

BOARD OF COUNTY COMMISSIONERS
ASHLAND COUNTY, OHIO

October 1, 2015

IN THE MATTER OF A REVISION TO THE)
PREVENTION, RETENTION &)
CONTINGENCY PROGRAM (PRC) FOR)
DEPARTMENT OF JOB & FAMILY SERVICES.)

Mr. Michael Welch moved that the Board of Ashland County Commissioners approve the following revision to the Prevention, Retention and Contingency Program (PRC) for the Department of Job & Family Services:

ASHLAND COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
Prevention, Retention and Contingency Plan

Temporary Assistance for Needy Families (TANF) is a federal block grant issued to states to tailor their welfare programs to meet individual states' needs. ¹ The state of Ohio has authorized counties to use TANF funding for services to eligible families according to the county specific Prevention, Retention and Contingency (PRC) Plan. The PRC Plan must meet specific guidelines and regulations under state and federal law. The PRC program provides for nonrecurring, short-term, crisis oriented assistance and ongoing services that are directly related to one of the four purposes of the TANF program.

1. To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives; and,
2. To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage; and,
3. To 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. To encourage the formation and maintenance of two parent families.

The services and benefits offered under the county PRC Plan fall into three categories:

Prevention services: designed to divert families from ongoing cash assistance by providing them with short term non-assistance.

Retention services: provided to assist an employed member of the family in maintaining employment.

Contingency services: provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

¹ In compliance with the Fiscal Administrative Procedures Manual and Section 400(d) of the Office of Management and Budget circular Number A-133, The Catalog of Federal Domestic Assistance (CFDA) grant number is 93.558.

Pursuant to Ohio Revised Code, Section 5108.04 has established this statement of policies governing the PRC Program in Ashland County.

OVERVIEW

Any number of individual payments can be made under this PRC Plan as long as they are distinctive, non-ongoing occurrences and do not exceed \$1200 for the PRC Assistance Group (AG) over the 12-month period. The exceptions to the limit of \$1200 shall be for the service of relocation to another county for the purpose of being closer to a job, and other soft services. Soft Services are considered those services, directed to the AG, which provide non-monetary assistance to address emotional, social or environmental barriers to self-sufficiency. Those services include services provided under the TANF funded portion of the WIA Program, Family Strength and Stability Program, transportation services for TANF eligible participants, Project Comfort services, Head Lice / Pest Eradication Program, Employment Training and Work Skills Development program. For relocation to another county, this limit shall be \$1500. For TANF funded services under WIA, the limit shall be up to \$10,000 over a maximum of a two year period.

The PRC AG shall include at least one minor child (who has not yet attained age eighteen (18), or an individual who has not attained age nineteen (19) and is enrolled and attending an accredited high school / secondary school on a full time basis) who resides with a parent, or specified caretaker. The AG may include other members of the household who may or may not be related to the minor child but who significantly enhance the family's ability to achieve self sufficiency. The unborn fetus, for PRC purposes, shall be considered to meet the definition of a minor child. A PRC AG shall include all other residents in the home who will directly benefit from the PRC benefit and / or service. This includes those individuals normally prohibited from inclusion from an OWF (Ohio Works First) assistance group as listed in Ohio Administrative Code, Section 5101:1-23-10(F).

The PRC AG may also include a non-custodial parent who lives in the state, but does not reside with his or her minor child(ren). PRC services may be provided to more than one PRC AG even when both PRC AG contain the same child.

I.

ELIGIBILITY AND APPLICATION

- A. Services are provided to the assistance group to prevent them from reliance on, and divert them from, ongoing cash assistance and to guide them to self-sufficiency by helping them through the presenting obstacle to employment. Services are also provided to the PRC AG to help members retain employment and thereby, to achieve or continue self-sufficiency. For purposes of the PRC Program, at least one member of the AG must be in paid employment 25 hours per week minimum (actual hours worked, not to be averaged). For those applying for PRC assistance that are self-employed, the standard formula of the current Federal minimum wage times 25 hours will be compared to the income provided to determine eligibility.

