

**BELMONT COUNTY
DEPARTMENT OF JOB AND
FAMILY SERVICES**

**PREVENTION, RETENTION, AND
CONTINGENCY PLAN**

**EFFECTIVE DATE: April 8, 2020
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INTRODUCTION

This revision of the PRC Program replaces all previous versions of the plan created by the Belmont County Department of Job and Family Services and the Belmont County Board of County Commissioners.

The Belmont County Department of Job and Family Services (BCDJFS) will operate a Prevention, Retention and Contingency (PRC) Program to provide assistance to Children Services families and emancipated foster care youth with a child.

At the discretion of the Director, when funding and staffing permit, BCDJFS will operate, or facilitate, a TANF School Clothes for Kids Program.

BCDJFS is responsible for using objective criteria when determining eligibility and approving or denying the application within five (5) working days after all verifications have been received. Eligibility will be determined on a case-by-case basis. An Ohio Works First (OWF) participant must be in compliance with their Self-Sufficiency Contract and Plan in order to receive help through the PRC Program. PRC funds may not be used for any medical services or to pay for health insurance.

BCDJFS has the right to collect all overpayments of PRC funds that were received fraudulently or in error. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in the OAC Section 5101:1-23-70 and 5101:1-23-75.

**ELIGIBILITY
REQUIREMENTS**

GENERAL ELIGIBILITY REQUIREMENTS

- A. Must have a minor child under the age of nineteen and still enrolled in secondary school, be a specified relative with a minor child, or be a pregnant woman (at least six months into pregnancy) as defined in OWF.

- B. Income will be based on a 30 day budget period. Typically, the budget period shall be thirty days prior to the application date and ends on the date of the application. Some specific program language may consider the 30 day budget period mentioned above or projected income 30 days from the application date, whichever is the least, when determining financial need. Gross income for the purpose of PRC includes any income received, earned or unearned by a member of an Assistance Group. Excluded income includes earnings of a minor child enrolled in a secondary school, income from a college work study program, and income listed in OAC 5101:1-24-20.

- C. The Assistance Group requesting assistance under the Family Emergency Assistance component must be able to demonstrate that all other resources, including community resources, have been explored.

- D. Receiving ongoing Medicaid or OWF is not a factor in eligibility for the PRC Program.

- E. A person must be a resident of Belmont County, Ohio to be eligible for PRC. A resident is one who is currently residing in Belmont County with the intent to remain in the county. An Assistance Group moving from another county or state will become a resident when one of the following exists:
 - 1. Payment has been made for one month's rent or mortgage for a residence in Belmont County (Verification of payment is required), or the applicant can provide a dated lease even if payment of rent has not yet been made to verify they moved into a Belmont County address.
 - 2. When moving into an existing household, the applicant can provide verification that their address was changed at the post office.
 - 3. Their vehicle license has been changed to an Ohio registration.
 - 4. The address on their driver's license has been changed and matches the address on their application.
 - 5. Persons receiving any public assistance from another county or state will not be considered a resident of Belmont County until the end of the month that the last benefit was received.
 - 6. If the applicant is currently homeless and has been referred for homeless services, the residency requirement will be waived for the Family Emergency Assistance (Contingency) component only.

- F. At least one member of the applicant family must be a citizen of the United States or a qualified alien as defined in OAC 5101:1-2-30.

- G. Eligibility guidelines may be amended at any time and services are provided based on the

G. Eligibility guidelines may be amended at any time and services are provided based on the availability of funds. Changes to eligibility guidelines and maximum grant amount may take place without prior notice after the county has submitted changes through the PRC revision process.

H. The following are ineligible PRC:

- 1. A single individual, childless couple or parents without a minor child.**
- 2. Fugitive felons and parole violators.**
- 3. An unmarried parent, under 18 years old, not attending high school or the equivalent.**
- 4. An unmarried parent, under 18 years old, not living in an adult supervised setting.**
- 5. A person who has fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten (10) years.**
- 6. Households containing an individual who is ineligible for this or any other assistance program due to non-compliance with the terms of their assistance. This includes, but is not limited to quitting a job or not participating in the JOBS program (without good cause) when required to work off OWF or Food Assistance benefits, sanctioned individuals or households. This also includes non-compliance with Child Support for non-custodial parents.**
- 7. Those applicants who abuse their PRC benefits by not spending all of the benefits for the purpose for which it was approved, sell or trade items purchased with PRC funds, or deliberately misrepresent information on their PRC application will have their application denied and/or be ineligible for PRC until repayment is made.**
- 8. If the amount available from PRC funds will not pay for the emergent need, the agency should explore with the assistance group other possible combinations of resources that may meet the need. If the amount available from PRC alone or from the allowable PRC amount combined with other co-payments will not meet the amount of the emergent need, and no other funds are available, and no other financial arrangements can be made for paying the balance of the necessary amount, PRC application will be denied. Also, if the applicant does not have sufficient income to meet an ongoing expense (such as monthly rental or utility amounts) PRC cannot be issued. Since the amount of PRC available cannot prevent the onset or continuation of the emergent situation, there is not eligibility for payment.**
- 9. Anyone who makes arrangements to satisfy their own emergent need without prior authorization from BCDJFS. Some examples would include someone seeking rent and/or deposit, but has already moved into the rental unit or someone ordering their own fuel oil then wanting PRC funds to pay on the account. This is not an all-inclusive list.**
- 10. PRC benefits and services may not be provided to a family that fraudulently received benefits until a member of the assistance group repays the cost of the fraudulent assistance. PRC overpayments, received fraudulently or in error, are subject to the same rules and regulations as TANF overpayments outlines in OAC 5101:1-23-70 and 5101:1-23-75. Any other PRC fraud with no dollar amount attached will serve a minimum two year penalty period with no PRC eligibility.**

