEP)**

Up to 100% of salary (may include fringe benefits) 12/1/09 through 9/30/2010 or until funds are exhausted. Excluded from the \$250.00 yearly benefit cap. Cannot exceed \$2500.00 monthly up to 6 months.

### **H. TANF Summer Youth Employment Program**

1. Wage Subsidies paid for the purpose of enabling low income TANF-eligible Ohio youth to gain valuable work experience while earning a paycheck to help meet basic needs. Summer employment programs offer the opportunity for youth to develop a work history and have a current reference from an employer. The Summer Employment Program shall serve persons from a TANF-eligible family which are:
  - Youth ages 16-17 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 ages 18-24 as long as they are in a needy family that also has a minor child; or
  - Youth ages 18-24 that have a minor child and are considered needy.
2. The youth served may be non-custodial parents as long as they are considered “needy” and have a minor child. “Needy” may be no greater than income at 200% of the federal poverty level.
3. SCDJFS will pay a third party provider (subrecipient) to operate the program. Each applicant will complete a TANF Summer Youth PRC application and this will be forwarded to SCDJFS for PRC eligibility screening and approval. The third party will be responsible for recruitment of youth for this employment program, serving eligible persons from a TANF-eligible family and promote job preparation and offer work experience. The subrecipient will submit a monthly

invoice for reimbursement of actual allowable costs related to employment of the summer youth participant. Self-declaration of income will be accepted. The program will operate May 1, 2016, through August 31, 2016.

4. Self attestation shall be accepted for income and family relationship for the TANF Summer Youth Employment Program. The youth or a household member who is under a penalty for non-compliance with the terms of their assistance are potentially eligible for the Summer Youth Program.

## **I. Shelter Expense**

### **1. Rent/Deposit**

- a. Applicant must have experienced a significant loss of income in the last 30 days which directly caused the emergent need. The loss of income must be equal to or greater than the need.
- b. **Eviction** - A copy of an eviction notice/schedule is to be retained in the PRC packet. The PRC payment must be an amount sufficient to prevent the eviction. The landlord must agree to accept the payment and the applicant must be able to remain in this property. Once a year payment up to \$250 included in the \$250.00 cap. In addition, the PRC group must be able to verify how the assistance group will continue to meet rental payments. PRC requests for rent/deposit will be denied if the PRC assistance group cannot meet its monthly obligations.
- c. **Uninhabitable Conditions** - A once a year payment up to \$250.00 can be approved if their home is uninhabitable due to natural or chemical disaster, or uninhabitable conditions as certified by a city, county, township or state agency that has authority to declare a residence uninhabitable. The verification must be retained in the case record. In addition, the PRC assistance group must be able to verify how the assistance group will continue to meet the rental payments. PRC requests for rent/deposit will be denied if the PRC assistance group cannot meet its monthly rent obligations. Landlords must sign a repayment agreement to refund any unused deposit payments. The \$250.00 payment is included in the \$250.00 cap.
- d. **Other situations** – May include: A move to subsidized housing, moving from the homeless shelter to permanent housing, other situations as approved by the director
- e. All rent/deposit payments are limited to a once in a year payment up to \$250.00 which is included in the \$250.00 cap.

**2. Mortgage Payments**

PRC funds can be authorized to families, who have had significant loss of income, for delinquent payments owed on the home mortgage. The assistance group member making the application must be the adult responsible for the purchase of the home and the PRC assistance must be living in the home at the time of the application. PRC funds must forestall foreclosure on the home. The PRC packet must contain written documentation that the payment will forestall foreclosure. Payment may be authorized up to \$250.00 and is included in the yearly \$250.00 cap. No PRC payment toward delinquent or current taxes on the property is allowed. No court costs or late payment charges are allowable costs.

