

Athens County Department of Job and Family Services
Good Cause Policy
Revised September 1, 2008

Good Cause Criteria

- 1801. losing employment;
- 1802. inability to find employment;
- 1803. divorce;
- 1804. domestic violence consideration;
- 1805. unique personal circumstances; or
- 1806. any other reason the Athens CDJFS determines to be good cause for participating in OWF beyond the 36-month limit.

All other OWF eligibility factors must be met.

Procedure

All applicants/recipients who are potentially eligible for an extension of OWF benefits under the above defined Good Cause Policy will be reviewed by their assigned Social Program Coordinator. The assigned SPC will complete a Hardship Assessment Form (ACDJFS #162) to include a recommendation for approval or denial of the benefit extension request. The completed Hardship Assessment Form will be submitted to the review committee within fifteen (15) calendar days from the date of notification. If the Children Services Board is involved, they will be asked to provide a representative to present information and a recommendation to the committee.

A committee of four staff members, appointed by the Director, and including a Family Service Supervisor, a Social Program Coordinator, a CSEA representative and an Income Maintenance Eligibility Worker, shall review each case/application in the first week of the month prior to the scheduled termination date or within thirty days of re-application. The committee will be convened and chaired by the Supervisor and a record kept of the vote on each case. The committee, by majority vote, shall decide whether or not the case qualifies for good cause. Notification of the results will be e-mailed to appropriate staff within two (2) business days. The final (detailed) report will be issued within thirty (30) days.

Upon receiving the results of the committee decision, the Income Maintenance Eligibility Worker will initiate the proper notification of approval of good cause or notification of adverse action. The Income Maintenance Eligibility Worker will also review each case for continued Food Stamp, Medicaid, and Childcare eligibility. The social program coordinator will review each case for possible referral to other programs for assistance.