**APPLICATION
REQUIREMENTS**

GENERAL APPLICATION REQUIREMENTS

- A. The Belmont County Department of Job and Family Services, in accordance with Section 329.051 of the Revised Code, will make a voter registration application available to persons applying for or participating in the PRC program. This applies to the county agency and to any entity with whom the county agency contracts. Those third party entities can submit the completed voters registration forms to the county agency who in turn will provide them to the Board of Elections.**
- B. None of PRC benefits that could subject an applicant to OWF time limits, work requirements, or self-sufficiency contract regulations are to be approved more than once in a twelve month period. This is supported in the documentation of each PRC section in this manual. Services which do not subject an applicant to the OWF time limits, work requirements, or self-sufficiency contract regulations include: work subsidies,(i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training); supportive services such as child care and transportation provided to families who are employed; refundable earned income tax credits; contributions to, and distributions from, Individual Development Accounts (IDA'S); services such as counseling, case management, peer support, child care information, transitional services, job retention, job advancement, and other employment related services that do not provide basic income support; and transportation benefits to an individual who is not otherwise receiving assistance.**
- C. Families must utilize any and all state and federal programs (i.e. HEAP) before utilizing PRC. Other community resources should also be explored before applying for PRC.**
- D. Approval or denial of the PRC applications shall be determined within five (5) business days after the receipt of all verifications needed to determine eligibility. BCDJFS will notify the applicant of the approval or denial of the PRC application by mailing or delivering the BCDJFS Notice of Approval or Denial of Your Application for Assistance.**

CHILDREN SERVICES PRC PROGRAMS

The services and benefits in this section meet purposes one and two of the TANF program as they are designed to protect children, prevent neglect and/or abuse of children, prevent out-of-home placements, preserve families, reunify families and/or assist families in meeting goals set forth in their family reunification plans. In addition, these services are designed to help emancipating foster children, who have a minor child or are at least three month pregnant, to become employed and self-sufficient. There is a \$2000 dollar limit per every twelve (12) months for services under the Children Services component, except for those listed under the certain components of the Emancipation Services for Foster Children. Applicant must have a Children Services case or qualify for Emancipation Services, as determined by the Children Services management staff. This program depends on availability of funds. Applicant must have a minor child, be a pregnant individual (at least three (3) months into pregnancy, be a caretaker relative, a legal guardian, or a legal custodian. Applicant resources do not count in determining eligibility. The income level for these services is 200% of the federal poverty level guidelines. Services include:

- **Family Emergency Assistance**
 - Available once every 12 months - Rent, mortgage payment or security deposit. Must have a court ordered eviction notice, or moving to safer, more affordable housing. The only exception for not having a court ordered eviction notice will be for those in HUD housing such as Jaycee Manor, Monroe Court, etc. This does not include private landlords whose property is HUD approved. If client has already moved into a new residence, they are not eligible for PRC.
 - Emergency shelter or temporary housing must use other funding sources first.
 - Available once every 12 months - Utility shut-offs (excluding cable television and water). No reconnect or service call fees will be paid unless requested by the BCDJFS agency. All fees associated with back bills from a previous address and deposits are the responsibility of the individual. (See Section J, number 13 of the General Eligibility Requirements before approving bills). Available once every 12 months - Heating or utility assistance during heating season (40° or lower) if the individual is a customer of an un-regulated utility (i.e. fuel oil, propane) the amount paid will equal to the amount to fill the tanks up to \$750. If the individual is a customer of a regulated utility (gas or electric) the amount paid will equal the amount needed to avoid a disconnection up to \$750.
 - Repair or purchase of water heater.
 - Purchase of a washers and dryers will be done for medical need only.
 - Homeowner's insurance, if non-payment may lead to loss of home.

The purpose of this program is not to provide assistance to families who structure their living situation so that they encounter "emergent" situations on a regular basis when emergency assistance will presumably be available. Denial of the PRC request may be appropriate in situations where it can be documented by the CDJFS that no attempt has been made to prevent the occurrence of the emergent need and the assistance group member can show no evidence that the assistance group has experienced any extraordinary circumstances or expenses. Situations in which no attempt to prevent the occurrence of the emergency include making no payment toward a financial obligation or making only a minimal payment with the knowledge that such an amount would not actually prevent the occurrence of the emergency.

Eligibility will be determined on a case-by-case basis and services are based on the availability of funds. Applicants must demonstrate that they have tried to access all other community resources.

Assistance provided under this component does not count towards the cap of any other PRC component.

- Case Management
- Respite Care
- Day Treatment
- Diagnostic Caretaker Services
- Homemaker Services
- Parent Education
- In-Home Services
- Special Services for Drug and Alcohol Abusers
- Transportation
- Unmarried Parent Services
- Domestic Violence Services
- Post Finalization Services (Adoption)
- Counseling (only non-medically funded counseling such as budgeting, pre-employment, pregnancy prevention for out of wedlock births, etc.)
- Placement Prevention Services
- Family Reunification Services
- Child Development Screening
- Protective Day Care
- Children Clothing (non-custodial cases)

Assistance provided under this component does not count towards the cap of any other PRC component.

EMANCIPATION SERVICES FOR FOSTER CARE YOUTH WITH A CHILD

The services and benefits in this section, which meet TANF purposes 1 and 2, are available to assist the emancipating foster child, who has a minor child or who is at least three months pregnant, to become employed and self-sufficient. A foster child between the ages of seventeen to twenty-one may receive services that assist them in gaining and maintaining employment, career assessment and training, housing costs and transportation. The services are available beginning twelve months before the child leaves the foster care system. All General Eligibility Requirements apply except that a foster child in the care of BCDJFS residing in foster care outside of Belmont County is eligible. The eligible foster child may also receive services listed under the PRC Employment and Training and Transportation sections. Services provided under this section do not count towards the dollar limits of the other PRC sections. The income eligibility limit is 200% of the FPG.

Additional services available to an eligible foster child include:

TRANSPORTATION

- Car insurance (may be paid for a maximum of four months) for employed recipients only – a new application may be made for additional assistance
- A foster child who has her own vehicle may be eligible for a transportation work allowance of a maximum of \$200 per month for up to four months at a time. This allowance may be used for a car payment, car maintenance, gas, or other transportation need to ensure employment. A foster child must maintain a valid Ohio driver's license to maintain eligibility for these transportation services, and they may reapply for these services
- Bus tokens, taxi fare, gas voucher or other short term transportation service.
- Driver's education training, driver's license, license plates.
- BCDJFS may pay up to a maximum of 75% of the down payment towards the purchase of a used vehicle. The emancipating youth will pay the remaining amount up to 25% towards the down payment. Benefits for the car purchase are limited to \$2,500. This is a one-time service.

EMPLOYMENT AND TRAINING

- All services available under the PRC Employment and Training section.
- All services available under the Youth Employment, and
- Any career assessment or other testing needed to evaluate the foster child's employability.

