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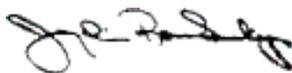
Ohio Department of Human Services

30 East Broad Street, Columbus, Ohio 43266-0423

February 7, 2000

OWF/PRC Guidance Letter No. 14

TO: Directors, County Departments of Human Services
Directors, County Public Children Services Agencies
Directors, Child Support Enforcement Agencies
Regional Account Managers

FROM: Jacqueline Romer-Sensky, Director 

SUBJECT: **ADDITIONAL CLARIFICATION ON THE PREVENTION, RETENTION,
AND CONTINGENCY DEVELOPMENT RESERVE (PRCDR)**

As counties begin to develop PRCDR proposals for the next and subsequent quarters, there are several issues they should keep in mind.

1. Time Frames: All proposals for the second quarter must be sent to the appropriate Regional Account Manager by March 1, 2000. Proposals for SFY 2001 are due June 1, 2000.
2. Format for Proposals: As indicated at the PRC Symposium held last September, there is a specific format that must be used when proposals are submitted. That format is outlined in OWF/PRC Guidance Letter No. 7, pages 7 & 8 specifically. Because counties did not have much time to develop the first round of proposals, many counties were given great latitude in the formatting of the first quarter's proposals. This will not be the case in the next round of proposals.

All proposals must include the Project Budget Summary located on page 8 of OWF/PRC Guidance Letter No. 7 as well as a Narrative (limited to no more than 5 pages) that includes the following:

- C Problems to be solved;
- C Strategies the county intends to implement and how they relate to the problem;
- C Who will be served and what services they will receive;
- C Program time lines through SFY2001, including start-up dates and length of project;
- C Expected measured outcomes;
- C Data to be collected to measure progress toward desired outcomes; and
- C Frequency of data collection and review.

Proposals not submitted in the outlined format, will be returned to the county and not be considered for funding for that quarter unless reformatted and received by the appropriate deadline.

3. Compliance with State & Federal Regulations: There was some confusion concerning the review process used by ODHS in the first quarter's proposal. Counties were asked to clarify specific items that dealt with compliance with state & federal regulations. The project review process outlined on page 3 of OWF/PRC Guidance Letter No. 7 addresses the items that proposals will be reviewed for, including compliance with state and federal regulation. Some of these items are: meeting one of the 4 purposes of TANF, an economic need standard for proposals dealing with purposes 1 & 2, TANF eligible family composition for purposes 1 & 2 (i.e., assistance group must consist of a pregnant woman or a minor child living in the home with parent or specified relative, legal guardian or legal custodian or temporarily absent from the home for up to six months with a plan for reunification in place).
4. Inclusion of Measured Outcomes: In order for effective monitoring to take place, counties must ensure that each proposal has not only goals and expected outcomes, but more important, measured outcomes. For example: Proposal A is to provide job training and job counseling to non-custodial parents with the goal of ensuring that non-custodial parents meet their child support obligation. The measured outcome is to provide job training and job counseling to 75% of all noncustodial parents in the county with 50% of those completing the classes becoming employed and 100% of those becoming employed meeting their child support obligation.

Additionally, proposals must show what data will be collected to measure progress toward the desired outcomes and how the data is related to the outcomes.

5. Things that cannot be accomplished with the use of PRCDR funds:

' 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.

' Refinancing of other programs (e.g., Child Welfare, Child Support) - PRC dollars can be used (when appropriate and allowable) to build upon existing programs or to create new programs. However, in order for the county to access the money in this manner they must show the current spending of the programs and that this is an additional spending rather than a refinancing.

' Child Care - In Ohio, TANF dollars cannot be used for Child Care needs. Counties who have identified a need for additional Child Care should contact their Regional Account Manager.

6. How long may counties retain undesignated funds before the money is redistributed to other counties?

ODHS intends that all funds designated for PRCDR will be used by the end of the biennium. The PRCDR is designed to assure that all counties have the opportunity to expand the local PRC program and have a reasonable amount of time to develop projects to meet local needs. To meet these goals the allocation and reallocation process will be handled in the following manner:

' ODHS accepted initial proposals for the biennium through December 1, 1999 for projects beginning January 1, 2000. ODHS will accept additional proposals through March 1, 2000 for

projects beginning April 1, 2000; and through June 1, 2000, for projects beginning July 1, 2000. The Office of Fiscal is preparing a letter on the allocation and expenditure reporting of these funds.

' ODHS will redistribute funds to other counties from the first quarter's PRCDR funds of those counties that did not submit any projects on December 1, 1999. Only those counties that did not submit a proposal lost money the first quarter. There were 16 counties that did not submit proposals and their first quarter reserve amount of \$10,979,798 will be redistributed to those counties that had submitted proposals over their biennial reserve amount on December 1, 1999.

' ODHS will follow the same procedure for redistribution for the quarter beginning April 1, 2000.

' By June 1, 2000, ODHS expects all counties to submit proposals for all the projects that they expect to operate in the state fiscal year out of PRCDR funds beginning July 1, 2000. ODHS will redistribute all undesignated PRCDR funds for the fiscal year beginning July 1, 2000 or later, to those counties that submit proposals in excess of their specific PRCDR allocations. The following are two examples:

Ž If a county's development reserve is \$1 million for the fiscal year and as of June 1, 2000 the county has current or new proposals totaling \$800,000 for the year, \$200,000 will be made available to other counties.

Ž If a county's development reserve is \$1 million for the fiscal year and the county has submitted proposals totaling \$1 million, that county will retain its entire allocation.

' For a county to be eligible for redistributed funds, it must provide its Account Manager proposals for supplemental PRCDR funds. Proposals for supplemental PRCDR funds may be submitted on a quarterly cycle March 1, June 1, September 1, and December 1. Redistribution will occur on a quarterly basis until supplemental proposals exhaust available funds.

Questions regarding this document should be addressed to the appropriate Regional Account Manager.

c: County Commissioners Association
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PCSAO
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Wayne Sholes
Deputy Directors
Technical Assistance Managers
Bureau Chiefs in County Operations
LouAnn Shy
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