

WOOD COUNTY  
OHIO WORKS FIRST  
PREVENTION/RETENTION/CONTINGENCY COUNTY PLAN

The Prevention, Retention, and Contingency (PRC) program is designed to assist families in overcoming immediate barriers that prevent the achievement of self-sufficiency by promoting work and personal responsibility. The program is funded from the Title IV-A federal block grant, Temporary Assistance for Needy Families (TANF).

USE OF FUNDS

The PRC program provides flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to obtain and keep employment, and improve their economic circumstances. In Ohio, there are two ways in which to spend TANF funds (not counting the State's ability to transfer funds to other block grants).

A. Counties must use the available funds for eligible, needy families with a child and the use of PRC funds must be to meet one of the four purposes of TANF (Reference 45 CFR 260.20), which are:

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

(The above is taken from OWF/PRC Guidance Letter No. 13 dated February 5, 2000.)

B. In the event that the Governor declares a disaster or state of emergency, supplemental funding for disaster-related PRC assistance may be available. It may be necessary to revise the Wood County PRC Plan in order to access these additional funds. The effective date of the amended/revised plan must be on or after the date that the county has been declared to be under a state of emergency by the Governor. The county may issue up to \$1,500 per family dwelling, per declared disaster, using this source of funding (OWF/PRC Guidance Letter No. 17 dated February 25, 2000.)

AUTHORITY

Ohio Revised Code

Section 5108.02

1. "There is hereby established the Prevention, Retention, and Contingency program. The Department of Job and Family Services shall administer the program, as long as federal funds are provided for the program, in accordance with Title IV-A, federal regulations, state law, and the State Title IV-A plan submitted to the United States Secretary of Health and Human Services under Section 5101.80, and amendments to the plan."

#### Section 5108.06

“Under the Prevention, Retention, and Contingency program, an assistance group that includes at least one minor child and meets the program’s eligibility requirements shall receive assistance or services needed to overcome immediate barriers to achieving or maintaining self sufficiency and personal responsibility.”

#### Section 5108.07

“The Department of Job and Family Services shall develop a model design for the Prevention, Retention, and Contingency program that county Departments of Job and Family Services may adopt under Section 5108.08 of the revised code.”

#### Section 5108.08

“Each county Department of Job and Family Services shall either adopt the model design for the Prevention, Retention, and Contingency program the State Department of Job and Family Services under Section 5108.07 of the revised code, or develop its own policies for the program. To develop its own policies, a county department shall adopt a written statement of the policies governing the program.”

### WOOD COUNTY PRC POLICIES

#### I. EMERGENCY ASSISTANCE

##### A. Eligibility

Eligibility for PRC is dependent upon the PRC AG’s (Assistance Group) demonstration and verification of the emergent need, the need for financial assistance and/or services, and determination that provision of PRC will satisfy the emergent need. The goal in issuing the PRC benefit is that the resulting assistance or service will assist the family in maintaining the greatest degree of self-sufficiency by helping them overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility. All community resources must be used first for any need before PRC assistance will be available. Immediate needs and whether or not the PRC Program can be of benefit in preventing the need for ongoing public assistance will be determined by the Wood County Department of Job and Family Services.

The WCDJFS must inform applicants about other programs (i.e., Medicaid and Food Stamps) plus their county conference and state hearing rights. 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, community may 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.

Applicants must complete the Prevention, Retention, and Contingency program (PRC) application to request PRC. THE WCDJFS shall enter the PRC AG into CRIS-E. An application is valid for ten calendar days beginning the date it is submitted and date stamped. Any requests following that ten-day period will be considered new applications.

In order for the PRC AG to be found eligible, their income must be at or below 200% of the federal poverty guidelines (updated annually). PRC monies and services issued by other counties in the state shall be counted toward the Wood County caps and periods of eligibility to begin from the date CRIS-E indicates PRC was last issued.

At the time of PRC application, all adult members of the AG must meet one of the following criteria. Subsections 1 and 2 apply to PRC applicants who do not receive OWF cash. Subsections 3 and 4 apply to all PRC applicants.

1. Single parent AG’s must be employed a minimum of thirty (30) hours per week or be attending school (at the baccalaureate level or lower) at least ten (10) classroom hours per week plus working at least twenty (20) hours per week.