Kinship Caregiver Program

Section 307.100 of the Amended Substitute House Bill 166 of the 133rd General Assembly authorized the creation of the Kinship Caregiver Program (KCP). The purpose of the KCP is to assist 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 Kinship Provider must complete a PRC application for each child and provide supporting documents. Gross income must be less than 200% of the federal poverty level. Income received during the past thirty days shall be used as an indicator of the income that is and will be available to the assistance group. However, the county agency shall not use past income as an indicator of income anticipated for the certification period if changes in income have occurred or can be anticipated. If income fluctuated to the extent that a thirty-day period alone cannot provide an accurate indication of anticipated income, the county agency and the assistance group may use a longer period of past time if it will provide an accurate indication of anticipated fluctuations in future income.

Each member of the assistance group shall (1) have or have applied for a social security number; (2) 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; (3) not owe any of the cost of fraudulent TANF assistance paid to the individual; and (4) have been afforded the opportunity to register to vote (when applicable).

Approved services do not count toward the annual PRC cap of \$2,000.

The assistance group shall inform BCDJFS, Children Services Division, within 10 days if no member of the assistance group is participating in an approved activity or if the child is no longer residing with the kinship caregiver.

A redetermination of TANF eligibility for KCP shall be no less than every twelve months from determination of initial eligibility.

This program is effective while there is availability of funding.

KINSHIP CAREGIVER DEFINITION

"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:

1. The following individuals related by blood or adoption to the child:

- A. Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";
 - B. Siblings;
 - C. Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," or "great-great-great";
 - D. First cousins and first cousins once removed.
2. Stepparents and stepsiblings of the child;
 3. Spouses and former spouses of individuals named in (1) or (2) above;
 4. A legal guardian of the child;
 5. A legal custodian of the child.

STABILIZATION SERVICES

Kinship Caregiver Services are those services provided that are needed to place or maintain children in the homes of kinship families.

Each child living with a kinship caregiver shall constitute an Assistance Group of one, with the income of the child not exceeding 200% of the Federal Poverty Guidelines.

Services covered are:

- Respite care for the kinship caregiver;
- Structured out of school programs, services and activities and associated fees such as after-school programs and summer camps;
- General expenses to transition or maintain a kinship child in the home such as clothing, furniture, appliances, rent, utilities and gas vouchers.
- Crisis assistance;
- Costs and services related to employment, training, job search and readiness focused around child care;

None of the above services, including child care, shall exceed four months in a rolling 12 month period.

KINSHIP CAREGIVER CHILD CARE PROGRAM

The assistance group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver.

The child in need of child care must be less than thirteen years of age, or less than eighteen years of age and meets the definition of special needs.

This program includes child care expenses incurred while the kinship caregiver is employed (both parents when a two-parent household) and travel time to and from work.

Publicly funded /subsidized child care must be explored first.

An active Children Services case or previously opened case within 12 months on the child is required to be eligible.

The Kinship Provider may use a certified or non-certified provider.

For Qualified Families

Payment will be made directly to the provider when using a certified provider or center.

Payments to certified providers and centers will not exceed the maximum established for the Publicly Funded Child Care Program. No co-payment will be assessed.

If the Kinship Provider chooses to use a non-certified day care provider, payment will be made as a reimbursement to the Kinship Provider. The Kinship Provider will submit an attendance sheet for each child indicating the times and days in which care was provided. A receipt of payment to the day care provider will also be submitted.

Reimbursement to Kinship Providers will be at a rate of \$4.00 per hour but not to exceed \$150/week nor \$600/month.

Invoices will be received and paid on a monthly basis.

CASH ASSISTANCE DIVERSION PROGRAM

In lieu of Ohio Works First cash, diversion assistance may be made available to clients who are experiencing a temporary job layoff with an anticipated recall or readily employable clients who should find employment within a brief period of time. We may assist the applicant with rent or mortgage payments, basic home utility costs (electric, water, heating expenses, or fuel for cooking), or homeowner's insurance if non-payment may lead to the loss of a home. The maximum amount of assistance is \$1500.00 per month for up to four (4) consecutive months. Applicants must have a minor child, be a specified relative with a minor child, or be a pregnant individual (at least six months into pregnancy). All General Eligibility Requirements and General Application information applies to this component. The income level for this program is 200% of the federal poverty level guidelines.

Any services covered may be provided on a case by case basis. All requests for assistance must include written verifications of expenses. Eligibility will be determined on a case by case basis and services are based on availability of funds. Should anyone receiving Cash Assistance Diversion change their mind and want to apply for Ohio Works First (OWF) Cash Assistance, this program will be ended. The PRC applicant may also apply for OWF in lieu of this program if that is their choice.

This PRC 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.

Assistance under this component does not count towards the cap of any other PRC component.

EMPLOYMENT AND TRAINING ASSISTANCE PROGRAM

Job Preparation Services and Benefits

The services and benefits in this section are available to assist the following groups: newly employed individuals; under employed individuals; and individuals who are unemployed. These services are available for applicants in unsubsidized employment, subsidized employment or WEP assignments. There is a cap of \$1200 per twelve-month period per adult. All training programs for applicants may be approved by BCDJFS on a case by case basis depending on job availability. All programs depend on availability of funds. Applicant must have a minor child, be a specified relative with a minor child, be a pregnant individual (at least six months into pregnancy) or be a non-custodial parent with a minor child who is in compliance with a child support order. If an applicant is currently on any public assistance program (OWF, Supplemental Nutritional Assistance Program, Medicaid, etc.) they are categorically eligible for the Employment and Training Assistance Program for both adults and youths that are included in the PRC plan. If the youths are eligible for CCMEP, they should be referred to that program first.

All general eligibility requirements and general application information applies to this component, except where noted. The income level for these services is 200% of the federal poverty guidelines. Applicant may have resources up to \$1,000 and still be eligible for services. Services include:

- Job readiness assessments (vocational, career, literacy)
 - Job readiness training (work habits, attitudes, dress, literacy tutoring)
 - Adult Basic Education and GED preparation and tutoring.
 - Pre-employment drug testing or other pre-employment costs.
 - Training for women in non-traditional jobs (construction, manufacturing, etc.)
 - Training and testing for state licenses, board certification, commercial driver's license.
 - Occupational training for computer literacy, hotel work, retail work, food services, health care, and other occupations that are determined by BCDJFS to be demand occupations.
 - Skill training
 - Computer training
 - Educational expenses and fees. (Books, manuals, tuition, tutoring)
 - Suitable attire for job interviews and work sites. This includes unsubsidized employment, subsidized employment, and WEP sites.
 - Supplies for new job (mechanics tools, beautician equipment, etc.)
 - Job training assistance
-

- Transportation (including gas voucher, bus tokens, etc.)
- Driver's license and license plates
- Any other job preparation service or benefit or educational cost that the Director, or his designee, determines will help a people gain self-sufficiency, improve the economic climate of the county or help businesses meet their workforce development needs. However, the PRC plan must be amended to include these services before any such assistance can be provided.

