

**Wyandot County Department of
Job and Family Services**

**Prevention, Retention,
and Contingency Plan**

Wyandot County Department of Job and Family Services Prevention, Retention and Contingency Plan

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include non-recurrent, short-term, crisis-oriented benefits, and ongoing services that are directly related to the four purposes of the TANF program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. Non-recurrent, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These non-recurrent benefits and services may encompass more than one payment a year, as long as the payment provides short-term relief and addresses a discrete crisis situation rather than meeting ongoing or recurrent needs. These benefits and services are consistent with the federal definition of “non-assistance” as found in 45 CFR 260.31(b).

A. Application

1. The WCDJFS PRC application has been developed for use when a family is applying for PRC benefits and services. The application and any other information gathered during the eligibility determination process should be maintained in a file. In addition, PRC benefits and services provided to non-custodial parents shall also be kept in a separate AG record.
2. Eligibility factors, time restraints, and amounts available to pay for various benefits and services covered must be explained. Anyone applying for PRC services must receive appropriate information about referrals to, and access to Medicaid, food stamps, child care assistance and other programs that provide benefits that could help them successfully transition to work. It is also important to make the voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC available to persons who are applying for, receiving assistance from or participating in the PRC program. Reference Section 329.051 of the ORC. PRC assistance will be authorized with the expectation that the PRC AG will work with WCDJFS to become self-sufficient and to prevent them from reliance on and divert them from ongoing cash assistance.
3. Services and benefits shall be provided which directly lead to or can be expected to lead to the family becoming self-sufficient by accomplishing one of the four purposes of TANF:
 - a. **Purpose 1: Providing assistance to needy families;**
 - b. **Purpose 2: Ending the dependence of needy parents by promoting job preparation, work and marriage.**
 - c. **Purpose 3: Preventing and reducing out-of-wedlock pregnancies**
 - d. **Purpose 4: Encouraging the formation and maintenance of two parent families**

4. Applicant Responsibility

- a. An applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. An applicant must utilize available income in meeting the presented need. This includes ongoing assistance programs such as OWF, DA, SSI and Food Stamps, as well as unemployment compensation, social security, and special energy programs.

5. Exploring Community Resources

- a. The Wyandot County Department of Job and Family Services (WCDJFS) personnel determining eligibility for PRC will be aware of community resources, which should be utilized to help meet the need or additional needs. The PRC program will be utilized to assist the client after all other community resources have been explored by the client and agency.

B. Eligibility Requirements

1. Assistance Group Composition

- a. Each category of assistance offered through this plan may have different requirements for who is required to be included as part of the PRC assistance group. For example, one category of assistance may require everyone that resides in the household to be included; another category of assistance may require only those household members who are part of an OWF assistance group to be included. PRC Assistance Group requirements for each category of assistance are defined under Section “G” of this plan.
- b. PRC benefits and services are available to a family assistance group (AG) which includes a minor child or a pregnant individual. A minor child is defined as a child under the age of 18 or who has not attained the age of 19 and is a full-time student in a secondary school or the equivalent level of a vocational or technical training.
- c. PRC benefits and services are also available to the non-custodial parent
 - 1. of a minor child;
 - 2. who lives in the State of Ohio;
 - 3. does not live in the same household as the minor child;
 - 4. is cooperating with the Child Support Program.
- d. A child may be “temporarily absent” from the home in accordance with the timeframes established in rule 5101:1-3-04 of the Ohio Administrative Code and the AG still qualifies for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian, or legal custodian and other members of the household (who may, or may not be related to the minor child) who may significantly enhance the family’s ability to achieve self-sufficiency.

2. Citizenship Requirement

- a. In order to qualify for PRC, AG members must meet the citizenship requirements as determined by the current Ohio Works First (OWF) program requirements. In order to issue PRC benefits or services, at least one adult and one minor child must meet the above citizenship requirements. A valid social security number must be provided for each person applying for PRC as a condition of the receipt of assistance.

3. Residence Requirement

- a. Residence in Wyandot County is a requirement of the Wyandot County PRC program. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period, unless relocating for employment. Assistance may also be provided to an individual to help obtain residence in Wyandot County if they have obtained employment in the County.