2. Two-parent AG's must be employed a household total of at least fifty-five (55) hours per week. If attending school (at the baccalaureate level or lower), school attendance for one or both must be at least five (5) classroom hours and employment by one or both must be at least fifty (50) hours per week.

3. Any AG household that does not meet the employment requirements as set forth in the Eligibility section must be referred to the agency's Job Find program for its duration or a minimum of 15 workdays, or be required to meet the PRC work hour requirement if they return for PRC assistance. If this is the AG's initial PRC application, assistance may be provided based on the AG's agreement to participate in the agency's Job Find/Work Activities program and/or meeting work requirements at the time of a future application for PRC. The AG's agreement is established by their acceptance of PRC Assistance.

4. An AG adult who has a current physician's exemption from employment and Job Find/Work Activities may be assisted without regard to the employment and Job Find requirements if the emergent need is consistent with their employment status. (Example, housing assistance may be appropriate but employment-related car repairs would not be available.) An AG adult with an Alternative Assignment must be in compliance with their Self-Sufficiency contract at the time of their application.

Once eligibility for PRC is established, a voucher or gasoline card will be authorized to generate payment for the assistance, goods, and/or services. Vouchers will be issued directly to the AG to ensure their needs are met as quickly as possible. The AG must sign the voucher once the vendor has provided the authorized goods or services. All PRC payments are made by the Wood Co DJFS to the vendor. The county must ensure that its policies meet all auditing requirements.

If it is determined that an application for PRC is approved, the Wood County DJFS shall mail or otherwise deliver the "Notice of Approval of Your Application for Assistance." If it is determined that an Application for PRC is denied, the Wood County JFS shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of Your Application for Assistance."

## B. Required Verifications

The AG must provide the following documentation:

1. Verification of residence in Wood County.
2. Documentation of United States citizenship or qualified alien status for each individual in need of PRC assistance.
3. Documentation of resources.
4. Documentation of income to include the past thirty day's income if it is representative of income projected for the next thirty days. If pay stubs are not representative of projected income, an employer's statement, self-employment records, or award letters must be provided.
5. Verification of the current household composition.
6. Any verifications specifically related to the type of PRC assistance needed. See F. Scope of Services.

## C. Assistance Group Composition, Citizenship, and Residency

A PRC applicant must be at least 18 years old. Per OWF rules Section 5108.1, a minor is either an individual who has not attained age eighteen or an individual who has not attained age nineteen and is a full-time student in a secondary school or in the equivalent level of vocational and technical training. The AG must consist of a minor child or children (siblings, stepsiblings, half siblings), and, the Legal Custodian(s) of the children (natural, adoptive, or stepparents) living in the same household. A woman, who is at least six months pregnant, per her physician or obstetrician, is considered potentially eligible for PRC.

**Citizenship** – In order to qualify for PRC benefits and services, at least one member of the AG must be a citizen of the United States or a qualified alien as defined in PL 105-33. Any benefit/service will be prorated over the number of citizens/qualified aliens in the AG.

Applicants for PRC must reside in Wood County and must live in an independent living arrangement. PRC assistance cannot be issued to persons living in a medical or public institution.

Migrant families may be eligible for PRC while residing in Wood County. An intact family separated by distance (i.e. one parent and/or children live in another state while the other parent and child/children are following the migrant stream and living in Wood County) must meet the following criteria: if the family members in the other state are living in homestead property owned by them, they are not considered temporarily absent. Rather those family members working in Wood County are considered temporarily absent from their own state and there would be no PRC eligibility in Wood County.

#### D. Income and Resources

All income, which will be received by any member of the PRC AG except for the gross earnings of a minor child as defined in Section 5101:1-23-20(D) (c) (i) of the Administrative Code, during the 30-day budget period considered when determining financial need. The thirty-day period begins on the date of application and ends twenty-nine calendar days later. The anticipated income, to be received during this period, is used in the computation of financial eligibility. This includes all gross income (both earned and unearned) which is normally exempt or disregarded when determining eligibility for OWF, except child support and alimony paid by the AG will be deducted from gross income if verified by CSEA. Written or verbal verification of income is required but any verification, which is obtained verbally, must be clearly documented in the PRC AG record with 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 agency representative who obtained the verification. PRC assistance groups must utilize all liquid assets they have available to them, except \$50, to meet their emergent need. Liquid assets include resources, which are in cash or payable in cash upon demand. (i.e., cash, savings accounts, checking accounts, stocks, bonds, mutual funds, etc.) Investments are counted toward the \$50 asset limit unless they cannot be liquidated during the ten-day application period. The Investment Company or broker must document this.