PRC assistance may be provided to kinship caregivers to help maintain children in the home of a relative. PRC assistance will also be authorized to victims of family violence and their families in order to assist them in achieving self-sufficiency and safe, stable family environments. For victims of family violence, head lice or pest eradication, Project Comfort, Family Strength and Stability, Non-custodial Parent Supports and children at risk of child abuse or neglect, the services do not have to be

linked to employment and they can be provided to assistance groups which do not contain an employed AG member.

Services provided under the TANF funded portion of the WIA Program and Employment, Training and Work Skills Development Program also can be provided to assistance groups which do not contain an employed AG member, as the purpose of these programs is to assist persons in obtaining or retaining employment which will lead them towards self-sufficiency.

- B. Under this program, an AG that includes at least one minor child and/or a pregnant woman and that meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by Ashland County Department of Job and Family Services or the authorized service provider. The PRC AG may also include a non-custodial parent who lives in the state, but does not reside with his or her minor child(ren). PRC services may be provided to more than one PRC AG even when both PRC AG contain the same child.

Single individuals are eligible under PRC for services that have the goal of prevention of out of wedlock pregnancies, including services provided through the Family Strength and Stability Program (Teen Pregnancy Prevention component) to youth in the target population of ages 12 to 19. Specialized youth oriented programs under the TANF Funded WIA Services may also be provided to youth between the ages of 14 and 24. These are the only service available to single individuals without children unless the individual is pregnant.

In addition, children temporarily removed from an AG by Children's Services for six months or less are considered assistance group members provided a reunification plan is in place and the parent(s) are cooperating with that plan. PRC services in this instance may be approved for activities associated with the reunification of the family.

Eligibility for PRC is dependent upon:

1. The PRC AG's demonstration and verification of the need for financial assistance and/or services, and
2. Whether the county or applicable service provider determines that provision of PRC assistance will satisfy the need.
3. All AG members must verify U.S. citizenship or alien status in accordance with Ohio Administrative Code section 5101:1-3-07.
4. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect and updated annually for all services including TANF funded WIA services, Head / Pest Lice Eradication Program, Project Comfort, Employment Training and Work Skills Development Program, transportation services and services to assist victims of family violence. For the Teen Pregnancy Prevention component of the Family Strength and Stability Program, services may be provided without regard to income or economic need.
 - a. All income which has been received by any member of the PRC AG (as otherwise defined in this plan) during the 30-day budget period is considered when determining financial need. The 30-day period begins 30 days prior to the date of application. The income received during this period is used in the computation of financial eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF or DA. The total gross income, both earned and

unearned, of all the PRC AG members must be counted. Child support paid, child support reimbursements received, and medical expenses for non-custodial biological children paid in the last 30 days shall be the sole deductions or exclusions allowed from any type of countable income. The members of the PRC AG whose income is counted may vary based on the service provided, as indicated elsewhere in this plan.

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

C. PRC assistance is only available to members who haven't received PRC assistance (those services which count toward the \$1,200 cap) from this or any other county above the monetary cap during the previous 12 consecutive months. Non-custodial parents are not required to reside in Ashland County but must reside within the state. Otherwise, families must be residing in Ashland County at the time of application to receive PRC services. Residence is established by living in the 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 the county with a job commitment or seeking employment. Families receiving assistance under another program may receive PRC assistance if found eligible. However, there will be collaboration between agencies providing assistance through the TANF Housing Program and ACDJFS to ensure there is no duplication with funding received through the PRC Program.

D. Immediate needs and whether or not the PRC Program can be of benefit will be determined by the Ashland County Department of Job and Family Services, and/or by the service provider. For clarification of immediate need, Ashland County JFS does not consider current month expenses an immediate need. Only the past due amount can be considered for payment. Project Comfort shall not be subject to this requirement. A court ordered eviction notice and/or disconnect notice from the utility company will be required.

E. Written or verbal verification of income is required. For any verification which is obtained by phone, there must be 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 individuals who obtained the verification. The self-declaration of income may be an allowable option under the Family Strength and Stability Program.

F. Ashland County and/or the service provider is responsible for using objective criteria when determining eligibility and approving or denying the application within 8 business days after completion of the application process. Eligibility shall be determined in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case by case basis.