**3. Utilities**

- a. PRC payments can be a made to avoid a disconnect or to connect service to a residence occupied by the applicant. The applicant must have incurred a significant loss of income that directly caused the emergent need. Applicant must also provide a shut off notice. The PRC payment must be sufficient to forestall the disconnection. The applicant must be able to verify how the assistance group will continue to meet their utility payments. The PRC application will be denied if the assistance group cannot verify how they will continue to meet the payments. The loss of income must be equal to or greater than the emergent need. The applicant must enroll in PIP before the PRC can be approved. Heating bills will not be paid during HEAP season. Nov. 1 thru March 31.
- b. Basic phone services can be paid, if the phone is needed for employment such as someone working on call. Long distance charges and cell phone bill are not covered.
- c. The maximum yearly total payment shall not exceed \$250.00. This payment is included in the \$250.00 yearly cap.

**4. Home Repair or Major Purchase**

Owner occupied property only, mobile home will be considered if located on property owned by the applicant. Water/gas/sewer/sewer tap, gas and water lines, repair to basic structure, (plumbing roof, walls) purchase or repair of furnace or water heater.

**J. Disaster Assistance**

Benefits to assist with damage or loss sustained as a result of national disaster upon declaration by the Governor of Ohio or the President of the United States. Those currently under a sanction for non-compliance for other programs will be served under Disaster Assistance and will be effective through the close of the business day on August 2, 2012 contingent upon funding.

Scioto County Department of Family Services agrees to implement the Scioto County  
Prevention and Intervention Plan, with Addendums as written

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

# Addendum Section

**Scioto County Department of Job & Family Services  
2016 PRC Grid (revised 4/2016)**

SERVICE or BENEFIT	CAP	TARGET GROUP	NEED STANDARD	TANF PURPOSE	APPLICATION
<p><b>Work Related Expenses/ Work Support Services</b> Individual must be employed or OWF participant participating in a work activity.  Incidental expenses necessary for a participant to participate in a work activity.  Uniforms, shoes, safety equipment, car seats and other items necessary to accept or retain employment. Limit 3 uniforms or work-related outfits.  Car Insurance (one month premium) Vehicle payment (one month payment)</p>	<p>Included in \$250.00 yearly benefit cap</p>	<p>Parents or specified relative with a minor child living in the home OR a Non-Custodial Parent who does not have their child currently residing in the HH but the child is a resident of Ohio and the Non-Custodial Parent has a current child support order with intent to meet his/her child support obligation.</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.  2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC</p>
<p><b>Vehicle Repairs</b> For employed individuals working at least 25 hours per week, those receiving UC benefits, participating in work activity, or in short term training.  Repairs are limited to those listed in the Scioto County PRC Plan.  If the AG owns more than one vehicle, repair authorization will not be approved unless the other vehicle is being used by other HH members for employment or education purposes.</p>	<p>Included in \$250.00 yearly benefit cap</p>	<p>Parents or specified relative with a minor child living in the home OR a Non-Custodial Parent who does not have their child currently residing in the HH but the child is a resident of Ohio and the Non-Custodial Parent has a current child support order with intent to meet his/her child support obligation.</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.  2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC</p>

**Scioto County Department of Job & Family Services  
2016 PRC Grid (revised 4/2016)**

SERVICE or BENEFIT	CAP	TARGET GROUP	NEED STANDARD	TANF PURPOSE	APPLICATION
<p><b>Work Preparedness</b> Testing for state licenses, board certifications, commercial driver's license, work readiness training.</p>	<p>Included in \$250.00 yearly benefit cap</p>	<p>Parents or specified relative with a minor child living in the home OR a Non-Custodial Parent who does not have their child currently residing in the HH but the child is a resident of Ohio and the Non-Custodial Parent has a current child support order with intent to meet his/her child support obligation.</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.  2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC</p>
<p><b>Job Retention Bonus</b> Must have been an OWF recipient at the time employment began. Minimum of 35 hours weekly continuous employment required.  1 month \$100 3 months \$200 6 months \$300 12 months \$500 *If currently receiving OWF, bonus will be in the form of a gift certificate.</p>	<p>May receive bonus once every 3 years  Not included in \$250.00 yearly benefit cap</p>	<p>Parents or specified relative with a minor child living in the home</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.  2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC Job Retention Bonus Application</p>