NOTE: BCDJFS cannot purchase firearms or other weapons.

This 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) and Purpose 2 (to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage).

Verification of future employment may be necessary to receive services under this program.

Assistance under this component does not count towards the cap of any other PRC program.

OWF WORK REQUIRED INDIVIDUALS

GAS VOUCHERS AND BUS TOKENS

Purpose:

The Belmont County Department of Job and Family Services, in an effort to end dependency of needy parents on governmental benefits by promoting job preparation, work, and marriage; and also to provide assistance to needy families so they may care for their children in their homes or the homes of relatives (meeting purposes 1 and 2 of the TANF program) establishes this program to assist with transportation barriers.

- Assist with gas vouchers for applicants who have not yet been approved for cash assistance and have not yet received a participant work allowance.
- Provide bus tokens for those applicants on a bus line who have not yet been approved for cash assistance and have not yet received a participant work allowance.

Duration:

- This program will begin 10/01/13 and continue until further notice.

Eligibility:

- An individual must be a resident of Belmont County, applying for OWF cash assistance, and assigned to a work component.

Gas vouchers and bus tokens are available to applicants of the OWF program who are work required to enable them to overcome the transportation barrier. These services are available to those applicants who have not yet been approved for cash therefore a participant expense allowance cannot be issued. Case managers will provide the needed number of bus tokens for a client to attend Job Search/Job Readiness activities and then issue a participant work expense equivalent to the cost of a monthly bus pass for those who live on the bus line. For those who provide their own transportation a gas voucher will be provided so that the Job Search/Job Readiness activities can be completed. Consumers who are eligible for gas vouchers will be required to provide information on the year, make, model, and engine size of the car they will be using. Gas vouchers will be issued according to the round trip mileage estimates from MapQuest and the engine size of the vehicle. See chart below.

Round trip mileage divided by 15 mpg for a V-8 engine
Round trip mileage divided by 17 mpg for a V-6 engine
Round trip mileage divided by 20 mpg for a V-4 engine

Applicants will sign a form indicating they understand the gas voucher is for gas only. Once OWF cash is approved a participant work expense can be issued. Any misuse of the voucher or bus tokens could render the recipient ineligible for other PRC benefits until the amount of the misused funds are re-paid to the agency.

The agency will keep a log of gas vouchers and bus token issued.

APPENDIX A

**BELMONT COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PREVENTION, RETENTION AND CONTINGENCY APPLICATION**

Name of Applicant: _____
 Street Address: _____
 City, State, Zip: _____
 Phone Number: _____

Case Number: _____
 Date of Application: _____
 Case Manager: _____

1. Complete the chart below for everyone in your home, starting with yourself (use the back, if necessary):

Name	Social Security Number	Relationship to Applicant	Age	Source of Income (Wages, Child Support, SSI, VA Benefits, Etc.)	Gross Monthly Amount of Income
1.		Self			
2.					
3.					
4.					

(Please circle appropriate answer):

2. Do you already have an open Children Services case? Yes No
 3. Are you an absent Parent: Yes No
 4. Are you currently employed? Yes No
 5. Are you guaranteed employment? Yes No
 Employer's Name: _____
 Employer's Address: _____
 If yes, Employer's Name: _____
 Address: _____

Phone Number: _____ Total Monthly Income: \$ _____
 Phone Number: _____

6. Explain why you need assistance and how much assistance you need: _____

7. Have you or any member of your household received PRC assistance from any other county or state in the last year? 7. Have you or any member of your household received PRC assistance from any other county or state in the last year? Yes No
 If yes, when and how much? _____

8. What other community resources have you contacted for assistance? _____

9. Have any other community resources helped you? Yes No If yes, which one(s) and what amount? _____

10. Has anyone in your household quit or refused a job? Yes No If yes, please explain: _____

11. Is anyone in your household currently under a sanction? Yes No If yes, please explain: _____

12. Are you a U.S. citizen? Yes No 13. Are you a qualified alien? Yes No 14. Are you a fugitive felon? Yes No

15. List all vehicle, running or not, in household: _____

16. List all the household's liquid resources in the chart below:

RESOURCE	AMOUNT	PERSON WITH RESOURCE
Cash		
Checking		
Savings (Including Christmas Club/Credit Union)		
Other (Stocks, Bonds, CDs, etc.)		

17. If you are not registered to vote where you live now, would you like to apply to register to vote here today (voter registration application attached)? _____ Yes, I want to register to vote _____ No, I do not wish to register to vote
 (If you do not check either box, you will be considered to have decided not to register to vote at this time.)

I swear or affirm the above information is true and complete to the best of my knowledge. I understand that providing false and/or incomplete information will result in a denial of this application and possible prosecution and will render me ineligible for any PRC assistance for a period of 24 months. I further understand that obtaining funds by providing false or incomplete information will render me ineligible for any future PRC assistance until those funds have been repaid.

Signature of Applicant _____

Date _____

Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink.
 For further information, you may consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call 1-877-767-6446.

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Numbers 1 and 2 below are required by law. You must answer both of the questions for your registration to be processed.

Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Registering by Mail

If you register by mail and do not provide either a current Ohio driver's license number or the last four digits of your Social Security number, please enclose with your application a copy of one of the following forms of identification that shows your name and current address:

Current valid photo identification card, military identification, or current (within one year) utility bill, bank statement, paycheck, government check or government document (except board of elections notifications) showing your name and current address.

Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

Please see information on back of this form to learn how to obtain an absentee ballot.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

FOLD HERE

I am: Registering as an Ohio voter Updating my address Updating my name

1. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Will you be at least 18 years of age on or before the next general election? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered NO to either of the questions, do not complete this form.

3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.
--------------	------------	------------------------	---------------

4. House Number and Street (Enter new address if changed)	Apt. or Lot #	5. City or Post Office	6. ZIP Code
---	---------------	------------------------	-------------

7. Additional Rural or Mailing Address (if necessary)	8. County (where you live)	FOR BOARD USE ONLY SEC4010 (Rev. 6/12)

9. Birthdate (MO-DAY-YR) (required)	10. Ohio Driver's License No. OR Last Four Digits of Social Security No. (one form of ID required to be listed or provided)	11. Phone No. (voluntary)
-------------------------------------	---	---------------------------

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street		
Previous City or Post Office	County	State

13. CHANGE OF NAME ONLY Former Legal Name	Former Signature
---	------------------

14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.	Date <u> </u> / <u> </u> / <u> </u> MO DAY YR
---	---

Your Signature ↓

Ward
Precinct
School Dist.
Cong. Dist.
Senate Dist.
House Dist.