Gross Self-Employment Earnings means the total profit from a business enterprise. The total profit from the self-employment *business* enterprise is determined by deducting the self-employment expenses (the business expenses directly related to producing the goods or services) from the gross receipts. Personal and/or entertainment expenses are not allowable deductions. Self-employed individuals must be earning the current federal minimum wage per hour.

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

#### E. Ineligibility

Applicants who are not eligible include:

1. Families who have fraudulently received assistance and have an outstanding unpaid balance under the ADC, TANF, OWF, PRC, food stamps, child care programs, or by a court order, until repayment occurs (Reference ORC Section 5101.83.) See H.
2. Families who do not use their own resources to help meet their need
3. Families in which an AG member is currently on strike
4. Families where an AG member has voluntarily quit a job within the past 60 days, unless that AG member secures new employment with comparable income, attends Job Find for 10 days or provides "Good Cause" for the job quit.  
"Good Cause" may occur if a licensed physician, osteopath, psychologist, or psychiatrist documents disability, or if the Child Care unit has documented a lack of child care for a child in the legal custody of the applicant, or incarceration of the employed AG member.
5. A PRC applicant/AG member who is serving a sanction (including a voluntary sanction) from any ODJFS program must serve their sanction or must meet compliance prior to having a PRC application considered for approval. If an AG member was previously referred to Job Find/Work Activity as a recipient of PRC or Food Stamps, but did not complete the assignment, the pending PRC application will not be considered for approval until the assigned AG member completes 10 days of Job Find or

the assigned Work Activity. If the AG member has taken a voluntary sanction on Food Stamps, the AG member must begin participating in the Job Find/Work Activity requirement-

If the applicant has obtained work, or additional employment, that increases the AG's hours of employment, their PRC application may be considered for approval if they meet the work requirements set forth in section I,A,1 and 2 of this plan.

#### F. Scope of Services

PRC does not pay for repairs made or services provided prior to a PRC application being completed by the AG, and the issuance of an assistance voucher.

If a non-AG adult already resides with, or plans to move into the residence with the AG, the non-AG adult must pay half of the needed Housing/Shelter expenses. The non-AG is not required to share in the Employment Services expenses.

### HOUSING/SHELTER EXPENSES

#### 1. Appliances and Furnaces:

PRC assistance for furnace or appliance repair or replacement may only be provided once within a two-year period.

PRC for appliances is limited to the repair or replacement of a cooking stove, refrigerator, washer, and dryer. An air conditioner may be repaired or replaced when there is a medical necessity documented by a physician. The applicant can choose to have the appliance repaired or replaced. The client must provide a written statement of repair or replacement for the appliance from a legitimate repair source or store. An estimate by the client or any other person is not acceptable.

PRC for appliances may be approved for replacement if the assistance group has moved from an apartment or home (whether rented or owned) where appliances were furnished and has moved to an apartment or home where the appliances are not furnished. Applicants must verify that they own or are buying their home or must provide verification from a landlord that appliances are not provided by the landlord.

DV - If the AG has resided in a spousal abuse shelter within the past thirty days and is now moving to a new residence (and not back to their previous residence) they may qualify for appliance repair or replacement.

A maximum of \$500 per item is permitted for the purchase or repair of any one of the above items. The cost of a written estimate and/or delivery charge, not to exceed \$75, can be provided but not to exceed a total cost of \$575 per appliance to include appliance, estimate, and delivery charge. More than one appliance may be repaired and/or purchased at the same time.

PRC may be used for furnace repair or replacement by a recognized vendor if the AG owns or is buying the property as its primary domicile. \$1000 is the maximum for repair and \$2,500 is the maximum for replacement. The cost of a written estimate, not to exceed \$75, can be provided.

PRC may be used for hot water heater repair or replacement by a recognized vendor if the AG owns or is buying the property as its primary domicile. \$800 is the maximum for repair or replacement. The cost of a written estimate, not to exceed \$75, can be provided.

## 2. Housing

PRC assistance may be provided once within a one year period for rental assistance.