**Scioto County Department of Job & Family Services  
2016 PRC Grid (revised 4/2016)**

SERVICE or BENEFIT	CAP	TARGET GROUP	NEED STANDARD	TANF PURPOSE	APPLICATION
<p><b>Relocation Assistance</b> Moving expenses to relocate out of county or state. Must provide verification of full time employment.</p>	<p>Actual cost up to \$250.00 yearly benefit cap May only receive this benefit once in a lifetime.</p>	<p>Parents or specified relative with a minor child living in the home OR a Non-Custodial Parent who does not have their child currently residing in the HH but the child is a resident of Ohio and the Non-Custodial Parent has a current child support order with intent to meet his/her child support obligation.</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.  2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC</p>
<p><b>Transportation</b> Provides up to \$100.00 of gasoline for newly employed individuals, one time per year.  Provides \$20.00 of gasoline for individuals who have a verifiable out of county job interview.</p>	<p>Included in \$250.00 yearly benefit cap</p>	<p>Parents or specified relative with a minor child living in the home OR a Non-Custodial Parent who does not have their child currently residing in the HH but the child is a resident of Ohio and the Non-Custodial Parent has a current child support order with intent to meet his/her child support obligation.</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.  2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC</p>

**Scioto County Department of Job & Family Services  
2016 PRC Grid (revised 4/2016)**

SERVICE or BENEFIT	CAP	TARGET GROUP	NEED STANDARD	TANF PURPOSE	APPLICATION
<p><b>Subsidized Employment (SEP)</b></p> <p>Up to 100% of salary (may include fringe benefits) 12/1/09 through 9/30/2010 or until funds are exhausted.</p>	<p>Excluded from \$250.00 yearly benefit</p> <p>Not to exceed \$2,500.00 monthly up to 6 months</p>	<p>Parents or specified relative with a minor child living in the home OR a Non-Custodial Parent who does not have their child currently residing in the HH but the child is a resident of Ohio and the Non-Custodial Parent has a current child support order with intent to meet his/her child support obligation.</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.</p> <p>2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC</p>
<p><b>TANF Summer Youth Employment Program</b></p> <p>Wage subsidies paid for the purpose of enabling youth to gain valuable work experience while earning a paycheck to help meet basic needs. Offers the opportunity for youth to develop a work history and have a current reference from an employer. Self declaration of income will be accepted.</p> <p><i>Other components as outlined in the Project Narrative:</i></p> <p>Self attestation shall be accepted for income and family relationship as stated on the TANF Summer Youth Employment Program Application. The youth or a HH member who is under a penalty for non-compliance with the terms of their assistance are potentially eligible.</p>	<p>Excluded from \$250.00 yearly benefit</p>	<p>Persons from a TANF eligible Family whom meet one of the following conditions: * Youth ages 16-17, as long as the youth is a minor child in a needy family and in school (or 18 if FT student in Secondary school) * Youth ages 18-24, as long as they are in a needy family that has a minor child * Youth ages 18-24 that have a minor child and are considered needy. Youth served may be non-custodial parents as long as they are considered needy and have a minor child.</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.</p> <p>2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>TANF Summer Youth Employment Program Application</p>