G. 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. However, the fact that an ongoing Medicaid, OWF, or DA assistance group is active is not a determining factor in the consideration.

H. In addition, Ashland County Department of Job and Family Services will inform individuals about other programs (i.e., Medicaid & Food Stamps) that are available and any applicable hearing rights.

I. The Ashland County Department of Job and Family Services shall enter the PRC AG into CRIS-E for statewide clearance and PRC authorization for those programs where eligibility is the responsibility of the Ashland County Department of Job and Family Services. The Ashland County

Department of Job and Family Services shall be responsible for all reporting requirements of the PRC/WRT (Web Reporting Tool) for all TANF funded soft service programs.

J. Applicants who are ineligible include:

- 1) Fugitive felons and probation and parole violators.
- 2) Individuals with any outstanding OWF or PRC fraud overpayment balance, unless a repayment plan is in place and the individual is actively making payments toward payment of the debt. If payments are not maintained, any subsequent PRC requests may be denied. These provisions do not apply to PRC services provided under the Family Strength and Stability Program or Head Lice Eradication service.
- 3) AG's who are under sanction on the OWF program, with the exception of services provided under the Head Lice Eradication service and Family Strength and Stability Program are not eligible for PRC until the sanction is lifted.
- 4) An unmarried, non-graduate parent less than 18, not attending high school or the equivalent.
- 5) An unmarried parent under 18, not living in an adult supervised setting.
- 6) A person found to have fraudulently misrepresented residency in order to obtain assistance in two or more states is ineligible for ten years.
- 7) An illegal alien is excluded from the eligible AG, but the income and resources of the ineligible member could be countable to meet the needs of the eligible members.

K. Services from this program are not an entitlement. An eligibility determination qualifies or disqualifies an AG for consideration of services. The requested service itself must also be determined to be appropriate and allowable as a solution to the presenting obstacle to employment or self-sufficiency. Services may be provided for up to four (4) months for unemployed individuals in ongoing OWF AG's. The decision as to appropriate funding for allowable services is solely the decision of the Ashland County Department of Job and Family Services. All applicants for PRC services shall be advised of their right to request a county conference and/or a state hearing regarding the eligibility decision made on their application. All applicants will be provided a copy of the ODJFS 4059, Explanation of State Hearing Procedures. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be provided to persons who are applying for or participating in the PRC program when eligibility is completed by ACDJFS (reference Section 329.051 of the ORC).

M. The PRC AG's members must complete the appropriate Ashland County Prevention, Retention, and Contingency Program (PRC) Application form for the PRC program for which they are applying.

N. Any applicant that gives false or misleading information in order to obtain PRC services may have their application denied, and they will be subject to all applicable overpayment and recovery procedures, including referral for prosecution, by the Benefit Recovery Unit of the ACDJFS.

II.

EXPLORING COMMUNITY RESOURCES

Every effort should be made to explore the availability of resources within the local community prior to the authorization of PRC. For purposes of PRC, the "community" is defined to include areas beyond the county's boundaries. As part of the eligibility requirements of PRC, a PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting obstacle to employment. County personnel determining eligibility for PRC should be aware of community resources which may be contracted for, or otherwise utilized, to help meet the need. County personnel shall assist the AG in attempting to locate community resources.

The PRC application provides a section for written documentation of the collaborative attempts to locate and utilize community resources.

III.

PRC ASSISTANCE

- A. PRC payments are limited to the amount actually required to meet the presenting obstacle to employment, up to \$1200 per 12 consecutive month period of eligibility. Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and do not exceed \$1200 for the PRC Assistance Group (AG) during the 12-month period. For relocation to another county, the PRC limit is up to \$1,500 per 12 consecutive month period. For TANF funded WIA services, the PRC limit is up to \$10,000 over a maximum two year period. The PRC limits do not apply to soft services.
- B. No medical services are permitted except for pre-pregnancy family planning services.
- C. The PRC program can be used to provide assistance to a family involved with the child protective services system.
- D. Once eligibility for PRC and appropriateness of service is established, the ACDJFS Director or a Supervisor will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that the PRC was approved. The Ashland County Department of Job and Family Services will make all PRC payments to the vendor, or reimburse the applicable service provider for all actual allowable costs as determined by agency procedures. Ashland County will ensure that its policies meet all auditing requirements.
- E. Purchases under the PRC must follow Ashland County Department of Job and Family Services procurement policies and procedures (for example: documentation of three relatable cost comparisons) and AG's may be asked to comply with these policies and procedures.

