

**ASHTABULA COUNTY
JOB & FAMILY SERVICES**

Prevention, Retention, and Contingency Plan

Prepared by: Ashtabula County Job & Family Services
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PURPOSE.....	3
PRC PROGRAM RESTRICTIONS	4
ASSISTANCE GROUP COMPOSITION	4
ELIGIBILITY	5
PATTERN OF USAGE	6
INCOME.....	7
INELIGIBLE FAMILY ASSISTANCE GROUPS & PENALTIES	8
OVERPAYMENT POLICY.....	9
COMMUNITY RESOURCES	9
APPLICATION	9
APPLICANT RESPONSIBILITY.....	10
STANDARD OF PROMPTNESS.....	11
NOTICE OF APPROVAL/DENIAL.....	10
PROGRAM OPERATION.....	11
AMENDMENTS TO THE PLAN.....	11
SCOPE OF SERVICES	12
APPROVAL OF THE PLAN	13
PRC: Benefits and TANF purposes	15
APPENDIX A CASH RELATED GUIDELINES	26
APPENDIX B SUPPORTIVE SERVICES GUIDELINES	31
APPENDIX C PRIORITIES TRANSPORTATION POLICY	33
APPENDIX D OHIO YOUTH WORKS /CCMEP WORK PROGRAM.....	34
APPENDIX E EMPLOYMENT, RETENTION, INCENTIVE.....	35
APPENDIX F OHIO WORKS INCENTIVE PROGRAM (OWIP)	36
APPENDIX G DISASTER RELIEVE ASSISTANCE PLAN	37
APPENDIX H KINSHIP CAREGIVER PROGRAM	38
APPENDIX I CLOTHES FOR CHILDREN	41
APPENDIX J EMPLOYMENT SHUTDOWN/PANDEMIC PRC.....	42

PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supports goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:

Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:

To assist an employed member of the family in maintaining employment.

CONTINGENCY:

Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of “non-assistance” as found in 45 CFR 260.31 (b). The definition of “non- assistance” includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.

6. Services such as counseling, case management, peer support, transitional services, child care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

PRC PROGRAM RESTRICTIONS BASED ON FEDERAL AND STATE LAW

Counties are required to follow the federal and state laws that are applicable to the PRC program. Listed below are Federal prohibitions based upon 42 USC 608, Section 431 of PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997), and the Ohio Revised Code Chapter 5108:

1. No medical services except for pre-pregnancy family planning services.
2. No COBRA insurance payments.
3. May not be used to supplant spending in the areas of child support enforcement, foster care, or adoption assistance under Titles IV-D and IV-E of the Social Security Act.
4. No costs sharing or matching requirement of another federal program unless specifically authorized by 2 CFR 225, Appendix A.
5. No Federal TANF program funds may be used to construct or purchase buildings, facilities or to purchase real estate. Appropriated funds may not be used for the permanent improvement of property, including construction and purchase.
6. A state or county may not use TANF funds for general expenses required to carry out other responsibilities of the county (e.g., building roads, providing public education, etc.).

ASSISTANCE GROUP COMPOSITION

PRC grants and services are available to a family assistance group (AG) which includes a minor child as defined in Section 5108.01 and 5108.06 of the Revised Code. A minor child is defined as an individual who has not attained eighteen years of age; or has not attained nineteen years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training), and who has not attained a high school diploma or equivalent (ORC 5107.2; OAC 5101:1-1-01). The child can be connected to more than one assistance group (AG) for PRC purposes. At a minimum, an eligible family must:

1. Consist of a minor child who resides in Ashtabula County with a parent, caretaker relative, legal guardian, or legal custodian;
2. Consist of a pregnant woman;
3. Consist of a minor child residing with other members of the household who may or may not be related to the minor child but are acting in the place of a parent, who may significantly enhance the family's ability to achieve economic self-sufficiency, i.e., a stepparent or over 18-year old sibling;
4. Be a non-custodial parent residing in Ashtabula County who is currently paying support verified through Child Support Enforcement Agency (CSEA) to a minor child who resides in Ashtabula County and does not live in the same household as the minor child.
5. Parents that are applying for the Opening Doors, New Hope, or Supportive Employment programs and reside in Ashtabula County.
6. Kinship Caregiver Program requirements state that for the caregiver to receive stabilization services, the minor child must be under age eighteen at the time of the application, or if the child meets the definition of special needs pursuant to paragraph (U) of the rule 5101: 2-16-01 of the

Administrative Code, they may remain eligible until they turn eighteen. For the caregiving services, the child must be under age thirteen at the time of the application and will remain eligible until they turn age thirteen.

A child may be “temporarily absent” from the home in accordance with the time frames established in rule 5101:1-3-04 B (8) of the Ohio Administrative Code and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian, legal custodian, or other adult acting in the place of a parent. The assistance group member cannot be absent for longer than forty-five (45) consecutive days. Rule 5101:1-3-04 also sets forth exceptions to the requirement. When a child is removed from the home by PCSA if there is a reunification plan to return the child to the home within six (6) months. ACJFS may continue to help the eligible family through expenditures that are reasonably calculated to accomplish one of the four purposes of the TANF program including some expenditure for the temporarily absent child. The child that is temporarily absent from the home must meet the following conditions:

1. The location of the absent child is known.
2. There is a definite plan set forth by Children Services for the return of the child to the home.
3. The absent child shared the home with the assistance group (AG) prior to the onset of the absence.
4. PRC benefits/services will assist with the return of the child.

The child must return to the home by the end of the six-month period. Otherwise, the child no longer resides with the parent, specified relative, legal guardian, or legal custodian. It is not reasonable to determine that a child is temporarily absent from the home if the child has been adjudicated, or otherwise determined to require placement outside of the home for longer than the state’s established temporary period (six months). The child can be in more than one PRC assistance group. The dollar amount of one PRC assistance group does not count against the dollar value provided to another assistance group containing the same child.

The exception to the assistance group requirement is that for TANF pregnancy prevention services, it will be available to families with children as well as to childless individuals.

ELIGIBILITY

In order to receive PRC benefits and services, a member of the assistance group (AG) must be a citizen of the United States or a qualified alien as defined in Section 5101:1-2-30 of the Ohio Administrative Code. See also Section 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

- PRC benefits are available to residents of Ashtabula County.
- Each person applying for PRC must provide a Social Security number, or apply for a Social Security number, as a condition of TANF and is required under Section 1137(a) of the Social Security Act.
- Eligibility for PRC benefits is dependent upon the AG’s demonstration and verification of need for assistance and/or services. Income of the AG must be compared to the economic need standard established for the PRC benefits requested. The economic need standards are based upon federal poverty guideline measures (FPL) which is updated annually. To determine eligibility for the PRC grants or services, the AG income must be equal to or less than the FPL.

- Receipt of assistance from programs such as Ohio Works First (OWF) and entitlement programs such as Medicaid and Supplemental Nutrition Assistance Program (SNAP) does not preclude eligibility for receipt of benefits within the PRC program.
- Eligibility for PRC benefits is twelve (12) consecutive calendar months beginning from the date of the original application. The eligibility period for PRC grants and PRC services are independent of each other.
- The PRC payments are limited to only the amount actually required to meet the emergent need. The amount available must meet the emergent need. If the need cannot be met, the payment cannot be made.
- PRC benefits in Ashtabula County are only available to AG's who have not received PRC benefits during the previous twelve (12) months in any other county in the State of Ohio. If PRC benefits were issued in another county, the twelve (12) month span will run concurrent with the twelve (12) month span PRC was authorized in the other county.
- This is not a client-direct cash payment or ongoing support program. PRC may provide short-term benefits and cannot exceed four (4) months in a fiscal year.
- All income which had been received during the thirty (30) day budget period is considered when determining financial need for multiple requests during the twelve (12) month PRC period. The thirty (30) day budget period begins thirty (30) days prior to the request and ends on the date of the request. Payments are only available to an AG once per rolling twelve (12) month period.
- Eligibility will be carefully evaluated on a case-by-case basis. The County is responsible for using fair and equitable treatment to families applying for PRC in accordance with the policies outlined in this document. Eligibility for PRC benefits will be determined exclusively by the ACJFS.
- Employment and Education Related Case Management Services
 - Limited to in school and out of school youth age 14-24 years of age
 - Referral to the Ohio Means Jobs Ashtabula County (OMJAC) for a comprehensive assessment of barriers
 - Case Management services to alleviate barriers to employment and training for youth with barriers to self-sufficiency.
 - CCMEP services include but are not limited to the following: job readiness, incentives, work experience tutoring and study skills, soft skills development, supportive and follow-up services.
 - All services paid for through CCMEP funding allocations
 - JFS Form 3002 used to determine TANF eligibility and participants have 90 days of the application date to volunteer for the Comprehensive Case Management and Employment Program (CCMEP).
- Payments issued under the PRC Kinship Caregiver program are excluded from the annual cap.
- Payments issued under the PRC Clothes for Children program are excluded from the annual cap.
- Payments issued under the Employment Shutdown, or Pandemic PRC are excluded from the annual cap.