Assistance is limited to one previous month's rent to prevent eviction or the principle for one previous month's mortgage payment to prevent foreclosure or first month's rent and deposit for homeless/qualifying assistance groups.

For one previous month's rent or principle payment, the property owner or mortgage company must provide written notice of the intent to evict or foreclose for failure to pay the rent or mortgage.

For first month's rent and deposit, an AG must be considered homeless or meet a condition concerning the environment of the home specified below.

Homelessness for rent/deposit assistance can be verified with the following conditions:

- ▶ The AG household is living in a shelter situation within Wood County. Assistance may also be provided if the AG is living in a shelter situation outside of Wood County and can verify that their last established residence was in Wood County. A shelter situation includes established homeless and domestic violence shelters and/or temporary housing provided by a social service agency or religious organization. The AG must verify that they have resided in a shelter situation within the last 30 days from the date of the PRC application.
- ▶ The AG's landlord/mortgage company has issued a court ordered eviction/foreclosure.
- ▶ The AG was court evicted/foreclosed upon in the last 30 days and can provide the court papers.
- ▶ The AG applicant is listed on a court summons or order to evict even if not listed on the lease.
- ▶ Domestic violence has caused the AG to lose its residence, and a DV counselor, law enforcement, or court of jurisdiction confirms the DV.

Other conditions for rent/deposit assistance:

- ▶ A physician confirms that an AG member can no longer live in the present home and needs to find a residence that can accommodate the medical need (Example: need of an accessible bathroom).
- ▶ The AG is living in another person's residence and the landlord confirms that the AG's presence is in violation of the resident's lease.
- ▶ The Wood County Health, Police, or Fire Departments have declared the AG's present residence an unsafe environment.

*The 200% FPG eligibility criteria applies to all of these conditions.*

Costs with which PRC cannot assist include: late fees, deposits and fees required by the property owner for pets, rent for a separate garage (unless a physician documents medical need for an AG member) and temporary motel charges.

Assistance for rent and/or deposit in a motel can be issued if the following conditions exist: a signed lease; established permanent residency there; access to cooking and refrigeration appliances; and adequate space not exceeding the Wood County Health Department's standards for overcrowding.

Assistance is limited to \$750 for the rent or mortgage payment. The maximum assistance for a deposit is \$750. Property owners and mortgage companies accepting a voucher must agree not to evict the AG for thirty days from the date the voucher is issued.

One credit check report will be paid for rent/deposit applicants when a potential property owner requires it. The property owner must provide a copy of the credit check report to WCDJFS before payment will be made. The maximum that can be paid is \$30 per adult AG member. This assistance will not be counted toward the \$750 rent or deposit cap but can only be provided once per the one year period.

## EMPLOYMENT SERVICES

### 3. Employment related clothing and equipment expenses

These services are available once in a two-year - period. PRC payment of these expenses is exempt from the \$2,000 cap for the aggregate of PRC services. A maximum payment of \$200 may be provided once in a two-year period per adult for special clothing and footwear, such as uniforms and steel-toed shoes, needed to obtain or retain employment. A maximum payment of \$200 per adult for tools needed to obtain or retain employment may also be made once per two-year - period. This section does not apply to persons attending schooling or a training program.

### 4. Vehicle Repair

The PRC applicant:

- ▶ May receive vehicle repairs more than once in a two year period but the aggregate of all vehicle repairs cannot exceed \$2,000 during a two-year period.
- ▶ Must be employed, have verification of a job offer with employment to begin within seven days, be attending Job Find, or be attending GED classes
- ▶ Must have valid driver's license and proof of insurance for the vehicle to be repaired.
- ▶ Must provide written verification that the vehicle title, and current registration, is in the name of a member of the applicant assistance group.
- ▶ If vehicle is leased, proof that applicant is the leasor, the length of time remaining on the lease and that repairs to the car are the leasor's responsibility must be provided.
- ▶ Must provide a written estimate from a recognized vendor who has actually inspected the vehicle for the purpose of providing an estimate of the repair costs to include a statement that the repair will make the vehicle operable. If the estimate exceeds \$500, a second estimate from an additional car repair vendor is required. If the car is inoperable, the second repair shop does not have to visually inspect the vehicle but may provide an estimate based on the first shop's estimate.