**Scioto County Department of Job & Family Services  
2016 PRC Grid (revised 4/2016)**

SERVICE or BENEFIT	CAP	TARGET GROUP	NEED STANDARD	TANF PURPOSE	APPLICATION
<p><b>Shelter Expenses</b> <i>Rent/Deposit</i> Must be significant loss of income equal to or greater than need. Allowable situations: 1. For evictions, there must be a court ordered eviction hearing and the current landlord will accept payment to allow client to remain in residence. 2. Moving to subsidized housing 3. Natural disaster, fire or living in uninhabitable conditions 4. Moving from homeless shelter to permanent housing 5. Other situations approved by the Director</p>	<p>Once a year up to \$250 included in \$250.00 yearly benefit cap</p>	<p>Parents or specified relative with a minor child living in the home</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.  2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC</p>
<p><i>Mortgage Payments</i> 1. Payment Must forestall foreclosure 2. Must be significant loss of income equal to or greater than need. 3. Must have viable plan to demonstrate future ability to pay mortgage payments.</p>	<p>Once a year up to \$250 included in \$250.00 yearly benefit cap</p>				
<p><i>Utilities/Deposits</i> 1. Avoid disconnect or to connect service 2. Must be significant loss of income equal to or greater than need. 3. Must enroll in PIP 4. Heating source not approved during HEAP season 11/1 thru 3/31</p>	<p>Once a year up to \$250 included in \$250.00 yearly benefit cap</p>				

**Scioto County Department of Job & Family Services  
2016 PRC Grid (revised 4/2016)**

SERVICE or BENEFIT	CAP	TARGET GROUP	NEED STANDARD	TANF PURPOSE	APPLICATION
<p><b>Shelter Expenses <i>Continued</i></b>   <i>Home Repair or Major Purchase</i>                      Water/gas/sewer tap, gas lines, repair to basic structure (plumbing, roofing, walls), purchase or repair of furnace or water heater. Home must be owner occupied.</p>	<p>Included in \$250.00 yearly benefit cap</p>	<p>Parents or specified relative with a minor child living in the home</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.                       2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC</p>
<p><b>Disaster Assistance</b>                      Benefits to assist with damage or loss sustained as a result of a natural disaster upon declaration by the Governor or President.</p>	<p>\$750 Cap based on amount allocated by SCDJFS                       Excluded from \$250.00 yearly benefit</p>	<p>Parents or specified relative with a minor child living in the home                      OR                      a Non-Custodial Parent who does not have their child currently residing in the HH but the child is a resident of Ohio and the Non-Custodial Parent has a current child support order with intent to meet his/her child support obligation.</p>	<p>200%</p>	<p>1. To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.                       2. To reduce dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>	<p>PRC                       PRC                      Disaster Assistance                      Application</p>

**Scioto County Department of Job & Family Services  
2016 PRC Grid (revised 4/2016)**

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**Scioto County Department of Job & Family Services  
PREVENTION, RETENTION, AND CONTINGENCY  
APPLICATION**

<b>Agency Use Only</b>	
Case # _____	_____
Approved _____	_____
Denied _____	RSN _____

Name & Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

**VOTER REGISTRATION APPLICATION ATTACHED - ASSISTANCE AVAILABLE**

If you are not registered to vote where you live now, would you like to register to vote?

If you do not check either box, you will be considered to have decided not to register to vote at this time.

- YES, I want to register to vote.                       NO, I do not want to register to vote.

1. What PRC services are you applying for?

<p>_____ <b>Vehicle repair</b> List all vehicles In household:</p>	<p>Mandatory Verifications: _____ _____ _____</p>	<p>1. Income for last 30 days or employer's statement for new employment 2. Driver's license 3. Vehicle title and proof of insurance 4. Two estimates from approved vendors (see attached Vehicle Repair Vendor List)</p>
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<p>_____ <b>Rent/Deposit</b></p>	<p>Mandatory Verifications:</p>	<p>1. Income for last 30 days or employer's statement for new employment 2. ID 3. Landlord Statement/Eviction Notice</p>
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<p>_____ <b>Utilities</b></p>	<p>Mandatory Verifications:</p>	<p>1. Income for last 30 days or employer's statement for new employment 2. ID 3. Original Utility Bill</p>
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<p>_____ <b>Home Repair</b></p>	<p>Mandatory Verifications:</p>	<p>1. Income for last 30 days or employer's statement for new employment 2. ID 3. Proof of your ownership of Property 4. Statement from Home Owner's Insurance on coverage of home damage 5. Two estimates for cost of repair</p>
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<p>_____ <b>Uniforms or Employment Related Items</b></p>	<p>Mandatory Verifications:</p>	<p>1. Income for last 30 days or employer's statement for new employment 2. ID 3. One estimate for cost of required items</p>
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<p>_____ <b>Other</b> Please specify: _____</p>	<p>Mandatory Verifications:</p>	<p>1. Income for last 30 days or employer's statement 2. ID</p>
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2. I need help because (please check all that apply):