PATTERN OF USAGE/DELIBERATE NON-PAYMENT

Recurring requests for PRC services will be evaluated on a case-by-case basis. An application will be subject to denial if an abusive pattern of usage is established.

An abusive pattern of usage is established when the following occurs: PRC request occurs routinely around the same time of the year, or PRC request coincides with availability of PRC funds. Deliberate non-payment of a household expense for the purpose of receiving PRC will result in denial of the request.

An emergent need beyond the applicant's control must have resulted from a change in the assistant group's household circumstances, such as loss of income due to illness, loss of employment or unexpected expenses. This change in circumstance must have occurred within sixty (60) days of the date of application. For purposes of Domestic Violence, the incident must have occurred within sixty (60) days of the application date.

INCOME

The income requirement is met if the entire PRC AG is receiving Supplemental Nutrition Assistance Program (SNAP) and/or the Ohio Works First programs.

If the entire AG is not 100% included in the open Supplemental Nutrition Assistance Program (SNAP), Ohio Works First, then the total gross income, both earned and unearned of all members of the PRC AG shall be counted except for gross earned income of a minor child. A minor child is defined as an individual who has not attained eighteen years of age; or has not attained nineteen years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training), and who has not attained a high school diploma or equivalent (ORC 5107.2; OAC 5101:1-1-01). All unearned income of a child, such as child support, social security, interest income, etc., is countable income and is included when determining the AG total income. There are no deductions or exclusions allowed from any type of countable income except:

The following types of income are federally required to be excluded as income as defined in Section 5101:1-24-20 of the Ohio Administrative Code (OAC) when determining financial eligibility for PRC benefits and services:

- A. Child support payment distributions made by the Ohio Department of Job and Family Services (ODJFS) pursuant to Division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.
- B. All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.
- C. Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act, states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.
- D. Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act 2000, effective December 1, 2000. Payments authorized and made by the Veteran's Administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975.

AG's with self-employment income shall have the self-employment income determined by using the prior year federal income tax forms. The annual income shall be divided by 12 to determine the monthly income. This is the amount of income to be used for the 30-day budget period. If the self-employment is new and no income tax forms have been filed, or if the prior year tax form is not reflective of current circumstances,

current records of income and expenses may be used. Providing false information on a PRC application or hiding information necessary for the consideration of PRC grants benefits is considered falsification and is subject to criminal penalty.

All income which had been received during the thirty (30) day budget period is considered when determining financial need. The 30-day budget period begins 30-days prior to the date of application and ends on the application date. The gross amount of the AG's total countable income is compared to the FPL standard for the AG size. If the total AG income is equal to or less than the FPL for the appropriate AG size, the AG meets the income eligibility for the benefit or service.

Written verification of income is required. For all verifications, including receipt of benefits for SNAP, OWF or Child Care, there must be clear documentation 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.

Income is allowed to be verbally self-attested for the Pandemic PRC application. The ACJFS agency staff shall record the information verbally or through other electronic means on the application.

INELIGIBLE FAMILY ASSISTANCE GROUPS & PENALTIES

Federal and State law must be adhered to when providing PRC benefits and services. Listed below are federal and state prohibitions based upon 42 USC 608, Section 431 of PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997), and the Ohio Revised Code:

1. No assistance for families without a minor child (except in relation to purposes three and four of the TANF program).
2. No assistance to a single individual, unless such individual is pregnant (with above exception).
3. No assistance for families that fraudulently receive assistance under the OWF or PRC program until repayment occurs per Ref 5101.83 ORC and rule 5101:1-23-75 of the Ohio Administrative Code. The ACJFS will verify through Benefit Recovery and the Ohio Benefits system to ensure no fraudulent OWF or PRC assistance exists.

In addition, further restrictions by Ashtabula County include:

1. Fugitive Felons, probation and/or parole violators.
2. Any member of an AG found to have committed an Intentional Program Violation (IPV) in the OWF, PRC, FA and Child Care programs renders that AG ineligible.
3. Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance. AG's that are serving a sanction, or have an imposed sanction, or are ineligible for SNAP, OWF, or Medicaid due to non-cooperation of program requirements.
4. Recipients referred to Budget or Housing Counseling who have failed to follow through and are again requesting any PRC Grant.
5. An unmarried, non-graduate parent under 18, who is not attending high school or the equivalent.
6. An unmarried parent under 18 not living in an adult supervised setting, except as permitted in the OWF regulations and the ACJFS agency policy on minor parent living arrangements.
7. A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states may be subject to prosecution and is ineligible for one year from the point the fraud

is established. The person fraudulently misrepresented their residence and is convicted by a federal or state court would be subject to a ten-year period of ineligibility from the point the fraud is established. The amount of assistance fraudulently received must be reimbursed in full to the ACJFS prior to regaining eligibility.

If a PRC Grant or Service application is for a payment specifically for a minor, the minor may be found eligible even if the parents are on a sanction. The PRC Grant or Service must be for the minor only. However, the minor child must not be on a sanction for a failure the minor caused. All other eligibility requirements must be met.

Providing false information on a PRC application or hiding information necessary to determine eligibility for PRC benefits is considered falsification and is subject to criminal penalty. A PRC assistance group (AG) that is discovered to have fraudulently received or improperly disposed of PRC grants or services will be required to reimburse the ACJFS the full cost of the benefit and may be subject to prosecution. The AG members will carry this penalty with them if they move to another AG.

OVERPAYMENT POLICY

Any erroneous payments issued under the PRC plan due to client or vendor error, misrepresentation, intentional program violation, fraud or agency error constitutes an overpayment. Pursuant to Section 5101.83 of the Ohio Revised Code and Rule 5101:1-23-75 of the Ohio Administrative Code, PRC benefits and service may not be provided to a family that fraudulently receives assistance under the PRC program until a member of the assistance group (AG) repays the cost of the fraudulent assistance. Overpayments will be referred to the ACJFS Benefit Recover Unit for collection to recover as per agency policy and procedure.

COMMUNITY RESOURCES

Every effort must be made to explore the availability of resources within the community prior to the authorization of PRC. The “local community” as it relates to PRC, may include areas beyond the county’s boundaries. A PRC AG shall apply for and utilize any programs, benefit or support system which may reduce or eliminate the presenting need. The denial for the program, benefit or support system must be for any reason other than non-cooperation on the part of the AG.

Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of available resources is necessary to determine if any other means within the community may meet or help meet requested need. The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

APPLICATION

All PRC Grant applicants must complete the form ACJFS 414-Prevention, Retention, and Contingency (PRC) Program Application to request benefits. Applicants requesting PRC services must complete ACJFS-412 Prevention, Retention, and Contingency Services application or an application approved by the Ashtabula County Job & Family Services. Application 412 can be completed at the ACJFS office or other locations approved by the ACJFS. The applicant’s signature on the PRC application will serve to authorize the exchange of information between ACJFS and the designated provider.

Entities contracting with ACJFS to provide PRC services may use alternative application forms only with the approval of ACJFS. All forms will contain language approved by ACJFS which notifies the AG of the state hearing rights.

A face-to-face interview is not required.

During the implementation of Pandemic PRC, per FAL #183-A:

- The agency shall use an application and the staff can record the information verbally or through other electronic means.
- Income verification will include verbal self-attested income for the month of application.
- Direct payments to the applicant are permitted, if the applicant's income is at or below the initial OWF eligibility test. For applicants who meet the OWF eligibility test, no further follow up documentation will be needed. If the applicant does not meet the OWF initial eligibility test, and are under the 200% FPG they must designate what they are applying for and state a dollar amount; and either a voucher will be paid on their behalf to the vendor, or they will be reimbursed for items purchased, or bills paid in the application month, not to exceed \$1500.00.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered under PRC will be explained during an interview or upon request. In addition, anyone applying for PRC benefits will receive appropriate information about, referrals to, and access to Medicaid, SNAP, child care assistance and other programs that provide benefits that could help them successfully transition to work.

All PRC applicants will be advised of the hearing rights and will be provided with 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 made available to persons who are applying for or participating in the PRC program (reference Section 329.051 of the ORC).

APPLICANT RESPONSIBILITY

The 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 presenting need.

Applicants are required to use vendors located in Ashtabula County.

If the amount owed on a specific request for a PRC grant exceeds either the individual cap for that benefit or the overall PRC maximum benefit available, the applicant will be responsible for the difference. Verification that the applicant has paid or made arrangements to pay their portion will be required before the PRC payment will be processed.