Up to two vehicles may be repaired if there are at least two adult household members and each requires transportation for employment/training-related needs. If the AG has more than one vehicle, the AG must sell any vehicles that exceed the limit of one vehicle per adult licensed-driver, who is in compliance with section F4, in the AG. The AG must verify that any additional vehicles listed by OBMV no longer belong to the AG, or are inoperable as verified by a recognized mechanic.

The repair must be for essential mechanical or structural components that enable a vehicle to operate safely and cannot be solely cosmetic so as to improve the appearance of a vehicle. Repairs needed for damages due to motor vehicle accidents and/or vandalism are not covered.

### 6. Towing

Up to \$100 total in a two-year period may be provided and this may include more than one tow. Towing follows the vehicle repair requirements listed above.

### G. Non-Custodial Parent

The non-custodial parent residing in Wood County may be eligible for transportation expenses as defined in Scope of Services (section F). The applicant must meet all PRC eligibility criteria and have a non-custodial child residing in Ohio who is receiving OWF cash assistance or Medicaid; is employed or actively participating in Job Find, or WCDJFS assigned Work Activities; and is cooperating with child support enforcement. The non-custodial parent's household will be the applicant plus all children for whom the applicant has already established child support responsibility, or is in the process of establishing responsibility through the Child Support Enforcement Agency.

## H. Fraudulent Assistance

Pursuant to ORC 5101.83 and 5101:1-23-75 of the OAC, PRC benefits and services may not be provided to a family that has an outstanding fraud case with the agency. Additionally, any family that is believed to have committed fraud in the PRC program will be referred to the Fraud Unit of the agency for investigation and disposition.

## SPECIAL PRC PROGRAMS

### **1. UTILITY PROGRAM**

This program is only for families with legal custody of the minor living in their household. The program will provide assistance for the payment of past due utilities, currently due utilities, utility deposits and/or delivery of a heating source for the applicant's current residence. Eligible applicants may receive up to **\$500** to pay for gas, electric and/or water/sewer or other sources of fuel. ***Applicants who use propane or fuel oil to heat their residence may receive up to \$750 total.*** The amount may be spread over several utilities according to the applicant's request.

The utility account must be in the name of an adult assistance group member. PRC can also only pay the current account balance listed on the bill submitted with the application. Credits cannot be issued.

Back utility bills from a previous residence may be paid if the applicant needs to pay off the balance to obtain service from this same utility company in their name at a new residence. If applicants have a disconnection notice and need more than the maximum assistance available to avoid disconnect, the applicants must either pay the amount which exceeds the maximum PRC assistance or must receive assistance from another source to pay this amount prior to the issuance of a voucher.

The monthly gross income level for eligibility is 200% of the current Federal Poverty Guidelines.

Unless waived, all PRC rules from Section I. will apply to this program. The waived rules are Section I. (A)(1-3) and the asset requirement. In addition, an eligibility determination must be made within fifteen calendar days of receipt of a signed and dated application, instead of the usual ten calendar days. Also waived is the requirement that vouchers be directly issued to the AG. Vouchers will be mailed directly to the utility provider to expedite payment.

Eligible applicants may receive assistance once per calendar year from this program regardless of the total amount issued, should the total be less than the maximum. Applications will be available at the agency, or by phone or e-mail request. There is no office visit required. There is no work hour requirement assigned to this benefit.

### **2. GASOLINE PROGRAM**

This program is only for families with legal custody of minor children living in their household. The maximum income level for eligibility is 200% of the current Federal Poverty Guidelines. ***An adult assistance group member must be employed, attending Job Find or WEP or other schooling/training which will lead to employment for the assistance group to qualify. The assistance group may receive a \$300 gasoline card once per fiscal year. The fiscal year begins July 1 and ends June 30. Assistance groups who received a gasoline card on or after July 1, 2008 may not qualify again until July 1, 2009.***

Unless waived, all PRC rules from Section I. will apply to this program. The waived rules are Section I. (A)(1-3) and the asset requirement. In addition, an eligibility determination must be made within thirty calendar days of receipt of a signed and dated application, instead of the usual ten calendar days. Applications will be available at the agency, or by phone or e-mail request. There is no office visit required. There is no work hour requirement assigned to this benefit.

This program will be in effect until funds are depleted.

## OTHER

### Insurance Deductible (Disaster Assistance Only)

Payment of the insurance deductible for essential housing and transportation needs may be approved when a family is the victim of a disaster or state of emergency as declared by the Governor.