3. This payment will allow me to keep my job, go to work, or to participate in a mandatory work activity. ....  YES  NO

4. Someone in the household lost employment or had their hours cut within the last 30 days..... YES  NO

5. The need was caused by fire, flood, or natural disaster..... YES  NO

6. I am currently under a Work Activity Sanction for OWF or FA..... YES  NO

7. Complete the chart below for anyone living in your household, including yourself.

Name	Relationship to Applicant	SSN	Age	LIST ALL income received. (Includes child support, SSI and Social Security or employer)	Gross Monthly Income Amount
	SELF				

8. Is anyone in your household pregnant?  YES  NO  
If yes who? \_\_\_\_\_

9. If the applicant has a minor child not living with you and the applicant is court ordered to pay child support, give child's name, address and social security number:  
\_\_\_\_\_  
\_\_\_\_\_

By signing this application, I give the Scioto County Department of Job and Family Services permission to verify and obtain any information necessary to determine my eligibility.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Revised 5/2/2013)

## Application for Work Retention Benefits

Name and Address of Applicant

Date completed : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

SSN: \_\_\_\_\_

Case Number: \_\_\_\_\_

Approved  Denied

**(You must be receiving OWF benefits in  
Order to be eligible for the retention  
Bonus money)**

Telephone numbers where you can be reached \_\_\_\_\_, \_\_\_\_\_.

<u>Name of household member</u>	<u>Relationship to applicant</u>	<u>Age</u>	<u>Source of income</u>
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What day and month did your employment begin? \_\_\_\_\_

Have you verified your first day of employment? Yes \_\_\_\_\_ No \_\_\_\_\_

For which bonus are you now applying:

- \_\_\_\_\_ 1 month
- \_\_\_\_\_ 3 month
- \_\_\_\_\_ 6 month
- \_\_\_\_\_ 1 year

Has this employment been continuous? \_\_Yes \_\_\_\_\_ No \_\_\_\_\_

You can only receive the employment retention bonus money/certificates as long as your employment has been continual. (i.e. No job quits).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**PREVENTION, RETENTION, AND CONTINGENCY  
TANF SUMMER YOUTH EMPLOYMENT PROGRAM APPLICATION**

**This application is for financial eligibility only. Being approved for financial eligibility for the TANF Summer Youth Employment Program does not guarantee placement in employment.**

<b>Agency Use Only</b>	
Case # _____	
Approved _____	
Denied _____	RSN _____

Name of Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_  
 Alternate Number: \_\_\_\_\_

**VOTER REGISTRATION APPLICATION ATTACHED - ASSISTANCE AVAILABLE**

If you are not registered to vote where you live now, would you like to register to vote?  
 If you do not check either box, you will be considered to have decided not to register to vote at this time.

YES, I want to register to vote.     NO, I do not want to register to vote.

1. Complete the chart below for anyone living in your household, including yourself.

Name	Relationship to Applicant	SSN	Age	LIST ALL income received. (Includes child support, SSI and Social Security or employer)	Gross Monthly Income Amount
	SELF				

2. Is the applicant currently in Foster Care?     YES     NO

3. Is anyone in your household pregnant?     YES     NO  
 If yes who? \_\_\_\_\_

4. If the applicant has a minor child not living with you and the applicant is court ordered to pay child support, give child's name, address and social security number:

\_\_\_\_\_

By signing this application, I give the Scioto County Department of Job and Family Services permission to verify and obtain any information necessary to determine my eligibility. I affirm that to the best of my knowledge and belief these answers are complete and correct including self-declaration of income. I understand that I must register at OhioMeansJobs.com in order to be eligible for the TANF Summer Youth Employment program.