PRC funds that are misused, and the applicant converts their PRC benefit to cash (i.e., sell tools, clothing, tires, car) will be required to repay all funds issued to/for them.

The applicant must have a valid drivers license, the vehicle and insurance must be in the applicant's name to qualify for vehicle assistance.

STANDARD PROMPTNESS

The focus of the program is to provide and authorize benefits and services within ten (10) days from 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 ten-day standard of promptness is a suggested time frame that is intended to stress the importance of processing PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten-day period is not an acceptable 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.

If the AG fails to cooperate in establishing eligibility, the application will be denied within thirty (30) days from the date of the application.

NOTICE OF APPROVAL/DENIAL

If it is determined that an application for PRC is approved, the ODJFS 4074 “Notice of Approval of Your Application for Assistance” shall be mailed or otherwise delivered. If application is for a service, a copy of the approval will be forwarded to the service provider, indicating the authorization of services by the ACJFS.

If it is determined that an application for PRC services is denied, the ACJFS shall mail or otherwise deliver the ODJFS 7334 “Notice of Denial of Your Application for Assistance”. If the application is for a PRC service, a copy of the denial will be forwarded to the service provider.

The PRC applicant will be given the opportunity to select a provider or vendor. Under no circumstances will an employee of the Ashtabula County Job & Family services be an approved vendor.

Once eligibility for PRC is established, authorization shall occur and a payment for the benefits or services will be generated. Payment to the vendor is made according to the procedures in place. The ACJFS is a tax-exempt government unit and, as such, will not pay taxes owed by any assistance group (AG) member. Policy has been written to ensure all auditing requirements are maintained.

PROGRAM OPERATION

To insure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of the policy and procedures as set forth within this document. The provision of the services is contingent upon the availability of local, state and federal funds, plus a valid contract with qualified provider of the service. The inclusion of a service in this plan is not a guarantee that this service will be available. The amounts cannot be reduced, limited, or restricted unless the program is amended, except in the event of loss or reduction of program funding from the State of Ohio.

A request for payment for background checks or fingerprinting would require the employer to verify they require a background check or fingerprinting of all applicants.

All programs including services and benefits are subject to availability of funds.

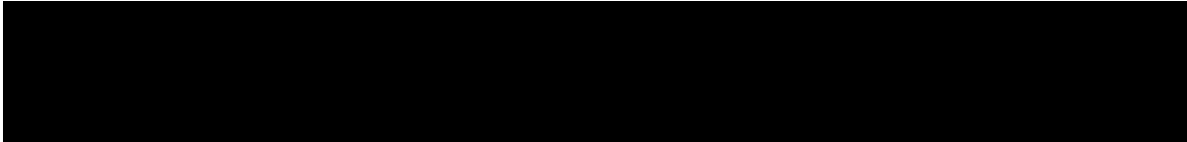
AMENDMENTS TO THE PLAN

This plan may be amended or modified at any time upon recommendation of the Executive Director of the Ashtabula County Job & Family Services and the Ashtabula County Board of Commissioners. All amendments will be submitted to ODJFS with effective date of the amendment.

SCOPE OF SERVICES

The following tables and appendix contain the scope of services provided under the PRC Program of Ashtabula County. The tables contain the assistance groups (AG's) serviced, the economic need standards for the particular benefit/service, caps on benefits/services, and the targeted groups. The targeted groups are used to customize service delivery specific to the family's circumstances.

**The Ashtabula County Prevention, Retention and Contingency Policy
Amendment Effective September 1, 2020
is Hereby Approved by:**



Ashtabula County Job & Family Services

This is to certify that the Ashtabula County Department of Job & Family Services has complied with ORC Chapter 5108 in adopting and amending this policy.

The Board of County Commissioners of Ashtabula County, Ohio, reviewed and approved the policy on _____ Resolution Number 2017 _____

Ashtabula County Commissioners

Job Related Expenses and Education and Training: TANF Purpose's 1 and 2

Maximum cash benefit per 12-month period is \$500 unless otherwise stated. See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<p>Employment-Related Expenses</p> <ul style="list-style-type: none"> • Uniforms, work clothes, specialty footwear, business attire not provided by employer. • Outfit for job interviews. • Tools, Safety Glasses, other required equipment not provided by employer. • Fingerprinting, licensing, such as, but not limited to, commercial driver's license, state tested nurse's aide. • Telephone subject to disconnection. Telephone installation-limited to basic local service only. No additional features. 	<p>Cap equal to emergent need up to \$500 per 12-month period and subject to individual caps.</p> <p>See Appendix for limitations.</p>	<p>Parents with minor children or with minor children temporarily absent from home.</p> <p>Non-custodial parent Pregnant woman.</p> <p>Specified relatives with minor children or with minor children temporarily absent from the home.</p>	<p>200% FPL</p>	<p>Unemployed</p> <p>Under-employed</p> <p>Employed</p> <p>Non-custodial parent cooperating with CSEA.</p> <p>Employed</p> <p>Recently Employed</p>
<p>Educational-Related Expenses not Available under PRC Services</p> <ul style="list-style-type: none"> • Short-term educational/training needed for job advancement, to gain employment or required for employment. • Uniforms, work clothes, specialty footwear, tools, books, tuition fees, fees, equipment, certification fees • not included in tuition cost. 		<p>Parents with minor children or with minor children temporarily absent from the home.</p> <p>Non-custodial parent Pregnant woman.</p> <p>Specified relatives with minor children or with minor children temporarily absent from the home.</p>		<p>Unemployed</p> <p>Under-employed</p> <p>Employed</p> <p>Recently custodial parent cooperating with CSEA</p>

Job Related Expenses and Education and Training: TANF Purpose's 1 and 2

Maximum cash benefit per 12-month period is \$500 unless otherwise stated. See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<ul style="list-style-type: none"> GED Testing 	Maximum of three (3) times per individual if not available through other means.		200% FPL	Employed
<p>Transportation Benefits: For Adult Member of the AG</p> <ul style="list-style-type: none"> Gasoline Driver's education fees Driver's license fees License plate fees Buss Pass Vehicle payments 	<p>For individuals not using public transportation limited up to \$250 limited to once in a one (1) year period.</p> <p>Cap equal to emergent need up to \$500 per month. AG limited to once in a one (1) year period.</p> <p>See Appendix for limitations</p>	<p>Parents with minor children or with minor children temporarily absent from the home.</p> <p>Pregnant woman.</p> <p>Specified relatives with minor children or with children temporarily absent from the home.</p> <p>Non-Custodial parent with minor children.</p>		<p>Working 20 hours a week at Federal Minimum wage or higher education student attending at least half-time of six (6) credit hours.</p> <p>*Exclusive online schooling excluded.</p>

Job Related Expenses and Education and Training: TANF Purpose's 1 and 2

Maximum cash benefit per 12-month period is \$2000 unless otherwise stated. See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<p>Vehicle Expenses:</p> <ul style="list-style-type: none"> • Vehicle Insurance subject to valid contract. • Vehicle Repairs must be necessary to the operation and/or the safety of the vehicle. No repairs will be made for cosmetic purposes. • Vehicle Tires 	<p>Cap equal to emergent need up to \$2,000 per 12-month period and subject to individual caps.</p> <p>See Appendix for limitations.</p> <p>Tires purchased will be the least expensive tires recommended for the make and model of the vehicle.</p> <p>See Appendix for limitations.</p>	<p>Parents with minor children or with minor children temporarily absent from home.</p> <p>Pregnant woman.</p> <p>Specified relatives with minor children or with minor children temporarily absent from the home.</p> <p>Non-custodial parent with minor children.</p>	<p>200% FPL</p>	<p>Employed unemployed Underemployed</p> <p>Employed</p>

Education and Training and Shelter Expenses: TANF Purpose's 1 and 2

Maximum cash benefit per 12-month period is \$500 unless otherwise stated. See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<p>Educational Expenses for Children:</p> <p>AG's with children attending a school that requires fees or other payments for academic classes.</p> <p>Internet, due to COVID19 and remote school situations</p>	<p>Cap equal to emergent need up to \$400</p> <p>See Appendix for limitations.</p>	<p>Parents with minor children or with minor children temporarily absent from the home.</p> <p>Specified relatives with minor children temporarily absent from the home.</p>	<p>200% FPL</p>	<p>Minor Children</p>
<p>Contingency Services:</p> <p>An emergent need that threatens the health, safety or decent living arrangements to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and marriage.</p> <p>Mandatory budget counseling referral for shelter and utility service payment.</p> <p>Verification is required that member of AG is responsible for the payment.</p> <p>Payments per a specific need are restricted to one time per twelve (12) consecutive month span.</p>	<p>Cap equal to emergent need up to \$500.</p> <p>Subject to individual caps.</p> <p>Established written agreement vendor(s) of these services. Contractual limits apply.</p> <p>See Appendix for limitations.</p>	<p>Parents with minor children or with minor children temporarily absent from the home.</p> <p>Pregnant woman.</p> <p>Specified relatives with minor children temporarily absent from the home.</p>		<p>Unemployed individuals</p> <p>Under-employed individuals</p> <p>Recently employed</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>