### Community Resources

Under PRC, referrals to other community agencies and resources will be made for counseling, medical needs, family planning, short-term education expenses, and budget counseling. Referrals for other needs will be made to community agencies based on the availability of resources available to meet the need.

## II. FAMILY PRESERVATION AND REUNIFICATION SERVICES (ORC 5153.165)

An assistance group receiving protective services, supervision or placement from the Wood County Department of Job and Family Services may receive additional PRC services if the family is encountering an emergency that could lead, or has led, to removal of a child from the family's home pursuant to Chapter 2151 of the Ohio Revised Code.

The standard of need for PRC eligibility cannot exceed 200% of federal poverty.

A parent, whose child is "temporarily absent" from the home for up to six months, and under the Temporary Custody or Protective Supervision of the agency, may still qualify for PRC if receiving OWF cash assistance (in accordance with ORC 5107.10). The absent child must be residing with a specified relative, legal guardian or legal custodian as defined by TANF rules. This requires the written recommendation of the Children's Services Supervisor.

In addition to the services (and within the limitations) listed throughout this PRC plan, the following family preservation and reunification services may be provided: diagnostic services, therapeutic counseling, parent education, emergency shelter, emergency out-of-home care in a foster family home, group home or residential treatment facility. Children's Services must first consider Emergency Services Assistance (APM 6350). If ESA is unavailable or inappropriate, PRC will be considered. All services in this section must be non-medical services.

PRC Contingency Services may exceed the limitations placed on frequency and dollar amounts identified in Section II (Emergency Assistance). In addition, up to \$2,000 for a down payment to purchase a primary domicile may be provided.

Children's Services will define the composition of the assistance group. An adult family member may make a request for Family Preservation and Reunification services to the Wood County DJFS Children's Services representative. The Children's Services Unit Supervisor or Agency Director will determine if a PRC application is appropriate and the Children's Services Unit Supervisor will provide written documentation of the specific need and PRC service to be provided. Both the Children's Services Supervisor and the Agency Director must approve subsequent requests.

## III. NON-EMERGENCY PRC PROGRAMS

The following programs and services have a separate application and eligibility determination process, and may be funded under PRC as funds are available. The maximum eligibility level for Non-Emergency PRC Programs is at or below 200% of Federal Poverty Guidelines, unless otherwise noted. Each program (with the exception of Programs A and F) requires a PRC application and eligibility determination from the AG.

## A. ASSESSMENT AND REFERRAL

On-site services are provided by Behavioral Connections of Wood County for alcohol, drug addiction and mental health needs. They are provided in cooperation with the Wood County ADAMHS Board for OWF, PRC Children's Services, and other consumers of WCDJFS programs. They assist clients in removing alcohol, drug addiction, and mental health issues as barriers to locating and retaining employment and they accept referrals for the parents of children who are at imminent risk of being abused or neglected because of alcohol or drug abuse of parent guardian, or custodian.

## B. HELP ME GROW

The Help Me Grow Program, administered by the Help Me Grow Provider will use a self-declaration of income. Upon receipt of the application and self-declaration, the Wood County Department of Job and Family Services will screen them against a list of all PRC, Food Stamp, Medicaid, Child Care, and OWF recipients. If verification of income is available through another agency source of previously verified income, it will be compared and noted.

Any discrepancy will be referred back to the Help Me Grow Provider for clarification. If no discrepancy exists, the applicant's signed statement on the application will be accepted as verification of income.

The Help Me Grow Program has been expanded to include all children under the age of three (3) who are recipients of the following programs:

- Ohio Works First
- Food Stamps
- WIC
- Any category of Medicaid
- Wood County DJFS Day Care
- Assistance Groups at or below **300%** of the Federal Poverty Guidelines, not covered by other funding, may receive Help Me Grow services covered through PRC funds, if they meet the Wood County PRC Policy requirements.

There are no resource limitations. If there is a sanction (i.e. work program, child support, or intentional program violation) associated with the aforementioned DJFS programs the application processing for Help Me Grow will precede without regard to the sanction. (see Help Me Grow Plan)

## C. PRC/ADULT TRAINING RELATED PROGRAMS

These programs and services are designed to help clients find a job, prepare for and retain employment, and train for opportunities for promotion. These activities include, but are not limited to, vocational and aptitude assessment, the assessment of training needs, the development of basic work habits, instruction in industry-specific skills, and the provision of on-the-job training opportunities.