\_\_\_\_\_  
 Signature of Applicant/Youth Date

\_\_\_\_\_  
 Signature of Parent/Guardian Date  
 (If applicant is under 18, parent signature required) (Revised 4/16/2014)

# PRC WORKSHEET

Applicant: \_\_\_\_\_ Case/Appl #: \_\_\_\_\_

CRISE Case Status (Please select one): \_\_\_\_\_ OPEN \_\_\_\_\_ CLOSED \_\_\_\_\_ PENDING

Open OWF AG in Case? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date application received \_\_\_\_\_ 30 day budget period \_\_\_\_\_ to \_\_\_\_\_

Filemaker – PRC amount available \$ \_\_\_\_\_

Income:

Source	Amount Available in Budget Period	Verification
1. _____	\$ _____	_____
2. _____	\$ _____	_____
3. _____	\$ _____	_____
4. _____	\$ _____	_____

Total Household Income \$ \_\_\_\_\_ 200% Standard \_\_\_\_\_

\_\_\_\_\_ PRC Approved

Explanation of client need \_\_\_\_\_

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Service	Date	Amount	Name and Address of Vendor

\_\_\_\_\_ PRC Denied Reason \_\_\_\_\_

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Signature of EW \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

## PRC Provider Agreement

Name of Provider: \_\_\_\_\_ Date: \_\_\_\_\_

The Provider listed above is entering into an agreement with the Scioto County Department of Job and Family Services (SCDJFS) to provide car repair services to eligible applicants for the Scioto County Prevention, Retention, and Contingency Program. This agreement shall be in effect for one year from the date specified above.

The Provider listed above, agrees to the following terms of this agreement.

- 1. Estimate:** Provide a free estimate of the necessary repairs needed to insure the vehicle is in a safe, operational condition at the request of the owner. (See attached list of covered repairs.)
- 2. Guarantee:** Guarantee any repairs for 30 days. Guarantee must include parts and labor.
- 3. Invoice:** Submit detailed monthly invoices to the SCDJFS, identifying the client, work completed and the cost. A receipt signed by the owner of the vehicle must accompany the invoice.
- 4. Payment.** SCDJFS will make payment or provide a written denial within 30 days of receipt of the invoice. The provider shall release the vehicle to the owner upon completion of the work and is in receipt of an authorization for payment from SCDJFS.
- 5. Termination:**
  - (1) This agreement may be terminated upon thirty day written notice by either party.
  - (2) This agreement may be terminated immediately in the event there is a loss of funding, upon discovery of noncompliance with any federal or state law, rules, regulations or violation of any provisions of this agreement.
- 6. Allowable Cost:** SCDFJS will only remit for cost prior authorized by the agency.
- 7. Independent Contractor:** Providers and employees of the Provider will act in performance of this agreement in an independent capacity, and not as officers or employees or agents of the State of Ohio or the SCDJFS.
- 8. Duplicate Billing:** Provider warrants that claims made to SCDJFS for payment for services shall, be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same project.
- 9. Financial Records:** The Provider shall maintain independent books, records, payroll, other supporting documents, income verifications, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject to all reasonable time for inspection, review, or audit by duly authorized federal, state, SCDJFS personnel. Such records shall also be subjected to individual or entity selected for the audit required by Article 10 of this agreement.
- 10. Responsibility for Audit Exceptions:** Provider agrees to accept responsibility for

receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit related to the provisions of this agreement.

**11. Liability Requirements** (other than audit): Provider agrees, to the extent permissible by law, to hold the SCDJFS harmless from liability, suits, losses, judgments, damages or other demands brought as a result of its actions or omissions in performance of this agreement.

**12. Breach and Default:** Upon breach or default of any of the provisions, obligations, or duties embodied in this agreement, the parties may exercise any administrative, contractual, equitable, or legal remedies available, without limitations. The waiver of any occurrence of breach or default is not a waiver of such occurrence, and the parties retain the right to exercise all remedies mentioned herein.