Shelter Expenses: TANF Purpose's 1 and 2

Maximum cash benefit per 12-month period is \$3000 unless otherwise stated. See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<ul style="list-style-type: none"> • Shelter Payments (rent or mortgage) Eviction notice or delinquent by at least thirty (30) days. Waived if moving into Section 8 or Metropolitan Housing. • Security Deposits Eviction notice or foreclosure notice resulting in a forced move. 	<p>Cap equal to emergent need up to \$3000</p> <p>See Appendix for additional limitations.</p>	<p>Parents with minor children or with minor children temporarily absent from the home.</p> <p>Pregnant woman.</p> <p>Specified relatives with minor children or with minor children temporarily absent from the home.</p>	<p>200% FPL</p>	<p>Unemployed</p> <p>Under-employed</p> <p>Employed</p> <p>Victims of Domestic Violence</p> <p>Homeless</p>
<ul style="list-style-type: none"> • Emergency Shelter Only when appropriate shelter is not available. • Home Repairs Must reside in the home and verify responsibility for repairs. 				
<ul style="list-style-type: none"> • Fire Damage Loss due to fire. Must utilize homeowner's insurance and other community resources. 				

Shelter Expenses: TANF Purpose's 1 and 2

Maximum cash benefit per 12-month period is \$1000 unless otherwise stated. See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<ul style="list-style-type: none"> Appliance Repair/Replacement/Purchase Appliance repairs will be authorized prior to replacement. AG must provide verification that they are responsible for the repair or replacement of the appliance. Any insurance payments must be applied to the cost of repair or replacement prior to the PRC payment. 	Cap equal to emergent need up to \$1000 Subject to individual caps. See Appendix for additional limitations.	Pregnant woman. Specified relatives with minor children or with minor children temporarily absent from the home. Parents with minor children or with minor children temporarily absent from home.	200% FPL	Employed Unemployed Under-employed Families with children at risk of abuse or neglect
<ul style="list-style-type: none"> Utility Payments A member of the AG must be responsible for the utility bill. Payment is restricted to one (1) time in a one (1) year period. A shut off or disconnect notice must be in effect. 				Victims of domestic violence

Shelter Expenses: TANF Purpose's 1 and 2

Maximum cash benefit per 12-month period is \$1500 unless otherwise stated. See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<ul style="list-style-type: none"> Sewer/Water Hook-up AG member must own or be purchasing the home. Only if no other payment arrangement can be made. 	Cap equal to emergent need up to \$1500	Parents with minor children or with minor children temporarily absent from the home. Pregnant woman. Specified relatives with minor children or with minor children temporarily absent from the home.	200% FPL	Unemployed individuals Under-employed individuals Recently employed Families with children at risk of abuse or neglect Victims of domestic violence
<ul style="list-style-type: none"> Telephone Service for the Disabled A member of the AG must be disabled 				
<ul style="list-style-type: none"> Domestic Violence Services A victim of Domestic Violence Application must be made within sixty (60) days of incident to qualify for furniture, bedding, linens and clothing, emergency shelter, rent, security deposit. 	Subject to individual caps. See Appendix for additional limitations.			Child at risk of abuse or neglect
<ul style="list-style-type: none"> Services for children placed by PCSA For a child removed by PCSA and placed with a relative. The family receiving the child must meet eligibility requirements for PRC. 				

Job Related Expenses and Education and Training: TANF Purpose's 1 and 2				
PRC Services are limited based on an established written contract with a provider of the services. See Appendix B for additional limitations and information.				
Service or Benefit	CAP	Assistance Group	Economic Standard	Targeted Group
Training, Employment and Career Advancement <ul style="list-style-type: none"> • Employment, Placement and Work Support Services • Education and Training including fees, supplies, equipment and tools • Driver's license • Job Readiness • Subsidized Employment Program (SEP) • Licensing fees, Board Certification fees, testing fees • Gas Card \$175.00 in 12-month period per AG (No effect on cap) • Employment, Retention, Incentive (ERI) 	Established written agreement with a vendor of these services. Contractual limits apply.	Parents with minor children or with minor children temporarily absent from home. Non-custodial parents. Pregnant woman.	200% FPL	Unemployed Under-employed Recently employed
	See Appendix for limitations	Up to \$250.00 as determined by the Executive Director	Children attending school.	
Youth Education and Support <ul style="list-style-type: none"> • Before/After School Programs • Family and Youth Intervention • Youth Workforce Preparation and Employment Programs • Ohio Youth Works Program/CCMEP 	----- Contractual limits OYW: Youth paid \$10 per hour x up to 40 hours a week, from May 1 st to Sept. 30 th . dependent upon available funds. No bonus/lump sum payments.	Parents or specified relatives with minor children or with minor children temporarily absent from home. Non-custodial parents. At risk youth. Minor children, 14-17, in school.	200% FPL 200% FPL 200% FPL	School age children up to age 19 At-risk youth age 19-21 if linked to WIA Youth ages 14 – 15/TANF eligible HH. Youth in Foster Care.
Clothing for Children				

Services: TANF Purpose's 1 and 2

PRC Services are limited based on an established written contract with a provider of the services. See Appendix's B and H for additional limitations and information.

Service or Benefit	CAP	Assistance Group	Economic Standard	Targeted Group
<p>Child Welfare and Family Support Services</p> <ul style="list-style-type: none"> • Family Preservation Supportive Services • Family Reunification Services • Visitation Centers, Exchanges, Mediation Services • Community Outreach • Wellness Block Grant • Homemaker Services 	<p>Established written agreement with a vendor of these services.</p> <p>Contractual limits apply.</p>	<p>Parents or specified relatives with minor children or with minor children temporarily absent from the home.</p> <p>Non-custodial parents.</p>	<p>200% FPL</p>	<p>School age children</p> <p>At-risk children</p>
<p>Kinship Care Navigator</p> <ul style="list-style-type: none"> • Respite care • Training related to caring for special needs children • Legal Services <p>-----</p> <ul style="list-style-type: none"> • Kinship Caregiver Program (KCP)stabilization and caregiving services, for active children in the Kinship Caregiver Program. The application is to be completed by the caregiver. 	<p>Established written agreement with a vendor of these services.</p> <p>Contractual limits apply.</p> <p>If funding is no longer available, the kinship caregiver program will cease.</p>	<p>Specified relatives with minor children.</p> <p>Children, if in school, under age 19.</p> <hr/> <p>(KCP stabilization group is the child only. AG of 1. Caregiving is an AG that includes all HH children and caregiver(s).</p>	<p>200% FPL</p>	<p>Relatives caring for minor children. Purpose #1.</p>
<p>Access to Better Care</p> <ul style="list-style-type: none"> • Prevention • Assessment/early intervention • Improved treatment 	<p>Established written agreement with a vendor of these services.</p> <p>Contractual limits apply.</p>	<p>Parents or specified relatives with minor children or with minor children temporarily absent from the home.</p>	<p>200% FPL</p>	<p>Multi-need children with non-behavioral health disorders and who do not have a substance abuse or mental health condition.</p>

TANF Purpose's 1, 2

PRC Services are limited based on an established written contract with a provider of the services. See Appendix B for additional limitations and information.

Service or Benefit	CAP	Assistance Group	Economic Standard	Targeted Group
Community and Economic Development <ul style="list-style-type: none"> • Community Planning and Organizational Development • Employer Recruitment • Sustain Employment 	Established written agreement with a vendor of these services. Contractual limits apply.	Parents or specified relatives with minor children or with minor children temporarily absent from the home. Pregnant woman. Non-custodial parents.	200% FPL	Families with children Unemployed Under-employed Recently employed
Domestic Violence and Emergency Shelter <ul style="list-style-type: none"> • Shelter Services • Personal and Family Support Services • Community Outreach 	Established written agreement with a vendor of these services. Contractual limits apply.	Parents or specified relatives with minor children or with minor children temporarily absent from the home. Pregnant woman.	200% FPL	Victims of domestic violence and the homeless
Ohio Works Incentive Program (OWIP) Incentive program in coordination with the Workforce Initiative Association that assists OWF recipients in achieving and maintaining unsubsidized employment. Referred individuals must attend orientation at Ohio Means Jobs (OMJ) as well as other registration workshops to be eligible.	Contractual limits apply. OWIP incentive payments, limited to TANF eligible HH, dependent upon available funds.	Parents or specified relatives with minor children or with minor children temporarily absent from the home. Pregnant woman.	Pursuant to the guidelines of OWF program for the current year	OWF assistance groups that obtain employment. Referred individuals must be 25 years or older. Employment should be 20 hours a week or more (86 hours per month). Purpose #2.
Disaster Relief Program only provides when declared by the Governor of Ohio, a natural disaster has occurred. Employment Shutdown Program Pandemic PRC	Up to \$1500 dependent upon available funding		200% FPL or determined eligible for OWF, SNAP, or Medicaid with a 200% FPL or lower.	Families needing services for maintaining basic needs.