4. Economic Need:

- a. Eligibility for PRC benefits and services intended to meet purposes 1 and 2 of TANF is dependent upon the AG's demonstration and verification of need.
- b. Eligibility for PRC benefits and services intended to meet purposes 3 and 4 of TANF may be received without regard to economic need, however, the Wyandot PRC plan may establish a need standard for these benefits as a way to target certain populations.
- c. The income need standard for each category of assistance under the Wyandot County PRC plan may be different. The need standards for each category of assistance are defined under Section G of this plan. The income need standard of any category of assistance will not exceed 200% of the Federal Poverty Guideline, but may be less.
 - 1. Examples of Earned Income which must be counted. These are examples only and not intended to be an all-inclusive list.
 - a. Earnings from an employer
 - b. Earnings from self employment
 - 2. Examples of Unearned income which must be counted. These are examples only and not intended to be an all-inclusive list.
 - a. RSDI benefits
 - b. Alimony and Child Support
 - c. Veteran Administration Benefits
 - d. Workers Compensation Benefits
 - e. Lump sum payments (excluding tax refunds)
 - f. Unemployment Benefits
 - g. Pension and Retirement Benefits

- h. Strike Benefits
- i. Investment Income
- j. Rental Income
- k. OWF, DA or Supplemental Security Income (SSI)

d. Monthly income may be computed in one of two ways:

1. Gross household income for the previous 30 days can be totaled and compared to the appropriate poverty guideline, or;
2. Gross household income can be projected with at least two pay verifications from the previous 30 days and compared to the appropriate poverty guideline, (for example: a client is paid every week and provides his or her two most recent pay stubs. The two pays would be averaged and then be multiplied by 4.3 to obtain average monthly income.)

e. For cases in which the income cannot be accurately obtained, a signed "Release of Information" will be obtained from the applicant for an inquiry. Once the release is received, verification, which is obtained by phone, must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification.

f. The Wyandot County PRC plan will **not** require resources of an Assistance Group to be counted to establish economic need.

5. Ineligible Family AG's

a. There are certain assistance groups who are ineligible to receive PRC benefits and services. If any one member of the PRC AG meets one of the following disqualifications, the entire AG is ineligible to receive PRC. They include:

1. Fugitive Felons
2. Families who have received more or equal to the limit of PRC assistance as set forth in this plan in this and/or another Ohio County in the past 12 months.
3. Families who fail to utilize other community resources or available income.
4. Families who demonstrate a pattern of requests for Contingency Services for the same thing, at the same time every 12 months. (i.e. it appears, through consistent patterns, family uses PRC Contingency Services every 12 months without reasonable explanation for their demonstrated pattern of use.)
5. Families whose request does not eliminate the immediate problem. (Cost of help exceeds PRC limit and family is unable to come up with the difference.)
6. Families who cannot show they will be able to meet the ongoing expenses related to their request. (i.e. pay next months rent or utility bill.)
7. Families who falsify a PRC application
8. Families which include individual(s) who have quit a job in the past 60 days without good cause, or have caused discharge from their job.

9. Families consisting of a member currently under ADC sanction, and/or families that fraudulently receive benefits under the OWF or PRC programs, until full repayment occurs. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in the OAC section 5101:1-23-70. Following the rules of TANF- OWF, any applicants who falsify their applications or documents related to their eligibility for PRC, will be referred to the WCDJFS Benefit Recovery Unit. Persons referred for possible fraud will not be eligible for PRC until the case is resolved with the investigator.
 10. Families currently under a penalty of any kind including Intentional Program Violations.
 11. Individuals with outstanding overpayments if the individual has not established and complied with a current payment agreement. This includes any and all identified overpayments.
 12. Individuals with outstanding amounts owed to WCDJFS or ODJFS related to the applicant or recipient's false representation or willful withholding of information.
- b. Individuals seeking certain categories of assistance may not be disqualified for being in one of the above Ineligible Family AG's. An example of this would be for the Subsidized Employment Plan where an individual would not be disqualified based on the fact that they are currently under and Intentional Program Violation. Guidelines for each category of assistance are illustrated in Section "G" of this plan.

C. Program Operation

1. To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of policy and procedures as set forth within this document. The covered benefits and services, and the amounts specified for the benefits and services may not be reduced, limited, or restricted unless the program is amended. PRC benefits and services are limited to available PRC funds.

D. Standard of Promptness

1. The focus of this program is to provide and authorize benefits and services within 10 business days of the receipt of a signed application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. The 10-day standard of promptness is a period that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the 10-day period is not an acceptable eligibility determination practice. The AG record should contain sufficient documentation of the case activity on the PRC application, including an explanation of unexpected or unavoidable delays in processing the application.

E. Notice of Approval / Denial

1. If it is determined that an application for PRC is approved, the ODHS 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 ODHS 7334, "Notice of Denial of Your Application

for Assistance” shall be mailed or otherwise delivered. WCDJFS will recover/prosecute individuals who receive PRC assistance fraudulently.