**13. Confidentiality:** The Provider agrees that they shall not use any information, systems or records made available to either party for any purpose other than to fulfill the obligations specified herein. The Provider shall be bound by the confidentiality regulations of the SCDJFS and all applicable state and federal confidentiality laws.

**14. Civil Rights:** SCDJFS and provider agree that in the performance of this agreement or in the hiring of any employees for the performance under this agreement, there shall be no discrimination against any client or any employee because of race, sex, religion, national origin, or any other factor as specified in Title VI of the civil Rights Act of 1964 and subsequent amendments. It is further agreed that the Provider will comply will all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any Provider found to be out of compliance with this Article may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

**15. Indemnity and Insurance:**

**(A) Indemnity:** Provider agrees that it will, at all times during the existence of the agreement, indemnify and save harmless the SCDJFS, the Ohio Department of Job and Family Services, and the Scioto County Board of County Commissioners against any and all liability, loss, damage, and/or related expenses incurred through the provision of this agreement.

**(B) Insurance:** Provider agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which involve injury or death.

**16. Accessibility to the Public:** SCDJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquirers.

**17. Accessibility to the Handicapped:** The provider agrees as a condition of the agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any Provider found to be out of compliance with this Article may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

**18. Amendment of Agreement:** This agreement may be modified or amended provided that any such modification or amendment is in writing and is signed by the principles of both parties. It is agreed, however, that any amendments to laws, rules, or regulations cited herein will result in the correlative modification of the agreement without the necessity for executing written amendment.

**19. Child Support Enforcement:** Provider agrees to cooperate with SCDJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Provider meet child support obligations established under state law. Further, by executing this agreement, the Provider certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 3113.217 of the Ohio Revised Code.

**20. Partial Invalidity:** A judicial or administrative finding, order or decision that any part of this agreement is illegal or invalid shall not invalidate the remainder of this agreement.

**21. Compliance with Federal and State Laws, Rules and Regulations:** The Provider and the SCDJFS agree to comply with all federal and state laws, rules, regulations, and auditing standards which are applicable to the performance of this agreement.

**22. Resolution of Disputes:** The provider and SCDJFS agree that their respective heads shall resolve any disputes between themselves concerning responsibilities under of performance of any of the terms of this agreement.

\_\_\_\_\_  
**Signature of Provider's Authorized Representative**

\_\_\_\_\_  
**Date**

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Phone number**

**PRC RENTAL AGREEMENT**

Date: \_\_\_\_\_

\_\_\_\_\_ agrees to rent the property located at:  
**(Landlord's Printed Name)**

Address: \_\_\_\_\_  
\_\_\_\_\_

to: \_\_\_\_\_  
**(Renter's Printed Name)**

The monthly rent amount is \$ \_\_\_\_\_.

Landlord Signature: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_  
\_\_\_\_\_

Landlord Phone #: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

**PRC Rental Deposit Agreement**

The Scioto County Department of Job and Family Services agrees to pay:

Name of Landlord: \_\_\_\_\_

the amount of \$ \_\_\_\_\_ for deposit on property

located at: \_\_\_\_\_

\_\_\_\_\_

The deposit is being paid on behalf of \_\_\_\_\_  
(Name of Renter)

The landlord agrees to return the deposit to Scioto County Department of Job and Family Services in the event the renter listed above vacates the property. Detailed documentation must be provided by the landlord stating the costs of repairs, if any, withheld from the deposit.

\_\_\_\_\_ Date \_\_\_\_\_  
**Agency Representative**

\_\_\_\_\_ Date \_\_\_\_\_  
**Landlord**

\_\_\_\_\_ Date \_\_\_\_\_  
**Client**

**\*\*This agreement is not valid for payment unless all three signatures have been obtained for the parties listed above and this original form is returned to Scioto County Department of Job & Family Services.**