TANF Purpose 3 and 4

PRC Services are limited based on an established written contract with a provider of the services. See Appendix B for additional limitations and information.

Service or Benefit	CAP	Assistance Group	Economic Standard	Targeted Group
Pregnancy Prevention Services <ul style="list-style-type: none"> • Family Planning Support, Clinical and Follow-up Services • Education Outreach • Mentoring Services • Community Services • Teen peer support group • Pregnancy prevention counseling 	Established written agreement with a vendor of these services. Contractual limits apply.	Parents or specified relatives with minor children or with minor children temporarily absent from home. Pregnant woman. Single adults Non-custodial parent	No cap on service	Pre-teens Teens Young adults Families at risk of unwed pregnancies

Appendix A PRC VERIFICATION GUIDELINES FOR CASH-RELATED GRANTS

The request must meet the emergent need. The Assistance Group (AG) is required to pay and provide written documentation for any and all amounts in excess of the maximum amount available. Provider of service must accept PRC voucher. At this time, Ashtabula County does not participate in the Individual Developmental Accounts (IDA). All vendors are required to be located in Ashtabula County.

Verifications for all PRC Requests:

- Completed and signed Application for PRC is required (ACJFS 414). Date of application is the date received by ACJFS.
- Assistance Group (AG) Composition. See assistance group (AG's) section as to who is included in PRC AG.
- In order to receive PRC benefits and services, a member of the PRC AG must be a citizen of the United States or a Qualified Alien (see page 4).
- Landlord statement, residency statement, lease agreement or other acceptable documentation.
- Non-custodial parent relationship to child must be verified by birth certificate or paternity testing results.

Identity:

- Driver's license, photo ID for adult member.
- Social Security verifications for all AG members.

Income:

- Written verification of all countable income earned and unearned, received for the past thirty (30) beginning 30 days prior to application date and ending on the application date.
- Pay stubs, employer statement, self-employment records must be verified.
- Unearned income must be verified.

Employment Related Expenses:

- Written verification of approval or denial for community resource.
- Written verification from the employer that items are required and not provided by employer.
- Limit of up to three (3) uniforms or work outfits per 12-month period as required by employer.
- One pair specialty footwear per 12-month period.
- Invoice from store provider listing each item separately and the price for each item for the work-related clothing or footwear.
- One outfit for job interview if appropriate clothing cannot be obtained through other means, such as a clothing bank.
- Tools, safety glasses, other required equipment not provided by employer.
- Prescription safety glasses not provided due to potential eligibility through Medicaid.

Educational Related Expenses:

- Written verification of financial aid applied for such as Pell, OIG, scholarships. Must apply for WIA funding prior to applying for PRC.
- Fingerprinting, licensing. Maximum of three (3) times per individual if not available through other means.
- Limit of up to three (3) uniforms or work outfits per 12-month period as required by school or training.
- One pair specialty footwear per 12-month period if required by school or training.
- Required fees or tuition for academic classes, vocational training, tools or equipment as required and not covered by other means.
- GED related costs up to a maximum of three (3) times per individual per lifetime.
- Books, tools, tuition and fees as required.

Educational Expenses for Children:

- Written verification of approval or denial for other community resource.
- Required fees or tuition for academic classes, vocational training, tools or equipment as required and not covered by other means.
- Written verification from the school that items are required.
- Maximum \$400 per twelve 12-month period.
- Up to one (1) uniform as required by school.
- One (1) pair of appropriate footwear as required by school.
- Invoice from store provider listing each item separately and the price for each item for the work-related clothing or footwear.
- Internet payment due to COVID 19 and remote school situations.

Clothing for Children:

- If funding is available. 150% to 200% FPL as executed by the Executive Director.
- Children are currently attending school and are in grades kindergarten through twelve.
- Program is for clothing, undergarments, boots, shoes, socks, coats, winter hats, and gloves.
- Income is 30 days prior to the application and must be submitted with the application.
- Household members who have left the home within the last 30 days, and had income will count in the determination, and may render the household ineligible.
- Household members who have received vouchers received from other counties or states are ineligible.
- Jobs participants must be current on work orders and there can be no sanctions, or outstanding fraudulent overpayments.
- The amount for each child shall not exceed \$250.00.

TRANSPORTATION

For all vehicle related expenses:

- Value of the vehicle must be greater than \$1,500 as verified by Kelly Blue Book using the “Private Party Sale” value amount. The only exception to this requirement is for vehicle insurance.
- A member of the AG must be employed or self-employed earning at least minimum wage at 20-hours per week, or may be employed but on temporary leave and intends to return to the same employer. Must be verified by employer as to date of expected return.
- The only exception to the employment requirements is for vehicle insurance. When the request is for vehicle insurance, employment is not a factor.
- Proof of current valid insurance coverage for the vehicle.
- Current registration and title must be listed in the name of a household member. If both are not available, registration shall be required. If title is not available, the agency will access the Bureau of Motor Vehicles to verify ownership and place a copy of the verification in file.
- Valid and current driver’s license of AG member. Must not be subject to current OVI driving restrictions.
- Vehicle insurance coverage must be used prior to PRC payment for repairs.

Vehicle Repairs & Tires:

- Vehicle repair is a cap of \$ 2000 per 12-month period. A vehicle repair to the same vehicle is limited to two times during a 12-month period.
- Two estimates for the repairs or tires are required. The lowest estimate will be accepted, unless there are extenuating circumstances.
- If the vehicle is towed or otherwise inoperable or unsafe, and is indicated on the estimate, then only one estimate will be required.
- Tires purchased will be least expensive tires recommended for the make and model of the vehicle.

- Towing is not a covered expense.
- Routine maintenance is not a covered expense.

Vehicle Insurance or Vehicle Payments:

- Proof of past due insurance amount from insurance company.
- Maximum payment up to 3-months coverage up to a limit of \$2000 per 12-month period, whichever is less.
- Payment is dependent on a valid contract with provider. Individual insurance companies will not accept PRC voucher as payment.
- The vehicle must be used for transportation to work, OWF or SNAP program work activity component, and must be in the name of the applicant, without any OVI driving restrictions.
- Payment is restricted to one (1) time in a one (1) year period.

Driver's Education Fees:

- For adult members of the AG.
- An AG member must be employed or actively participating in Ohio Works First, Food Assistance or work experience.
- Cannot be the results of a DUI or DWI.

Domestic Violence Services:

- Documented evidence of domestic violence such as police report or court document.
- Must apply within 60-days of incident.

Services for Children Placed by Public Children's Services Agency (PCSA):

Documented evidence provided by PCSA regarding placement of child with a relative.

- May purchase one bed per child and two sets of sheets and pillow cases, one blanket.
- Invoice from store provider listing each item separately and the price for each item.
- Family receiving the child must meet PRC eligibility requirements.

Contingency Services:

- A referral to budget counseling is mandatory for AG's receiving shelter (rent, mortgage, security deposit) and utility payments. Failure to attend budget counseling will result in denial of future PRC applications until the AG has complied. If more than one vendor provides this service, customer has the option to select one.

For all Contingency Requests:

- Proof of ownership such as mortgage deed or land contract agreement or other proof of home ownership of an AG member.
- Lease agreement, landlord statement or other proof that AG member is responsible for rent.
- Written documentation the AG is responsible for the item requested to be repaired or replaced.
- Two estimates are for the repairs or replacements from the provider of the service, repair or replacement are required. The lowest estimate will be accepted, unless there are extenuating circumstances.
- Home repairs will be limited to those required for health and safety of the household.
- Provider of service must accept PRC voucher as payment.
- Invoice from store provider listing each item separately and the price for each item to be replaced.
- Must utilize homeowner's insurance and community resources prior to PRC payment.
- Written documentation or verification any co-payment has been paid by the household or no PRC payment can be made.
- Payment is restricted to once per specific need per 12-month period unless otherwise stated.