PLACE
STAMP
HERE



HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: www.OhioSecretaryofState.gov or by calling 1-877-767-6446.

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring identification to the polls in order to verify identity. Identification may include a current and valid photo identification, a military identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document, other than a notice of an election or a voter registration notification sent by a board of elections, that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot. Voters who do not have any of the above forms of identification, including a Social Security number, will still be able to vote by signing an affirmation swearing to the voter's identity under penalty of election falsification and by casting a provisional ballot. For more information on voter identification requirements, please consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call 1-877-767-6446.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY
OF A FELONY OF THE FIFTH DEGREE.**

APPENDIX B

NOTICE OF APPROVAL/DENIAL OF YOUR APPLICATION FOR PRC ASSISTANCE

Name: _____	Case Name: _____
Address: _____	Case Number: _____
_____	Mailing Date: _____

This notice is to tell you that your application for PRC assistance dated _____ has been _____ Approved _____ Denied because: _____

The regulations supporting this denial are: _____

If you do not understand this approval/denial or want to talk to someone about it, you may call your case manager.
Case Manager: _____ Telephone: 740-695-1075 extension _____

Your right to state hearing:

This notice is to tell you about action we are taking on your case. If you do not understand this action, you should contact your case manager. After discussing the reasons for the action with the case manager, it is possible that we will change our decision or you will agree with the decision.

If you do not agree with this action, you have the right to a state hearing:

A state hearing allows you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against this action. We will also attend or be represented at the hearing to present our reasons for the action. A hearing officer from the Ohio Department of Job and Family Services will decide who is right.

If you want a hearing, we must receive your hearing request within 90 days of the mailing date of this notice. You do not need to return this form if you agree with this action.

If someone else makes a written hearing request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

If you want information on free legal services but do not know the number of your local legal aid office, you may call the Ohio State Legal Services Association toll-free at 1-800-589-5888 for the local telephone number.

If you want a state hearing, indicate below, sign and date this form and send it to the Ohio Department of Job and Family Services, Bureau of State Hearings, 30 East Broad Street, 32nd Floor, Columbus OH 43266-0423.

_____ I want a county conference and a state hearing on this action.

_____ I want a state hearing only.

Signature Telephone Number

Date

If this letter indicates that you have been approved for Prevention, Retention and Contingency (PRC) services, you may be eligible for food stamp benefits. Please contact your case manager if you wish to apply for food stamps. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your food stamp eligibility is determined. In addition, your case manager may need to request additional verifications to determine eligibility for the food stamp program.

APPENDIX C

TANF SCHOOL CLOTHES FOR KIDS PROGRAM

Purpose:

- At the discretion of the BCDJFS Director, when TANF funding is available and staffing permits, the Belmont County Department of Job and Family Services, in an effort to provide assistance to needy families or relative caretakers (purpose one of the TANF program), will operate a school clothing program that will enable families to purchase clothes, shoes, coats, and other essential items for children attending Kindergarten through grade 12.

Duration:

- The program will operate on selected dates between August 1st and September 30th.
- Applications will be taken during a certain time period to be determined by management.
- If approved, vouchers must be used on the specified dates of the program or benefit will be voided.

Eligibility Requirements:

- An individual must be a Belmont County resident for at least the last 30 days and have income that does not exceed 150% or 200 % of the Federal Poverty Level. The FPL will be determined by the Director based on the money available and the number of individuals we can serve. This will be made public in a press release. Income must be submitted with the application. The budget period is 30 days prior to the date of application and ends the date the application is received. Actual income will be used and not a converted figure. Gross income includes earned and unearned income of all adult assistance group members, including step-parents, caretaker relatives or other kinship placements. Excluded income includes earnings of a minor child enrolled in secondary school (including Summer Youth income if 18 and under and still in high school), and income from a college work study program. 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 in the current calendar year are also ineligible.
- JOBS 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.
- Must have minor child who is enrolled and attending school in Kindergarten through twelfth grade and is no older than 18 years of age. Children who are home schooled or participate in on-line schooling are not eligible. For shared parenting the residential parent shall be the applicant.
- An application is needed for this program. (See Appendix D) Assistance provided during this one-time program will not count against any other PRC programs or twelve month limits.

Program Specifics:

- Each child in the home that meets eligibility requirements will be eligible for an amount not to exceed \$500 per child to purchase clothing. The following items can be purchased: clothing, shoes, boots, coats, socks, undergarments, winter hats and gloves, and one back pack per child.

**BELMONT COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
SCHOOL CLOTHES FOR KIDS PROJECT**

Applicant Name: _____ Case Number: _____
 Street Address: _____ Phone: _____
 City, State, Zip: _____
 Date of Application: _____ Case Manager: _____

1. LIST ALL HOUSEHOLD MEMBERS STARTING WITH YOURSELF (use back if necessary)

Name	Social Security Number	Relationship to Applicant	Age & Grade Level	Source of Income (Wages, Child Support, SSI, VA Benefits, Lump Sums)	Monthly Amount
1.		Self			
2.					
3.					
4.					
5.					
6.					

Total Monthly Income: _____

2. Have you or any other household members moved to Belmont County within the last 30 days? Yes No

3. Have you or any other household members received PRC assistance from any other county or state in the last year? Yes No If YES, when, how much and from which state/county? _____

4. Is anyone in your household currently under a sanction? Yes No

If Yes, explain: _____

5. What school district does your child(ren) attend: _____

6. Has anyone in your household refused or quit a job? Yes No

If Yes, explain: _____

7. Are you currently employed? Yes No If yes, please list below:

Employee: _____

Employee: _____

Employer's Name: _____

Employer's Name: _____

Employer's Address: _____

Employer's Address: _____

Telephone Number: _____

Telephone Number: _____

8. Are you: Yes No

A United States Citizen _____

A Qualified Alien _____

A Fugitive Felon _____

9. If you are registered to vote where you live now, would you like to apply to register to vote here today (voter registration application attached)? Yes, I wish to register to vote No, I do not wish to register to vote (If you do not check either box, you will be considered to have decided not to register to vote at this time.)