IV.

NOTICE OF APPROVAL OR DENIAL

If it is determined that an application for PRC is approved, the Ashland County Department of Job and Family Services, or appropriate service provider, shall mail or otherwise deliver the ODJFS 4074, "Notice of Approval of Your Application for Assistance", or other comparable form. If it is determined that an application for PRC is denied, the Ashland County Department of Job and Family Services, or appropriate service provider, shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of Your Application for Assistance", or other comparable form with hearing rights attached.

V.

PROGRAMS

- A. Project Comfort - is intended to assist families with home heating costs. The project will be for a limited time period beginning the first workday in February of each year through the close of business on the last workday of April of each year, contingent upon available funding. A Project Comfort application (appendix F) is required and will be provided through the ACDJFS. Families with a household gross income at or below 200% of the federal poverty level will be eligible for assistance through Project Comfort. This benefit will not be counted against the annual \$1,200.00 limit for PRC assistance.

To be eligible, the family must show their responsibility for heating costs in their own home or rental unit. The following are ineligible: residents of any licensed medical facility, publicly operated

community residences, boarding/ rooming houses, group homes or emergency shelters. Eligible families will receive a onetime assistance voucher of \$300.00 payable to their heating provider, to be applied to their current heating bill. Eligible families on a budget plan with their primary heating company will also qualify. Qualifying heat sources are wood, heating oil, propane, coal, fuel pellets, gas or electric. The current ACDJFS system of payment to the utility provider will be followed (vouchers or checks to the provider). Participation or eligibility in HEAP is not a requirement to receive Project Comfort benefits.

- B. TANF Funded WIA Services - eligibility for TANF Funded WIA Services under the PRC Plan shall be established using the application and worksheet attached as Appendix A. Income shall be counted and verified in accordance with the provisions of Section I, and must be at or below 200% of the Federal Poverty Guidelines in effect and updated annually. TANF Funded WIA Services shall include otherwise allowable WIA training activities provided to adult residents of Ashland County, and those otherwise allowable supportive services in accordance with local WIA policy, and not prohibited as ongoing cash assistance by TANF regulations. Training shall only be provided by those training providers on the WIA Adult State Approved Provider List. Services provided under the TANF funded portion of the WIA Program can be provided to assistance groups which do not contain an employed AG member, as the purpose of the WIA program is to assist persons in obtaining or retaining employment which will lead them towards self-sufficiency.

TANF Funded WIA Services under the PRC Plan can be expanded to include services to youth when additional or special funding allocations are received. These services can include one or more of the ten WIA Youth Elements. Services may be provided to youth between the ages of 14 and 24. The age group, level, and type of the services offered will be as outlined in the special funding allocation. The services offered may be provided through a contract or sub-grant agreement with an approved service provider. Eligibility for the TANF Funded WIA Services may be determined by the approved provider. Referrals of youth already determined eligible may be made by ACDJFS staff. Income eligibility is at or below 200% of the Federal Poverty Guidelines and Appendix G is the form used for determining eligibility. Services can be provided to assistance groups which do not contain an employed AG member.

- C. Services to Victims of Family Violence - The Ashland County Department of Job and Family Services strongly supports the provision of services to victims of family violence and their families in order to assist them in achieving self-sufficiency and safe, stable family environments. Services will be provided to victims of family violence whose income is at or below 200% of the Federal Poverty Guidelines in effect and updated annually.

Among the services Ashland County will provide are non-recurrent short-term (four months or less) benefits to address the immediate needs of victims and their dependents, including locksmith services, relocation expenses, moving expenses, utility deposit or reconnection payment, rent deposits and short term rent subsidies, and short-term room and board. For victims who are employed, other supportive services such as transportation costs, parenting classes, and alcohol or other drug services which are not Medicaid reimbursable, such as substance abuse assessments, may be provided. ACDJFS will also advise victims of family violence of other community assistance and services available. Services may be provided to victims of family violence regardless of whether or not they

are linked to employment, and regardless of whether or not the PRC AG contains a member who is employed.