- Payment cannot be made to meet an emergent crisis if the AG has insufficient income to maintain monthly household expenses. AG will be required to provide proof has or will have sufficient income to meet the monthly need and prevent the crisis from reoccurring. This will be based on a case-by-case situation.

Shelter Payments:

Rent, Mortgage Payment, Security Deposit Emergency Shelter

- Must be 30-days past due for the rent or mortgage payment and/or eviction notice or foreclosure notice showing 30-days past due or must be homeless. If rent or mortgage is past due more than one month and without including the current month's rent or mortgage payment will not prevent the eviction, then the current month's rent or mortgage payment can be included. (This will be on a case-by-case situation to determine what is most beneficial to the applicant.)
- A full payment on the rent or mortgage payment must have been made within the last four months.
- Past due notice from landlord or Mortgage Company showing eligible AG member is responsible for payment.
- Payment is restricted to either rent or security deposit.
- Payment is restricted to one (1) time in a one (1) year period.
- Security deposit may only be made prior to the move into new housing.

The above restrictions waived except the payment restriction of once in a 12-month period for the following situations:

- Moving into metropolitan housing or Section 8 housing.
- Victim of Domestic Violence (must verify and apply within 60-days from incident).

Home Repairs:

- Sewer water hook ups
 - Homeowner's insurance and other means or payment must be utilized prior to PRC payment.
 - Proof of ownership such as mortgage deed or land contract agreement or other proof of home ownership of an AG member.
- Furnace repairs will be authorized prior to replacement.
 - For replacement, written verification from service technician that the furnace is not repairable. Two estimates for replacement.
- Repairs affecting basic home structure, including but not limited to walls, roofing, plumbing, furnace, water supply.

Fire Damage:

- Written verification from fire department or other source to document loss.
- Furniture can be replaced if necessary for the health and safety of the AG and documentation of verification of loss.

Appliance Repair/Replacement/Purchase:

- Household must provide documentation that they are responsible for the repair or replacement of the appliance.
- Household is responsible for cost of service call or estimate.
- Purchase of appliance will be authorized only when no other means of obtaining appliance exists.
- For replacement of appliance, written verification from service technician that appliance is not repairable, or that the expense is not reasonable for the age of the appliance. This verification may be waived if the expense of the service call would present a hardship. Two estimates for replacement of appliance.

- Washer and/or dryer are not purchased, repaired or replaced except when it can be verified that there is a threat to the health or safety of the household.

Telephone Service for Disabled:

- AG member must be disabled and provide proof of disability.
- Copy of SSI or SS disability eligibility required.
- Installation of a telephone or payment for service which is subject to disconnection is limited to basic, local service (no additional features).
- Pandemic PRC/Employment Shutdown is not subject to the disability requirement for phone assistance. Reimbursement is permitted for the month of application, if the paid bill receipt is included with the application.

Utility Payment:

- Original utility bill must be in eligible AG household member's name.
- A full payment on the utility must have been made within the last four months.
- Requested service must have a disconnection notice.
- Payment is restricted to one (1) time in a one (1) year period.
- Household must apply for and be enrolled in the Percentage of Income Program (PIP).
- During Winter Crisis Program operation, must apply for and be approved or denied. Written documentation is required. The denial cannot be the result of AG's failure to comply.
- During Winter Crisis Program operation, eligibility will be determined on a case-by-case basis to best serve the AG.
- PRC cannot pay for security deposit on utility.
- Reconnection fees for water service are not considered security deposit and are covered PRC expense.
- Pandemic PRC/Employment Shutdown is not subject to the disconnection requirement. Reimbursement is permitted for the month of application, if the paid bill receipt is included with the application."

Emergency Food:

- Pandemic PRC is permitting emergency food to be purchased. Reimbursement is permitted for the month of application, if the paid bill receipt is included with the application. Or, a food voucher is available for a specific amount of food, not to exceed the SNAP allotment for the assistance group. Income can be self-attested.

Employment Shutdown:

- The program is to assist families when the government or a business immediately, and unexpectedly, experiences a shutdown, and workers have been adversely impacted, and wages immediately stop being paid.
- There can be a one-time payment up to \$1,500.00. The payment can be divided between vendors to meet the basic needs of the applicant. This will include food, clothing, shelter, utilities, home repairs, household goods, personal care items, and general incidental expenses.

Emergency Shelter:

- Homeless and victims of domestic violence.
- Only when appropriate shelter is not available.
- Refer to homeless shelter (Samaritan House).
- Refer to domestic violence shelter (Home Safe).
- Due to the monetary limit for the 12-months, payment for emergency shelter may result in no funds available to secure permanent housing.

Appendix B
PRC VERIFICATIONS AND GUIDELINES FOR SUPPORTIVE SERVICES

PRC Services are “soft services” without cash value.

PRC Services are limited based on available funding and an established written agreement with a vendor of the service, in addition to the limitations or number of times a service can be accessed by the individual or assistance group (AG) who meet all PRC eligibility requirements. The services must meet the need.

An application for PRC Services is required (ACJFS 412).

Providers of PRC Services may be required to submit a PRC application for individuals and families making first contact with the provider. The application should be submitted to the ACJFS within five (5) working days prior to providing the service. The application form must be approved by ACJFS. Payment for services may be delayed or denied depending on the processing of applications.

TRAINING, EMPLOYMENT AND CAREER ADVANCEMENT

Youth Education and Support:

- All methods of payment must be utilized such as PELL, OIG, WIOA, etc.
- Adult education and Youth Services, Workforce Innovation and Opportunity Act (WIOA) must be denied before application for PRC services can be authorized. The denial for any program cannot be as a result of failure to comply.
- Licensing fee, board certification fees and testing fees are limited to a maximum of three (3) times per lifetime. PRC will not pay if the fee is included in the cost of the training.
- Pre-employment physicals, drug testing and counseling services cannot be paid. Minor child or at-risk youth age 14-21 (if linked to WIOA) who are determined by the school district of residence to be in danger of dropping out of school shall have their eligibility determined by using the 200% FPL for the AG size.
- Ohio Youth Works/CCMEP eligibility determined by using the 200% FPL for the AG size.
- If a PRC service is for a payment specifically for the minor child who resides with a non-parent specified relative, legal guardian or legal custodian, only the income of the child will be used to determine the child’s eligibility for service. This determination will be based on OWF income and eligibility as per Section 5101:1-23-02 of the Ohio Administrative Code.
- A PRC Services application is approved for a 12-month span except for education or training programs that charge one price for the complete program. Regardless of the length of class, once payment is authorized, the complete program is approved.

Subsidized Employment Program:

- PRC Services may be available to individuals who meet the criteria to be eligible for SEP.
- A SEP contract may be developed between an individual, an employer and the ACJFS to provide employment for the individual in exchange for reimbursement of the wages paid and for a length of time to be determined by ACJFS.
- The SEP contract is subject to authorization through normal county contracting procedures.

Ohio Works Incentive Program (OWIP)

- Incentive program in coordination with the Workforce Initiative Association that assists OWF recipients in achieving and maintaining unsubsidized employment. Referred individuals must attend orientation at Ohio Means Jobs (OMJ) as well as other registration workshops to be eligible.

- Pursuant to the guidelines of OWF program for the current year and fund availability and ages 25 or older.

Kinship Caregiver Program and Kinship Care Navigator:

- The income of the minor child shall be counted in determining eligibility. For stabilization services this will be an AG of 1. For caregiving services, the income of the minor child and all married adult caregivers will be counted, and all children in the home will count in the AG headcount.
- The income of the specified relative and all other members of the household shall be exempt when determining eligibility, for stabilization services only
- Income standard is 200% FPL.

ACCESS to Better Care (ABC):

- Creates opportunity for Family and Children First Councils (FCFC) and their member agencies to address needs of children with behavioral health disorders (mental health and substance abuse).
- Pregnancy Prevention Services
- Provided to families and individuals regardless of income.

Domestic Violence:

- Must apply within 60-days of documented incident of domestic violence.

Emergency Shelter:

- Homeless and victims of domestic violence.
- Only when appropriate shelter is not available.

Employment Shutdown:

- The program is to assist families when the government or a business immediately, and unexpectedly, experiences a shutdown, and workers have been adversely impacted, and wages immediately stop being paid.
- There can be a one-time payment up to \$1,500.00. The payment can be divided between vendors to meet the basic needs of the applicant. This will include food, clothing, shelter, utilities, home repairs, household goods, personal care items, and general incidental expenses.

Appendix C
PRIORITY POLICY FOR PRC TRANSPORTATION

Transportation/Gasoline Card: For all adult members of the assistance group (AG) who meet all PRC eligibility requirements.