10. Designate one person to shop in your place in the event that you cannot shop: Name: _____
(Your designee must bring a VALID PHOTO ID)

11. I understand that I MUST SPEND my entire allowance on my assigned shopping date for the allowable items and cannot shop on multiple days. Initials _____

APPLICATIONS MUST BE SUBMITTED BY _____

I swear or affirm the above information is true and correct to the best of my knowledge. I understand that providing false and/or incomplete information on this application will result in denial of this application and possible prosecution and will render me ineligible for any PRC assistance for a period of 24 months. I further understand that obtaining funds by providing false and/or incomplete information will render me ineligible for any future PRC assistance until those funds have been repaid.

Signature of Applicant _____

Date _____

BCDJFS

Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink.

For further information, you may consult the Secretary of State's website at www.OhioSecretaryofState.gov or call (877) 767-6446.

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Numbers 1 and 2 below are required by law. You must answer both of the questions for your registration to be processed.

Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Please see information on back of this form to learn how to obtain an absentee ballot.

Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I am: Registering as an Ohio voter Updating my address Updating my name

1. Are you a U.S. citizen? Yes No

2. Will you be at least 18 years of age on or before the next general election? Yes No

If you answered NO to either of the questions, do not complete this form.

3. Last Name		First Name		Middle Name or Initial		Jr., II, etc.	
4. House Number and Street (Enter new address if changed)				Apt. or Lot #		5. City or Post Office	
6. ZIP Code							
7. Additional Mailing Address (if necessary)						8. County (where you live)	
9. Birthdate (MM/DD/YYYY) (required)		10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided)			11. Phone Number (voluntary)		
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street							
Previous City or Post Office			Previous County		Previous State		
13. CHANGE OF NAME ONLY Former Legal Name					Former Signature		
14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.		Your Signature		Date (mm/dd/yyyy)			
FOR BOARD USE ONLY SEC4010 (rev. 4/12) City, Village, Twp. Ward Precinct School Dist. Cong. Dist. Senate Dist. House Dist.							

**TO ENSURE YOUR INFORMATION IS RECEIVED,
PLEASE DO THE FOLLOWING:**

1. Print this form.
2. Make sure all required fields are complete.
3. Sign and date your form.
4. Fold and insert your form into an envelope.
5. Mail your form to your county board of elections.

For your county board's address please visit www.OhioSecretaryofState.gov/boards.htm

If you have additional questions, please call the office of the Ohio Secretary of State at (877) SOS-OHIO (877-767-6446).

HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: www.OhioSecretaryofState.gov or by calling (877) 767-6446.

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at www.OhioSecretaryofState.gov or call (877) 767-6446.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A
FELONY OF THE FIFTH DEGREE.**

PRC VERIFICATION REQUEST CHECKLIST
TANF SPECIAL PROJECT

Applicant Name _____ Case Number _____

- ✓ Gross monthly income, earned and unearned, for the past 30 days for all household members. This includes all paystubs, award letters, etc. for employment, self-employment, Social Security payments, Child Support, VA, or any other source of income.
- ✓ Verification of school enrollment for each child for whom you are applying. (Form attached) You may only apply for children currently residing in your home. Children who live with someone else and are just visiting are not eligible. For those with shared parenting agreements, you must be the residential parent to apply.
- ✓ If you moved to Belmont County within the last 30 days, you must provide verification you paid a full month's rent, verify you changed your address at least 30 days ago with the Post Office, or have your current address on your driver's license. If you received benefits from another state or county the month of application you are not eligible. If you received a clothing voucher from another county or state you are not eligible.

ALL INCOME VERIFICATIONS MUST BE SUBMITTED WITH THE APPLICATION OR NO LATER THAN SEPTEMBER _____ . IF THE INCOME VERIFICATIONS AND SCHOOL ATTENDANCE FORMS ARE NOT RECEIVED BY THE DEADLINE YOUR APPLICATION WILL BE DENIED.

The eligibility determination process cannot begin until ALL information is received. Once ALL verifications are received, the Belmont County Department of Job and Family Services will determine your eligibility within five (5) business days. If you do not provide all necessary verifications, your application will be denied.

If your application is approved you will receive an approval letter in the mail. You will need to bring the approval letter and a PHOTO ID to the _____ at the Ohio Valley Mall on _____, September ____ or _____, September ____ between the hours of 10:00 am and 7:00 pm., and you will have until the close of business at the mall to shop. Please note there are no reschedule days. You must show up on one of the days listed between the designated times. You will exchange your PHOTO ID for your vouchers. When you return with your receipts your PHOTO ID will be returned to you. There will be no returns or refunds for items purchased through this program. If you purchase anything other than what you are approved for this could be considered fraud. Approved items include clothes, shoes, boots, coats, socks, undergarments, and winter hats and gloves.

Case Manager _____ Phone 740-695-1075, ext. _____

Date _____

NOTICE OF APPROVAL / DENIAL OF YOUR APPLICATION FOR PRC ASSISTANCE

Name _____	Case Name _____
Address _____	Case Number _____
City, State, Zip _____	Mailing Date _____

This notice is to tell you that your application for PRC assistance dated _____, has been _____ Approved. Your assigned shopping date is: _____. You can only shop on your ASSIGNED SHOPPING DATE AND IT CANNOT BE CHANGED. ANY UNSPENT FUNDS ARE FORFEITED.

_____ Denied because _____

The regulations supporting this decision on your application are the Belmont County PRC Manual – General Eligibility Requirements and TANF School Clothes for Kids Program/Press Release dated _____.

If you do not understand this approval/denial, or want to talk to someone about it, you may call your case manager.

Case Manager: _____ Telephone: 740 695 1075 extension _____

YOUR RIGHT TO A STATE HEARING.

This notice is to tell you about action we are taking on your case. If you do not understand this action, you should contact your case manager. After discussing the reasons for the action with the case manager, it is possible that we will change our decision or that you will agree with the action.

If you do not agree with this action, you have a right to a state hearing.

A state hearing lets you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons for the action. A hearing officer from the Ohio Department of Job and Family Services will decide who is right.

If you want a hearing we must receive your hearing request within ninety (90) days of the mailing date of this Notice. You do not need to return this form if you agree with this action.

If someone else makes a written hearing request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make the request by telephone.

If you want information on free legal services but don't know the number of your local legal aid office, you may call the Ohio State Legal Services Association toll-free at 1-800-589-5888 for the local telephone number.

If you want a hearing, indicate below, sign and date this form and send it to the Ohio Department of Job and Family Services, Bureau of State Hearings, 30 East Broad St., 32nd Floor, Columbus, OH 43266-0423.