F. Overpayment Procedures

1. Methods of overpayment will include a lump-sum repayment or a monthly repayment agreement. All overpayments will be referred to the Benefit Recovery Unit for collection. If an overpayment method is not chosen within 30 days from the date of notification, legal action may be taken to recover the overpayment; and the entire AG will be ineligible for PRC benefits and services until restitution is made. Any PRC applicant suspected of fraud can be referred to the Wyandot County Prosecutor for review.

G. Categories of PRC Assistance Available in the Wyandot County PRC Plan:

1. **Employment Support Services** - To provide support services to OWF applicants or recipients who are assigned to Job Search/ Job Readiness activities as part of their self-sufficiency contract.
 - **TANF PURPOSE:** 1 and 2
 - **ASSISTANCE GROUP:** Eligible PRC AG will consist of all household members who are applying for OWF or are part of an OWF AG who are currently receiving benefits
 - **ECONOMIC NEED STANDARD:** 200%
 - **CAP OF SERVICE:** \$50.00 per 4-week assignment to Job Search/ Job Readiness Activities.
2. **Contingency Services**
 - **Not currently available through Plan**
3. **Supplemental Employment Plan (SEP)** - Chapter 5101:1-3-16 of the ORC establishes the PRC program under which a county department of job and family services may establish an employer subsidy program. WCDJFS and the TANF eligible participant shall enter into a contract with the employer. The contract shall be written effective the first day of employment. The contract shall specify the number of hours of employment and the number of months of employer subsidy. The contract shall specify the amount of the monthly subsidy the employer will be receiving. The PRC subsidy program shall include the expectation of continuing employment with the participating employer after the subsidy expires or a placement component that leads to employment with another employer after the subsidy expires. The expectation of employment may be contingent upon the participant’s successful completion of any probationary or training period specified in the contract and abiding by the employers rules and regulations. Should an employee be separated from employment at any time during the duration of the SEP contract, the employer shall be only entitled the subsidy on the wages paid prior to separation.
 - **TANF PURPOSE:** 1 and 2

- **ASSISTANCE GROUP:** Any parent who resides with a minor child, is a non-custodial parent current with Child Support Obligations, or and parent of a child who is “temporarily absent” from the home in accordance with the timeframes established in rule 5101:1-3-04 of the Ohio Administrative Code. In the case of a two-parent household, both parents would be eligible for this category of assistance.
 - **ECONOMIC NEED STANDARD:** 200%
 - **CAP OF SERVICE:** Employers participating in the SEP will be eligible to receive a subsidy of up to 50% of gross wages paid to the TANF eligible participant during the participant’s first 3 months of employment; the maximum amount subsidized per individual shall not exceed \$2,500.00.
 - **INELIGIBLE FAMILY AG:** Under Chapter 5 of the Eligibility Section (B.) of this document, titled “Ineligible Family AG’s”, a listing of circumstances under which an AG is ineligible to receive PRC services is given. For the purpose of the PRC SEP program none of these circumstances apply except for:
 - a. Fugitive Felons, and
 - b. Families who falsify a PRC application
4. **Gas Card Project** – Effective through 06/30/2011, a one time gas card disbursement will be made to PRC eligible AG’s who apply pursuant to the rules of this plan.
- **TANF PURPOSE:** 1 and 2
 - **ASSISTANT GROUP:** Any parent who resides with a minor child, is a non-custodial parent current with Child Support Obligations, or and parent of a child who is “temporarily absent” from the home in accordance with the timeframes established in rule 5101:1-3-04 of the Ohio Administrative Code. In addition, at least one adult member in the AG must be currently employed, seeking employment, or enrolled in a training program.
 - **ECONOMIC NEED STANDARD:** 200% Federal Poverty Guideline - or alternatively, a PRC AG who is receiving OWF or Food Assistance.
 - **CAP OF SERVICE:** There is \$10,000.00 available for this one-time project. Amount of services will be determined by the number of eligible applicants. This amount will not exceed \$200.00. Services under this program will not count toward PRC AG’s yearly maximum under any other PRC Program.

H. **Other Entities of PRC**

1. Families receiving assistance under another program may receive PRC assistance. State regulations require **Help Me Grow, Kinship Navigator, Adult Literacy, Child Reading, the Unruly Youth/Juvenile Diversion, and the ABC Initiative** programs to be part of the county’s PRC plan. These programs are treated as separate entities of PRC as individual allocations are received for each program. A separate referral/application is used by the CSEA. A separate application will be utilized and offered through various social service agencies. All verifications, approvals, and denials will go through Wyandot County Department of Job and Family Services.