- Application (ACJFS 412) is required to be completed. Date of application is date received by ACJFS for a 12 -month period or as approved by Ashtabula County Job & Family Services.
- Verifications required for transportation services: identity and income. See Appendix A for acceptable verification documents.
- This is a short-term benefit that will not extend past four months, for unemployed individuals, and is to assist with a specific crisis situation.

Employed Individuals:

- The individual must be employed or self-employed and earning at least minimum wage or the equivalent of minimum wage times 20 hours per week.
- If the individual is both employed and attending school, the gasoline card will be issued according to the “employed individuals” policy.
- Gasoline card for individuals not using public transportation. A gasoline card is limited up to a maximum limit of \$250.00 per 12 -month span per assistance group (AG). Once the limit has been met, no transportation services can be authorized in the 12-month span.
- If the individual received gasoline card or transportation service within the 12 -month span, no further gasoline cards are available.
- If the maximum was provided under the “unemployed individuals” policy within the past 12 -months, no additional cards are available.

Unemployed Individuals Attending Education or Training:

- Verification of school or training schedule.
- For individuals attending a program that assist the adult in preparing for employment, education or training, or for job interview. The individual who is 19 years of age or under must be the adult member of an assistance group (AG).
- Gasoline card for individuals not using public transportation. A gasoline card is limited up to a maximum limit of \$250.00 per 12 -month span per assistance group (AG). Once the limit has been met, no transportation services can be authorized in the 12 -month span.
- If the maximum was provided under the “employed individuals” policy within the past 12 -months, no additional cards are available.
- If maximum limit was issued under the “employed individuals” policy, and the individual is not employed, no additional gasoline cards are available during the remainder of the 12 -month period.

Appendix D
TANF SUMMER YOUTH/Ohio Youth Works/CCMEP Program

Ashtabula County Job & Family Services will offer a temporary summer youth program for TANF eligible youth to gain valuable work experience while earning a paycheck to help meet basic needs. The program is to align with the services provided in Comprehensive Case Management and Employment Program (CCMEP).

The Ashtabula County Job & Family Services (ACJFS) will follow state and federal TANF and PRC requirements, including Rule 5101:1-3-16 of the Ohio Administrative Code.

ACJFS will contract with service providers to provide the programs. A copy of the current PRC Plan will be provided to the service provider.

Service providers will be responsible to complete reports as required by the program regarding outcomes for the individual participants. A copy of the reports will be provided to ACJFS.

Applicants for the program will complete and sign a PRC application provided by the ACJFS. Applicants must meet all eligibility requirements as outlined in the ACJFS current PRC Plan to be eligible. The program shall only serve persons from a TANF-eligible family and the total income for the all household members must be at or below the Federal Poverty Level as listed in the current PRC Plan.

Those persons served:

- Youth ages 14-15 as long as the youth is a minor child and in school
- Youth ages 16-24 to be served through CCMEP as-long-as the minor youth is in school
- 18 and a full-time student in a secondary school
- Youth 18-24 that are in a family that includes a minor child
- Youth 18-24 that have a minor child
- The youth served may be a non-custodial parent as-long-as they have a minor child
- Youth in temporary or permanent custody of a Public Children Services Agency (PCSA) who are placed in a licensed foster care setting, that are between the ages of 14 to 17 years of age or 18 years of age if they are a full-time student in a secondary school
 - The US Department of Health and Human Services, Administration for Children and Families (ACF) has provided guidance respective to the Summer Youth Employment Program. This guidance is only applicable to the Ohio Youth Works/CCMEP Program and no other TANF or PRC Program.
- Eligibility will be based on the youth's countable income only and compared to Assistance Group (AG) of one.

Eligibility for the program will be determined exclusively by ACJFS. The date of the application will be the date the ACJFS receives the application. ACJFS will issue a notice of approval or denial as detailed in the PRC Plan to all applicants. The program will run May through September. Program is limited to the state minimum wage x 480 hours maximum, or less.

Approval for PRC will not necessarily guarantee a job assignment will be made. The assignment will be based on the number of available openings with the service providers. A Certificate of Completion will be issued to the participating youth who have completed the program. Those leaving the program before completion will not be eligible for a certificate.

ACJFS reserves the right to suspend or terminate the program for Ashtabula County.

Appendix E
EMPLOYMENT, RETENTION, INCENTIVE (ERI)

PRC Services are limited based on available funding and an established written agreement with a vendor of the service, in addition to the limitations or number of times a service can be accessed by the individual or assistance group (AG) who meet all PRC eligibility requirements.

ERI will promote training and employment that enables individuals to find employment, succeed at employment and improve the economic circumstances of the family (TANF purpose #2).

- Individual must meet all PRC eligibility requirements
- Individual must cooperate with all requirements of the OWF program
- Individual must be in receipt of OWF on the date of employment
- Employment must be a minimum of 20 hours per week at the current federal minimum wage
- Individual must have countable earned income in month of OWF termination
- OWF termination does not need to be due to employment
 - Examples (not all inclusive to preserve TANF months, AG requests OWF to be terminated when grant is reduced; Reduction in AG size; Increase in unearned income)
- Termination must not be result of sanction. Must cooperate with all requirements of the OWF and Work Activity programs

Incentive payments will be determined and issued by vendor contract.

Retention payments will be determined and issued by vendor of contract.

The combined payments for incentive and retention cannot exceed a total of three payments in a 12-month period and must be in compliance with Section 1030 TANF “Assistance” and “Non-Assistance” of the PRC Reference Guide (5/13) and 45 Code of Federal Regulations (CFR) § 260.31 defines TANF “assistance” and “non-assistance”.

The payments will be considered non-recurring lump sums and would be excluded from the Food Assistance and OWF programs OAC 5101:4-4-13 (H) and 5101:1-23-20.1 (B)(1).

ACJFS reserves the right to suspend or terminate the program for Ashtabula County.

APPENDIX F
OHIO WORKS INCENTIVE PROGRAM (OWIP)
EMPLOYMENT INCENTIVES

Ashtabula County Job & Family Services will provide employment incentives to Ohio Works First (OWF) recipients who have acquired employment of a minimum of twenty (20) hours per week.

Incentives will be based on:

1. OWF recipients who have acquired employment of a minimum of twenty (20) hours per week and continue to be eligible for OWF benefits or their OWF benefit closes for reasons other than over income:
 - \$200 placement bonus
 - \$300 – 90-day retention bonus from the date of hire
2. Incentives earned by OWF recipients who have acquired employment of a minimum of twenty (20) hours per week and become over income for OWF:
 - \$200 placement bonus
 - \$300 – 90-day retention bonus from date OWF closes
 - \$300 – 180-day retention bonus from date OWF closes

The OWIP Employment Incentives will be available until June 30, 2022, contingent upon the availability of funding.

Appendix G
DISASTER RELIEF ASSISTANCE PLAN

In the event that Ashtabula County encounters a disaster situation and the Governor of the State of Ohio declares a disaster or a state of emergency, this Plan will be amended to provide assistance as needed and as funds are made available for such cause.

In these cases, the application process, determination of need, income and resource limits and payment procedures may be changed in accordance with the official guidance on behalf of the situation. Assistance issued in the form of disaster relief will not affect an applicant's annual maximum payment available under regular PRC.

In these extraordinary circumstances, the PRC Plan can be amended by the Board of Commissioners at the recommendation of the Executive Director of the Ashtabula County Job & Family Services.

Appendix H
KINSHIP CAREGIVER PROGRAM

In accordance with Substitute House Bill 166 of the 133rd General Assembly, effective, 7/1/2019, the Kinship Caregiver Program (KCP) assists kinship caregivers with providing and maintaining a home for a child in place of a child's parents by providing reasonable and necessary relief of child caring functions through family stabilization and caregiving services.

The KCP program meets TANF PURPOSE #1: To provide assistance to needy families so that children may be cared for in their own homes, or in the homes of relatives.

The benefits and/or services provided in KCP may not be "assistance" as defined in 45 C.F.R. 260.31 (a)(10/1999); and are limited to benefits and/or services that are excluded from the definition of assistance pursuant to 45 C.F.R. 260.31 (b)(10/1999).

The definition of a kinship caregiver is defined in the ORC 5101.85.

5101.85 Kinship caregiver defined.

As used in sections 5101.851 to 5101.853 of the Revised Code, "kinship caregiver" means any of the following who is eighteen years of age or older and is caring for a child in place of the child's parents:

(A) The following individuals related by blood or adoption to the child:

(1) Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";

(2) Siblings;

(3) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand";

(4) First cousins and first cousins once removed.

(B) Stepparents and stepsiblings of the child;

(C) Spouses and former spouses of individuals named in divisions (A) and (B) of this section;

(D) A legal guardian of the child;

(E) A legal custodian of the child.

Effective Date: 06-06-2001.