D. Kinship Caregiver Services - are those services necessary to maintain children in the home of kinship caregiver. Services may include but are not limited to, home based services, parenting classes, drug / alcohol education classes and counseling services, and other counseling services that are not Medicaid eligible, and necessary clothing and household items. Legal services to establish guardianship, placement or custodial care may be provided when agreed upon among parties and with ACDJFS staff. Other services may include respite care, transportation to necessary services, and training related to caring for special needs children placed in the custody of the kinship caregiver. The AG income must be at or below 200% of the Federal Poverty Guidelines. Eligibility for these services may be established by using the form attached as Appendix A.

E. Family Strength and Stability Programs

1. Juvenile Diversion Program - Services and/or activities are for alleged or adjudicated unruly or misdemeanor youth and their families. The activities must be community based and the following are not allowable expenditures: placement costs (short term respite for children not in foster care is permissible); any medical expenditures, including mental health or substance abuse treatment services as defined within the Ohio Medicaid State Plan (screening activities are permissible); and, funds used as a match for other federally funded programs. Eligibility for services requires that the family (AG) income must be at or below 200 % of the Federal Poverty Guidelines.

Juvenile Diversion Program services and/or activities shall include: coordination of care, case management, assessment, mediation, short term respite services, mentoring programs, parent education programs and voluntary or formalized court diversion activities for alleged or adjudicated unruly or misdemeanor youth and their families. Eligibility for PRC services under the Juvenile Diversion Program may be established by using the application attached as Appendix B.

2. Teen Pregnancy Prevention Program - services may also be provided to families with children, as well as to childless individuals, without regard to income or economic need. As a result, there is no income standard for the Teen Pregnancy Prevention Program. Eligibility for PRC services under the Teen Pregnancy Prevention Program may be established by using the registration form attached as Appendix C.

The purpose of the Teen Pregnancy Prevention Program is to reduce the incidence of teen pregnancy in Ohio, as stated in TANF goal #3, which is "to prevent and reduce the incidence of out-of-wedlock pregnancies and establish numerical goals for preventing and reducing the incidences of these pregnancies". The primary target for Teen Pregnancy Prevention services are single individuals in the youth population of ages 12 to 19. The secondary target population includes parents/caregivers and youth under age 12. Allowable expenditures are those services that directly lead (or can be reasonably expected to lead) to the prevention and reduction in the incidence of teenage pregnancy, and as further detailed in OWF/PRC Guidance Letter No. 49.

3. Family Preservation and Reunification (Child Welfare) - The ACDJFS, or Family Strength and Stability Program Contractor, may provide services to a child(ren) and his parent, guardian, or custodian as the agency determines necessary and subject to availability of funds. The purpose of these services is to prevent the need to permanently remove a child(ren) from his or her home.

Services are designed to promote the formation of two parent families (TANF purpose 4) and to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives (TANF purpose 1). Services include but are not limited to: case management, safety and family assessments for children who are at risk of child abuse and neglect, day treatment (excluding medical expenses), non Medicaid eligible counseling services, home based services, parent/child education, non Medicaid eligible drug / alcohol education classes and counseling, necessary clothing and household items (i.e. one bed per child, two sets of sheets and pillow cases and two blankets), respite care, emergency caretakers, homemaker services, information and referral, life skills training, transportation, child safety seats and other items that help to ensure child safety, emergency shelter, unmarried parent services, post-adoption support services, emergency housing (non-recurrent, short term, not to exceed four months duration), non Medicaid eligible home health aide services, family stability services, family case conferencing services, mediation services, mentoring services and employment and training.