_____ I want a county conference and state hearing on this action.

_____ I want a state hearing only.

Signature _____ Telephone Number _____

Date _____

If this letter indicates that you have been approved for Prevention, Retention, and Contingency (PRC) services, you may be eligible for food assistance benefits. Please contact your case manager if you wish to apply for food assistance. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your food assistance eligibility is determined. In addition, your case manager may need to request additional verifications to determine eligibility for the food assistance program.

Belmont County Department of Job and Family Services

68145 Hammond Road, St. Clairsville OH 43950-9765

(740) 695-1075

Date:	
School Name:	In Re:
School Address	Client Address:
City, State Zip:	City, State Zip

To Whom It May Concern:

Please review your records and complete and return this form with the information you have available. A self-addressed, stamped envelope is enclosed for your convenience. We appreciate your prompt reply.

Sincerely,

Case Manager

PARENT/GUARDIAN SIGNS:

I hereby give my permission for the following information to be released to the Belmont County Department of Job and Family Services.

Signed:

Date:

SCHOOL OFFICIAL COMPLETES:

Child's Name	Birth Date	Enrolled Yes or No	Grade	Expected Date of Graduation

Please state address at which child(ren) live and identify by name and relationship with whom child(ren) reside with if your records show two parents :

Signature and Title of School Official

Date

"Creating a partnership for meaningful change in our customer's lives"

APPENDIX D

PRC SOFT EMPLOYMENT SERVICES

- **TANF Purpose:** Reduce the dependency of needy parents by promoting job preparation, work, and marriage.
 - **Family income limit** is 200% of poverty level.
 - **Target group:** Must have a minor child under the age of 19 and still enrolled in secondary school, be a specified relative with a minor child, or be a pregnant woman (at least six months into pregnancy) as defined in OWF.
 - For PRC soft employment services being provided to a minor, any eligibility restrictions (example: fraud committed by another individual in the household) or time limitations (receipt of other PRC services received within the last 12 months) written in the overall PRC Plan do not pertain to the minor applying for services and will not prevent such minor from receiving PRC soft employment services.
 - A PRC application must be completed.
 - **Services:**
 - Orientation/overview of OhioMeansJobs Center services
 - Orientation and referral to employment programs
 - Provision of job search books, resume books, etc.
 - Career and job search guidance
 - OhioMeansJobs website activities
 - Employment related workshops
 - Case management
-

APPENDIX E

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES COVID-19 PRC PROGRAM

For families that can demonstrate a need due to experiencing job loss or reduction of hours because of COVID-19, we may assist the applicant with rent, mortgage or basic home utility costs (electric, water, heating expenses, or cooking fuel). The County will waive the need for shut-off, eviction or foreclosures notices for this program. The maximum amount for this one-time assistance is \$1000.00. Other community resources should be explored and utilized before this program, such as eligibility for HEAP Assistance, Kinship Services through Children Services (if funds are available) and the TANF Cash Diversion Program (must be a temporary lay-off with possibility of re-call and otherwise eligible for cash assistance). If a referral is made for other programs the application for COVID-19 PRC can be denied.

Applicants must be a resident of Belmont County, have a minor child in the home (under age 19 and still enrolled in school), be a specified relative, legal guardian or legal custodian with a minor child, or be a pregnant individual who is at least six months pregnant. After it is determined that there is a qualifying child in the home, anyone in the home that benefits from the services requested shall be included in the headcount and the income of all household members would need to be verified. This could be grandparents, older siblings, other relatives or friends. This list is not all inclusive. All other General Eligibility Requirements and General Application Information, not already waived in this policy, applies to this component. However, anyone on a sanction can sign a compliance form in order to be considered for eligibility. The income level for this program is 200% of the Federal Poverty level. Verification of gross income will be required (earned and unearned), but can be verified through email, texts, collateral contacts with employers, or any other means to expedite the process. Actual income will be used, not converted income.

Any services covered may be provided on a case by case basis. There is a special COVID-19 application that requires applicant signature. Electronic or remote signatures are acceptable. All requests for assistance must include verification of expenses. Emails, texts, or any other form of verification could be accepted. Payments could be made to multiple sources as long as the total payments do not exceed \$1,000.00. If a payment cannot cover the full bill that could prevent an eviction or shut-off, the payment may not be made. Payments will be made directly to vendors. Vendors must be willing to work with Belmont County to receive payment or no payment will be made. Eligibility will be determined on a case by case basis. Services are based on the availability of funds. The program could be terminated based on funding, staffing, or it will end when the COVID-19 emergency ends.

The PRC program meets TANF Purpose 1: to provide assistance to needy families so children may be cared for in their own homes or in the homes of relatives.

Applicants determined eligible for Kinship funds through Children Services or the TANF Cash Diversion Program are not eligible for the COVID-19 PRC Program. Otherwise, assistance under this component does not count toward the cap of any other PRC component. Any services, or assistance, fraudulently obtained will make the applicant and household ineligible for all other PRC programs until the fraudulent amount is paid back, or a 24-month penalty period expires, whichever is longer.

BELMONT COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

(Please Print)

Applicant Name: _____
 Street Address: _____
 City, State, Zip: _____
 Date of Application: _____

Mailing Address (if different): _____

 Phone: _____

1. LIST ALL HOUSEHOLD MEMBERS STARTING WITH YOURSELF (use back if necessary)

Name	Social Security Number	Relationship to Applicant	Age & Grade Level	Source of Income (Wages, Child Support, SSI, VA Benefits, Lump Sums)	Monthly Amount
1.		Self			
2.					
3.					
4.					
5.					
6.					

Total Monthly Income: _____

2. Have you or any other household members moved to Belmont County within the last 30 days? Yes No

3. Have you been involved with Children Services in the last 12 months? Yes No

4. Have you or any other household members received PRC assistance from any other county or state in the last year?
 Yes No If YES, when, how much and from which state/county? _____

5. Is anyone in your household under a sanction or have a Fraud Intentional Program Violation? Yes No

If Yes, explain: _____

6. Has anyone in your household refused, been terminated or quit a job? Yes No

If Yes, explain: _____

7. Has anyone in your household been laid off or lost a job due to COVID-19? Yes No If yes, please explain: _____

8. Are you currently employed? Yes No If yes, please list below:

Employee: _____
 Employer's Name: _____
 Employer's Address: _____

Employee: _____
 Employer's Name: _____
 Employer's Address: _____

Telephone Number: _____

Telephone Number: _____

9. Are you:

	Yes	No
A United States Citizen	_____	_____
A Qualified Alien	_____	_____
A Fugitive Felon	_____	_____

10. If you are registered to vote where you live now, would you like to apply to register to vote here today (voter registration application attached)? Yes, I wish to register to vote No, I do not wish to register to vote (If you do not check either box, you will be considered to have decided not to register to vote at this time.)