Effective Date: 7/01/2019: The bill expands the definition to include any non-relative adult, having a familiar and long-standing relationship or bond with the child, or the family, which relationship or bond will ensure the child's social ties. The non-relative must be a legal guardian, or a legal custodian of the child.

Program eligibility requirements:

1. Submit a completed KCP application for the household.
2. For the stabilization service, the assistance group shall include only a minor child residing with a kinship caregiver.
3. For the caregiving service, the assistance group shall include a minor child residing with a kinship caregiver, a kinship caregiver, or married adult kinship caregivers, and all minor children.
4. Each member of the assistance group shall:
 - (a) Have or have applied for a social security number
 - (b) Be a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code;
 - (c) Not owe any of the cost of fraudulent TANF assistance paid to the individual; and
 - (d) Have been afforded the opportunity to register to vote (when applicable).
5. The assistance group shall have gross income of less than two hundred per cent of the federal poverty level. Income received during the past 30 days shall be used as an indicator of the income that is and will be available to the assistance group. If this income is not an indicator of anticipated income, for the current certification period, or if the income fluctuates to the extent that a thirty-day period alone cannot

provide an accurate indication of anticipated income, a longer period of past time will be used to calculate the anticipated fluctuations in future income.

6. A redetermination of TANF eligibility for KCP shall be required no less than every twelve months from determination of initial eligibility. "Eligibility period" means a period of at least twelve months that a household is determined for the KCP, or until the household no longer meets eligibility requirements or requests termination. The eligibility period shall end on the last day of the previous month that eligibility was determined.
7. The assistance group shall inform the county agency within ten days if no member of the assistance group is participating in an approved activity (as explained below in #5 of Caregiving Services), or if the child is no longer residing with the kinship caregiver.
8. If the biological parent(s) of a kinship child moves into the household, this change must be reported within ten days, as the household then becomes ineligible for KCP service, due to the biological parent living in the household.

Stabilization Services:

Required elements of the stabilization service have been designed to transition the child into and maintain the child in the home of the kinship caregiver.

1. The assistance group shall include a minor child residing with a kinship caregiver. AG of 1.
2. Income of the minor child is reviewed against the 200% Federal Poverty Level.
3. Services shall not exceed four (4) months, in a twelve (12) month period.
4. Examples of stabilization benefits include, but are not limited to childcare services; or incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. purchases for basic needs such as cribs/beds, food vouchers, clothing vouchers, diapers, etc.)
5. The benefit amount shall not exceed \$1500.00 per four (4) months, in a twelve (12) month period for basic needs, per child.
6. The benefit amount shall not exceed \$4086.00 per four (4) months, in a twelve (12) month period for childcare services, per child.
7. According to 45 CFR 260.30: A minor child is defined as an individual who has not yet attained the age of 18 years of age; or has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training).

Caregiving Services:

Required elements of the caregiving service:

1. The assistance group shall include a minor child residing with a kinship caregiver, a kinship caregiver, or married adult kinship caregivers, and all minor children.
2. The assistance group shall have a gross income of less than the 200% Federal Poverty Level. Counted income will be the KCP minor child(ren) and adult(s) kinship caregiver(s), who are applying for the KCP services. Children who are not applying for KCP services, and who are not a sibling to the KCP child applicant, will have their income excluded from the household. Sibling means any blood-related, stepsibling by marriage or adopted brothers and sisters.
3. Benefits are limited to reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of a minor child. The caregiving service may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver. The care may include care designed to provide temporary relief of child caring functions.
4. The minor child for who caregiving services are being provided shall be:
 - (a) Under age thirteen at the time of the application and may remain eligible until they turn thirteen;
 - or

- (b) Be under age eighteen at the time of the application if the child meets the definition of special needs pursuant to the rule 5101:2-16-01 of the Administrative Code and, may remain eligible until they turn eighteen.
5. The kinship caregiver or other members of the assistance group shall be participating in one of the following approved activities:
- a. Paid employment on a full-time or part-time basis.
 - b. A training or education activity that prepares the caretaker for paid employment.
 - c. Participating in one or more work activities as a condition of eligibility for either Ohio Works First (OWF) or the supplemental nutrition assistance program (SNAP).

Adverse action: In accordance with rules 5101:6-2-02 and 5101:6-2-04 of the Administrative Code, a written notice of denial, or an intent to withhold, reduce, suspend, or terminate KCP services will be provided to the household, and to PCSA.

Assistance issued under the PRC Kinship Caregiver Program will not affect future household eligibility for other PRC benefits. Funding for this program is completely separate from the funding allocated for PRC. Ashtabula PCSA shall use these funds to provide direct services for the Kinship Caregiver Program.

Tracking of the program will be in the PRC Reporting Tool.

CLOTHES FOR CHILDREN

Purpose: TANF #1

At the discretion of the ACJFS Executive Director, when TANF funding is available and staffing permits, Ashtabula County Job & Family Services, in an effort to provide relief to families or caregivers, and will provide assistance for the purchase of clothing, shoes, boots, hats, and gloves for children who are attending school and are in kindergarten through twelfth grade. The school clothing program does not cover clothing for PRC adult members, household goods, accessories, school supplies, backpacks, or lunch boxes.

Duration:

The program will operate on selected dates as decided by the Executive Director.

Applications will be taken during a certain time period to be determined by management. Applications will be processed in the order they are received. If approved, vouchers must be used on the specified dates of the program or benefit will be voided.

Eligibility Requirements:

- One application must be filed for each household, that lists all household members.
- Income cannot exceed 150% to 200% of the Federal Poverty Level, as determined by the Executive Director.
- The budget is 30 days prior to the date of the application and ends on the date the application is received. Actual gross income is used and not converted. All adult household members income is included. A minor child's income is excluded if the minor child is enrolled in secondary school (including Summer Youth income if 18 and under and still in high school, and income from a college work program). If the only earned income is from a minor child, the child's employment status will be used as the working member of the household, if the adult household members are disabled. If the adult household members are on unemployment compensation, the income will count against the need standard.
- Sanctioned, or otherwise ineligible household members, moving out within the last 30 days may still render the household ineligible. Those receiving clothing vouchers from other counties or states are ineligible.
- Job participants must be current on the work orders, there can be no sanctions, outstanding fraudulent overpayments, and all other general eligibility requirements must be met. Children in foster care or in juvenile justice services are not eligible for PRC. The exception would be children in Kinship placements. They may be eligible either by this program, or under the Kinship Caregiver Program.

Program Specifics:

- Each child in the home that meets the eligibility requirements will be eligible for an amount not to exceed \$250 per child to purchase clothing. The following items can be purchased: clothing, shoes, boots, coats, socks, undergarments, and winter hats and gloves. Vendors must be located in Ashtabula County, when possible.

Assistance issued under the Clothes for Children program will not affect future household eligibility for other PRC benefits.

Appendix J
EMPLOYMENT SHUTDOWN/PANDEMIC PRC

In the event that the government, or any business experiences an unexpected shutdown situation, and the income of the applicant, immediately stops being paid, the Ashtabula County PRC plan will provide assistance to TANF/SNAP eligible applicants, with minor children, who have been adversely impacted by the employment shutdown. At the discretion of the ACJFS Executive Director, when TANF funding is available and staffing permits, the program will run for a period of time that management decides.

The application for services and non-assistance benefits includes that the need is non-recurring and is short-term. The need is not to extend beyond four months and is a one-time payment, up to \$1500.00, per rolling calendar year. Funding is dependent upon federal, state, and local funding.

These services and non-assistance benefits will extend the scope of coverage by meeting the basic needs of the applicant. This will include food, clothing, shelter, utilities, home repairs, household goods, personal care items, and general incidental expenses.

In these cases, each applicant will follow the PRC application process. A determination of the household need, income, resource limits and payment procedures may be reviewed in accordance with the official guidance on behalf of the situation. The requirement that the AG must demonstrate future self-sufficiency is waived. Utilities do not need to be in a disconnect status.

During the implementation of Pandemic PRC, per FAL #183-A:

- The agency shall use an application and the staff can record the information verbally or through other electronic means.
- Income verification will include verbal self-attested income for the month of application.

Direct payments to the applicant are permitted, if the applicant's income is at or below the initial OWF eligibility test. For applicants who meet the OWF eligibility test, no further follow up documentation will be needed. If the applicant does not meet the OWF initial eligibility test, and are under the 200% FPG they must designate what they are applying for and state a dollar amount; and either a voucher will be paid on their behalf to the vendor, or they will be reimbursed for items purchased, or bills paid in the application month, not to exceed \$1500.00.

Assistance issued in the form of relief due to the Employment Shutdown/PANDEMIC PRC will not affect an applicant's annual maximum payment available under regular PRC. Applications submitted after the return to work, will be denied, if the household is over the income guideline.