- a. Application for Family Preservation and Reunification Services may be made by an adult family member, their designee, or a Public Children Service Agency representative applying on the behalf of the child in or being placed in an emergency shelter setting which may include a foster home, group home or a residential center (Appendix D). A child removed from the home of his parents shall constitute a PRC Assistance Group (AG) of one for the purposes of this service. The AG income must be at or below 200% of the Federal Poverty Guidelines.
- b. Households where children are residing with their parents, relatives or legal guardian will be considered one AG. The PRC AG shall contain at least one minor child. The child must also be eighteen years of age or younger and the child must be in the home of one or both of his parents, or relative caretaker, legal guardian or placed by the Ashland County Department of Job and Family Services with the child's relatives. There must be an open case plan for this child.
- c. Pregnant women are eligible for PRC assistance and will be considered a household of two. Children temporarily absent from their home for up to six months in accordance with the time periods in ORC 5107.10 are eligible for this PRC service. A temporary absence from the home is an absence that is expected to be no longer than six months in duration and the children services' case plan must specify that the intent is for the child to be returned to the home of his/her parents, relative, legal guardian or legal custodian. If an absent parent is included in child's case plan, services directed to the absent parent may be included.

d. Those AG who currently participate in an OWF Self-Sufficiency Plan shall have the Family Preservation and Reunification services added as part of their self-sufficiency plan. There should be no conflicts between the self-sufficiency plan and the case plan requirements. The AG must be informed when they have failed to comply with the case plan. Should the family fail to participate in a case plan service that has been incorporated into the self-sufficiency plan without good cause; the OWF participant will be sanctioned. The family will not be eligible for OWF for one month for the first failure, three months for the second failure and six months for the third failure.

4. Child Welfare Prevention Services may be provided to families at-risk of abuse or neglect but do not have an ongoing case plan open with the ACDJFS Social Service Unit. Families must have a minor child below 18 years of age and have a household income at or below the 200% of the annual Federal Poverty Guideline. A PRC application (Appendix E) must be completed to be considered eligible for services. Services allowable under this provision to aid in achieving family stability and child well being include: diagnostic services (not covered by Medicaid), intake and assessment, team meeting facilitation, home based services, homemaker services, mentoring, post adoption finalization, case management, parent education and support, respite care, transportation, and legal services for establishing guardianship.

F. Youth Education and Support Services – Youth education and support services can help communities prevent dependency on governmental assistance among future generations. It is also critical for positive child development and safety that appropriate supervision, education and social activity is provided while caregivers are at work or in a work related activity. In an effort to further TANF goals 1 and 2, the ACDJFS provides PRC assistance to eligible families and children to attend licensed or professional summer camp, summer educational programs and after school programs. Caregivers that work at least 25 hours per week or attend school or work related training with a household gross income at or below 200% of the federal poverty level will be eligible for assistance. A PRC Application (Appendix A) and sufficient evidence of employment or training activities along with documentation of enrollment in a licensed or professional summer day, camp or educational program must be submitted.

Denial of child care benefits must be established prior to determining eligibility under this program. This benefit will not be counted against the annual \$1,200.00 limit for PRC assistance. Children enrolled in licensed or professional summer camp, summer educational programs and after school programs that are twelve (12) years of age or under are eligible for this program if all other eligibility criteria are met. The maximum allowable cost shall not exceed \$1,200 per eligible child.

G. Ready Set Learn Program – This program is available for families at or below 200% of the Federal Poverty Guideline. To be eligible, at least one member of the AG must be employed 25 hours per week minimum. If the AG contains only one adult member and that person is receiving SSI, SSD or other documented disability payments, the work requirement shall be waived. If the AG contains two adults, one must be meeting the work requirements or both must be receiving documented disability payments. The Ready Set Learn program authorizes the issuance of vouchers in the amount of \$200.00 per child and is intended to be used for the purchase of clothing items and

supplies. This would include, for example: shoes, boots, socks, underwear, coats, gloves, hats and school supplies. Applications for this program will be accepted the second full week in July (Monday-Friday) or until funds are exhausted.

The program is intended to provide supportive services to families at-risk of abuse or neglect or families at or below 200% of the Federal Poverty Guideline. Further, the program is intended to authorize assistance to relative caretakers that have children placed with them during the pendency of a case plan and children that are subject to case plans or supportive services. A child in the care of an Ashland County supervised family foster home or kinship caregiver shall be considered the AG for purposes of this program and as such the work requirement does not apply. A Ready Set Learn program application (Appendix H) is required and will be provided through the ACDJFS. The funds authorized under this program shall be excluded from the maximum allowable \$1,200 for the PRC Assistance Group (AG) over the 12 month period.