I swear or affirm the above information is true and correct to the best of my knowledge. I understand that providing false and/or incomplete information on this application will result in denial of this application and possible prosecution and will render me ineligible for any PRC assistance for a period of 24 months. I further understand that obtaining funds by providing false and/or incomplete information will render me ineligible for any future PRC assistance until those funds have been repaid.

 Signature of Applicant

 Date

BCDJFS

Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink.

For further information, you may consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call (877) 767-6446.

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Numbers 1 and 2 below are required by law. You must answer both of the questions for your registration to be processed.

Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Please see information on back of this form to learn how to obtain an absentee ballot.

Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I am: Registering as an Ohio voter Updating my address Updating my name

1. Are you a U.S. citizen? Yes No
 2. Will you be at least 18 years of age on or before the next general election? Yes No
 If you answered NO to either of the questions, do not complete this form.

3. Last Name First Name Middle Name or Initial Jr., II, etc.

4. House Number and Street (Enter new address if changed) Apt. or Lot # 5. City or Post Office 6. ZIP Code

7. Additional Mailing Address (if necessary) 8. County (where you live)

9. Birthdate (MM/DD/YYYY) (required) 10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided) 11. Phone Number (voluntary)

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street

Previous City or Post Office Previous County Previous State Ohio

13. CHANGE OF NAME ONLY Former Legal Name Former Signature

14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.

Your Signature  Date (MM/DD/YYYY)

FOR BOARD USE ONLY
 SEC4010 (rev. 4/15)

City, Village, Twp.

Ward

Precinct

School Dist.

Cong. Dist.

Senate Dist.

House Dist.

**TO ENSURE YOUR INFORMATION IS RECEIVED,
PLEASE DO THE FOLLOWING:**

1. Print this form.
2. Make sure all required fields are complete.
3. Sign and date your form.
4. Fold and insert your form into an envelope.
5. Mail your form to your county board of elections.

For your county board's address please visit www.OhioSecretaryofState.gov/boards.htm

If you have additional questions, please call the office of the Ohio Secretary of State at (877) SOS-OHIO (877-767-6446).

HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: www.OhioSecretaryofState.gov or by calling (877) 767-6446.

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call (877) 767-6446.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A
FELONY OF THE FIFTH DEGREE.**

NOTICE OF APPROVAL/DENIAL OF YOUR APPLICATION FOR PRC ASSISTANCE

Name: _____	Case Name: _____
Address: _____	Case Number: _____
City, State, Zip: _____	Mailing Date: _____

This notice is to tell you that your application for PRC Assistance dated _____ has been
_____ Approved.
_____ Denied because _____

The regulations supporting this decision on your application are the Belmont County PRC Manual:
_____ Cash Diversion Program _____ COVID-19 Emergency Assistance

If you do not understand this approval/denial or want to talk to someone about it you may call your case manager.

Case Manager: _____ Telephone: 740-695-1075 extension _____

YOUR RIGHT TO A STATE HEARING

This notice is to tell you about action we are taking on your case. If you do not understand this action, you should contact your case manager. After discussing the reason for the action with the case manager, it is possible that we may change our decision or that you will agree with the decision.

If you do not agree with the action, you have the right to a state hearing.

A state hearing allows you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons for the action. A hearing officer from the Ohio Department of Job and Family Services will decide who is right.

If you want a hearing we must receive your hearing request within ninety (90) days of the mailing date of this notice. You do not need to return this form if you agree with this action.

If someone else makes a written hearing request for you, it must include a written statement signed by you telling us that person is your representative. Only you can make the request by telephone.

If you want information on free legal services but do not know the number of your local legal aid office, you may call the Ohio State Legal Services Association toll-free at 1-800-589-5888 for the local telephone number.

If you want a hearing, indicate below, sign and date this form and send it to the Ohio Department of Job and Family Services, Bureau of State Hearings, 30 East Broad Street, 32nd Floor, Columbus OH 43266-0423.

_____ I want a county conference and state hearing on this action

_____ I want a state hearing only

Signature: _____ Telephone Number: _____

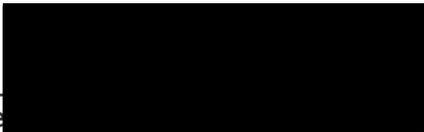
Date: _____

If this letter indicates that you have been approved for Prevention, Retention and Contingency (PRC) services, you may be eligible for food assistance benefits. Please contact your case manager if you wish to apply for food assistance. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your food assistance eligibility is determined. In addition, your case manager may need to request additional verifications to determine eligibility for the food assistance program.

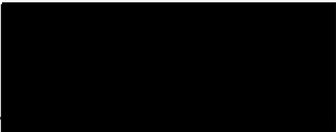
We have reviewed and accept the Belmont County Prevention, Retention and Contingency (PRC) Plan with the current revisions. The original PRC Plan was created and reviewed by the Belmont County Department of Job and Family Services (BCDJFS) in coordination with the Belmont County Family Services Planning Committee.

The Belmont County PRC Plan complies with the requirements of the Ohio Revised Code (ORC) Chapter 5108, and this plan is hereby approved by the Interim Director of the BCDJFS under ORC 5108.04 and the Belmont County Commissioners under ORC 5108.07(B).

Signatures



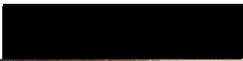
Mike
Belmont County Department of Job and Family Services



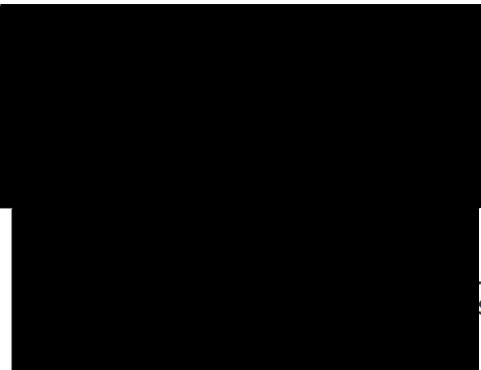
Date



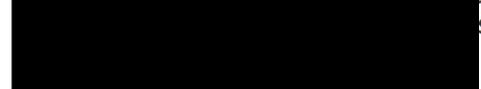
J.P. Dutton, Belmont County Commissioner



Date



Commissioner



Commissioner



Date



Date