## D. YOUTH EMPLOYMENT SERVICES

The Youth Employment Services Program, administered by the Youth Employment Services Provider will use a self-declaration of income. Upon receipt of the application and self-declaration, the Wood County Department of Job and Family Services will screen them against a list of all PRC, Food Stamp, Medicaid, Child Care, and OWF recipients. If verification of income is available through another agency source of previously verified income, it will be compared and noted.

Any discrepancy will be referred back to the Youth Employment Services provider for clarification. In no discrepancy exists, the applicant's signed statement on the application will be accepted as verification of income.

Using the PRC eligibility guidelines, youth employment services may be offered to youth ages 14-21. These services will include but not be limited to:

- Career exploration
- Tutoring and study skills training
- Pre-employment and work maturity skills instruction
- Summer work experience opportunities

- Occupational skills training (on the job)
- Leadership development
- Adult mentoring
- Follow-up services for at least one year
- Guidance and counseling
- Dropout prevention strategies

E. INTENSIVE CASE MANAGEMENT: This WCDJFS program focuses on those OWF recipients who need to overcome medical or mental health, barriers in order to achieve their goal of self-sufficiency. All individuals in this caseload must be in compliance with PRC Policy regulations as recipients of OWF.

F. PREGNANCY PREVENTION PROGRAM: The Wellness Program is designed to provide teen pregnancy prevention services for individuals who are eligible under the Wood County PRC Policies.

G. ADULT LITERACY AND CHILD READING PROGRAM: This program is to provide adult literacy and child reading benefits and services to individuals who fall under PRC income guidelines. The program components include adult education, parenting education, early childhood education, and other activities in which parent and child work together to develop the child's cognitive skills.

H. JUVENILE DIVERSION PROGRAMS: These programs may include: assessment, mediation, short-term respite services, mentoring programs, parent education programs, voluntary or formalized court diversion activities for alleged or adjudicated unruly or misdemeanor youth and their families who are eligible under the Wood County PRC Policies.

I. COUNTY TRAINING: When funds are available from the Department of Job and Family Services, for training of agency staff and partners (i.e. programming, eligibility, etc.), the need for this service will be reviewed, and planned for accordingly.

J. ACCESS to BETTER CARE (ABC): The funding for this program will be distributed through WCDJFS. The Family and Children First Counsel will determine which services will be funded through the ABC program. Once this has been done, PRC Plan 15 will be amended to reflect the chosen services.

#### K. STUDENT INTERVENTION / AFTER SCHOOL PROJECT

The funds for the Student Intervention/After School Project are federal TANF funds made available by the Ohio Department of Job and Family Services through participating County Departments of Job and Family Services to support student intervention projects as defined by the Ohio Department of Education.

L. The SCHOOL READINESS ENRICHMENT PROGRAM is to provide children with experiences to enhance their language, literacy, math, social, and self help skills the summer prior to starting kindergarten, and during the school year after regular kindergarten programming.

#### M. AFTER SCHOOL AND SUMMER DEMONSTRATION PROGRAM

This program is to offer students (K-12) a broad array of additional services, programs and activities such as youth development activities, drug and violence prevention programs, counseling programs, art, uric and recreation programs, technology education programs and character education programs that are designed to reinforce and complement, not replace, the regular academic program of participating school districts.

The funding availability statewide is for up to \$28.5 million dollars, for the period ending June 30, 2007. There is no guarantee at this time that these TANF funds will be available beyond June 30, 2007. This is considered a Pass-Through allocation. The proposal was sent to the Ohio Department of Education after a review by the local Family and Children's First Coordinator/Chair. The Wood County Department of Job and Family Services is responsible for the contract management and to assure that all vendors in Wood County that are approved for this grant, meet all federal and state funding grants management requirements.

IV. SIGNATURES

The Wood County Department of Job and Family Services agrees to implement PRC County Plan # 16 as written above.

Plan #16, Amendment 4 approved by the WDCJFS Planning Committee on November 21, 2008.

*Paulite R. Stephens*

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*Director,  
Wood County Department of Job and Family Services*

11/21/08  
*Date*

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Approved by the Wood County Commissioners on December 11, 2008, Resolution #08-2162

Effective Date for PRC Plan 16, Amendment 4 – January 1, 2009