H. Head Lice / Pest Eradication Program - Health and well being of an AG is fundamental to preparing for and continuing in regular employment or school attendance. Regular attendance at employment or school works toward the goal of self sufficiency. Head lice and pest infestation can cause extended periods of employment or school absences. Pests such as head lice and bed bugs also spread quickly and easily making it imperative that the problem is dealt with immediately. Families which have a minor child in the home and who are at or below 200% of the Federal Poverty Guideline will be eligible to apply for assistance with the following services: training on the application of over-the-counter lice and pest eradication treatments and cleaning techniques, treatment solutions, cleaning agents and/or services and follow up home evaluations. A PRC application (Appendix A) must be completed for services.

I. Transportation Services - Transportation services for TANF eligible participants may be provided as follows: For employed individuals, transportation services may be provided for up to one (1) year; For unemployed individuals in ongoing OWF AG's, transportation services may be provided for up to four (4) months for purposes of education, training, or other work activities. For ongoing OWF AG's, the transportation services must also be specified in their self-sufficiency contract.

Transportation services shall include gasoline vouchers, taxi or other transportation system fees, or reimbursements to others providing transportation to eligible participants. Other transportation related services, such as car repairs, car loan payments, vehicle purchase, license plate and vehicle registration fees, and car insurance payments shall remain subject to the \$1,200 limit per 12 month period. The applying adult must provide proof of a valid driver's license and proof of insurance.

Each employed adult in the AG may be eligible to receive assistance with a one time only vehicle purchase if the applying adult owns no other running vehicles and repair to an inoperable vehicle is not cost effective. The applying adult must provide proof of a valid driver's license, provide proof of insurability, proof that they can obtain financing or have means to pay any difference remaining on the purchase price. Procurement of at least three comparable vehicles must be completed at time of application.

Eligibility for Transportation Services to TANF eligible participants shall be established using the application and worksheet attached as Appendix A, except for transportation services provided to ongoing OWF AG's. No additional application is needed for those transportation services provided

for up to four (4) months to ongoing OWF AG's, as their eligibility for services has already been established through their OWF eligibility. For all other AG's, income shall be counted and verified in accordance with the provisions of Section I, and must be at or below 200% of the Federal Poverty Guidelines in effect and updated annually. All transportation services provided must be entered into CRISE as PRC services, regardless of whether they are provided to an employed individual or to an unemployed individual in an ongoing OWF AG.

- J. Employment, Training and Work Skills Development - A need has been identified to address the physical, emotional, or environmental barriers for those individuals having severe difficulty seeking, obtaining and maintaining employment. To assist eligible participants in the prevention of needing cash assistance or to shorten the time cash recipients receive cash assistance, services will be offered through individual and group intervention services. Those services include: pre-employment assessment, work experience, classroom instruction, job placement, individual mentoring, follow-along support, transportation to classes or work site, work supplies, individual case management services, skill assessment/ development, employment preparation instruction (interviewing, communication, time management, etc.)

Eligibility for these services will be determined by Ashland County Department of Job and Family Services employees. Ohio Works First (OWF) participants will have priority of placement in program, followed by adult members of the AG, and those individuals identified as having known barriers to self-sufficiency. Any services provided through this program will not count toward the annual \$1,200.00 assistance availability.

Non-Custodial Parent Support- Non-custodial parents who are ordered through the Ashland County courts or the Ashland County Child Support Administrative hearing to seek work and participate in job search or other job readiness activities are eligible for PRC assistance if the PRC AG is at or below 200% of the Federal Poverty Guidelines. The child or children in the non-custodial parent PRC AG may be a part of another PRC AG that does not include the non-custodial parent. The non-custodial parent does not need to be a resident of Ashland County but must be a resident of the state of Ohio, providing they are ordered to seek work by the Ashland County CSEA or any division of the Ashland County court. Receipt of PRC in this category does not count toward the family's eligibility limit for other categories of PRC.