I. PRC CHART

1. The attached chart contains the scope of benefits and services provided under the PRC program. The chart also contains the assistance groups served, the economic need standards for the particular benefit/service, caps on benefits/service, and the targeted groups. The targeted groups are used to customize service delivery specific to the family circumstance.

This Prevention, Retention, and Contingency Plan is effective upon the signature date of the Director of Wyandot CDJFS.

Director, Wyandot CDJFS

Date

Wyandot County Commissioner

Date

Wyandot County Commissioner

Date

Wyandot County Commissioner

Date

Approved as to Form – Wyandot County Prosecutor

Date

PRC REFERENCE CHART

SERVICES OR BENEFITS	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGET GROUP
<p>Employment Support Services</p> <p>To provide support services to OWF applicants or recipients who are assigned to Job Search/ Job Readiness activities as part of their self-sufficiency contract.</p>	<p>\$50 available per 4 week assignment to Job Search/ Job Readiness Activity.</p>	<p>Parents living with minor children</p> <p>Specified relatives, legal guardians, legal custodians living with minor children</p> <p>Pregnant individuals</p> <p>Non-custodial parents</p>	<p>200% of Federal Poverty Level</p>	<p>OWF Applicant</p> <p>OWF Recipient</p>

SERVICES OR BENEFITS	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGET GROUP
Contingency Services				
Not currently available through the Wyandot PRC Plan				

SERVICES OR BENEFITS	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGET GROUP
<p>Supplemental Employment Plan</p> <p>Wage supplement to the hiring employer of an eligible participant</p>	<p>50% of a participants wages during the first 3 months of employment or \$2,500.00, whichever is greater</p>	<p>Parents living with minor children</p> <p>Specified relatives, legal guardians, legal custodians living with minor children</p> <p>Pregnant individuals</p> <p>Non-custodial parents</p>	<p>200% of Federal Poverty Level</p>	<p>TANF Elig. Adults</p> <p>Unemployed Individuals</p> <p>Dislocated Workers</p>

SERVICES OR BENEFITS	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGET GROUP
Child Welfare Services	No cap on services as needed.	Parents living with minor children	200% of Federal Poverty Level	Employed Individuals
Family Preservation and Unification	Services do not count toward PRC AG's \$600 limit.	Specified relatives, legal guardians, legal custodians living with minor children		Unemployed Individuals
Short term respite care		Pregnant individuals		Families with children at risk of abuse or neglect
Domestic violence services		Non-custodial parents		Victims of domestic violence
Emergency shelter		Child only - minor child temporarily out of the home		Unruly youth
Parenting education classes				
Family nutrition education				
Homemaker education				
Mentoring				
Case Management				
Budget education				
Summer school/camps				
Kinship navigator program				
Formal court diversion				
Alternative schools				
Family stability				
Family coaching				



SERVICES OR BENEFITS	CAP	ASSISTANCE GROUP
Gas Card Project (effective through 06/30/2011)	Up to \$200.00 in Gas Cards	Parents living with minor children Specified relatives, legal guardians, legal custodians living with minor children Pregnant individuals Non-custodial parents

ECONOMIC NEED STANDARD	TARGET GROUP
200% of Federal Poverty Level	Employed Individuals
PRC AG's in receipt of OWF or Food Assistance	Individuals Seeking Employment Individuals enrolled in Training

SERVICES OR BENEFITS	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGET GROUP
<p>Help Me Grow</p> <p>Help Me Grow benefits and services will be no longer available effective 10/15/2009.</p>				
<p>Access to Better Care</p> <p>Access to Better Care benefits and services will be no long available effective 10/15/2009.</p>				
<p>CSEA Child Support Establishment</p> <p>Facilitation and/or mediation services provided by hearing officer for non-IVD agreements in conjunction with the Administrative Support Establishment process</p> <p>Activities to promote parental access and supervision, increasing the capacity of fathers to provide emotional and financial support for their child(ren)</p> <p>Access and visitation mediation</p>	<p>No cap on services as needed.</p> <p>Services do not count toward PRC AG's \$600 limit.</p>	<p>Non-custodial parents</p>	<p>No economic need standard.</p>	<p>Non-custodial parents who have been determined to be the natural parent of the child(ren), and are currently cooperating with the CSEA and are in the process of establishing responsibility for their child(ren) through the CSEA.</p>