Available services may include pre-employment assessment, individual mentoring, job search or job readiness assistance, vehicle repair, license plates, help with insurance, work supplies, safety equipment, and gasoline vouchers. These services are meant to assist a non-custodial parent to obtain, maintain and/or improve their employment opportunities and promote the payment of child support, thus enhancing the self-sufficiency of the family. A PRC Application (Appendix A) and a copy of the seek work order are required to apply for assistance.

- K. Mediation Services can often assist families in the removal of barriers in complying with court ordered child support and visitation issues (conflict resolution, promoting effective communication and parenting). A PRC Application (Appendix A) and an invoice from the mediation services are required. This service is intended to further all four TANF goals.

- L. Shelter and Utility Assistance - is intended to further TANF goals 1, 2 and 4. Research has found that the lack of affordable and functional housing is a barrier to moving people from government assistance to work and out of poverty. To address this issue, ACDJFS offers this assistance to increase and maintain access to functional housing for low-income families. Services under this program include but are not limited to past due rent, delinquent mortgage payments, delinquent utility payments and emergent home repairs. A PRC Application (Appendix A) must be completed to apply for assistance and depending on the assistance requested, a disconnect, foreclosure or court ordered eviction notice must be provided.
- M. This plan can be amended upon the recommendation of the Director of the Ashland County Department of Job and Family Services and the approval of the Ashland County Board of Commissioners of such recommended amendment. The effective date of the amendment shall be immediately, unless another date is specified in the amendment.
- N. This version of the Ashland County Department of Job and Family Services Prevention, Retention, and Contingency (PRC) Program Plan is hereby adopted on the date indicated below.

DATE: May 17, 2012 Amended
July 26, 2012 Amended
August 2, 2012 Amended
December 12, 2012 Amended
July 9, 2013 Amended
September 24, 2013 Amended
June 12, 2014 Amended
June 18, 2015 Amended
October 1, 2015 Amended

Cassandra Holtzmann (signed)
Cassandra Holtzmann, Director
Ashland County Department of Job and Family Services

Ashland County Dept. Job and Family Services Planning Committee Approval 09/18/09

Public Comment period provided August 27, 2015 – September 25, 2015 as advertised in the Ashland Times Gazette.

Mr. Denny Bittle seconded the motion and upon the roll being called, the vote resulted:

Mr. Welch, Yes – Mr. Bittle, Yes – Ms. Queer, Yes

Motion Carried.

STATEMENT OF CLERK

I, Gail Crossen, Clerk of the Board of County Commissioners of Ashland County, Ohio, do hereby certify that the foregoing is a true and correct copy of the proceedings of the Board on the 1st day of October, 2015, as compared by me with the original on file in the records of my office.

A solid black rectangular box redacting the signature of the clerk.

Clerk

The effective date of the amendment shall be immediately, unless another date is specified in the amendment.

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Director
Department of Job and Family Services

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09/18/09

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advertised in the Ashland Times Gazette.

ADDENDUM TO OCTOBER 1, 2015
ASHLAND COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
Prevention, Retention and Contingency Plan

Section V, Program A - Project Comfort shall be modified to include the language **is intended to further TANF purpose #1.**

Section V, Program B - TANF Funded WIA Services shall be modified to include the language **is intended to further TANF purpose #2.**

Section V, Program C - Services to Victims of Family Violence shall be modified to include the language **is intended to further TANF purposes #1 and #2.**

Section V, Program D - Kinship Caregiver Services shall be modified to include the language **is intended to further TANF purpose #1.**

Section V, Program E (1) - Juvenile Diversion Program shall be modified to include the language **is intended to further TANF purpose #1.**

Section V, Program E (4) - Child Welfare Prevention Services shall be modified to include the language **is intended to further TANF purpose #1.**

Section V, Program G - Ready Set Learn Program shall be modified to include the language **is intended to further TANF purpose #1.**

Section V, Program H - Head Lice/Pest Eradication Program shall be modified to include the language **is intended to further TANF purpose #1.**

Section V, Program I - Transportation Services shall be modified to include the language **is intended to further TANF purpose #2.**

Section V, Program J - Employment, Training and Work Skills Development shall be modified to include the language **is intended to further TANF purpose #2.**

Section V, Program J - Non-Custodial Parent Support shall be modified to include the language **is intended to further TANF purpose #2.**

DATE: January 4, 2016



and Family Services