

**BUTLER COUNTY
PREVENTION, RETENTION, AND CONTINGENCY (PRC) PLAN
OCTOBER 1, 2019 (AMENDED APRIL 2020)**

The Butler County Department of Job and Family Services' Prevention, Retention and Contingency (PRC) program is designed to help families overcome immediate barriers to achieving or maintaining personal responsibility and self-sufficiency. The goal of the PRC program is to prevent the need for ongoing public assistance by providing non-recurring, short term, crisis-oriented benefits and services that are not considered assistance, and are directly related to one of the four purposes of the Temporary Assistance to Needy Families (TANF) Program which are:

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

PRC Work Related Assistance

- Work Related Expenses not to exceed \$750 per year.

WIOA Supportive Services:

- Expenses related to training/employment (\$750)

Family Preservation Program/Child Protective Services (FPP)

FPP Services for the Caretaker:

- Shelter (\$1000)
- Utilities (\$1000)
- Car Repair (\$1500)
- Car purchase (\$750)

DEFINITIONS

Prevention is defined as services or goods that, upon provision to individuals, are intended to prevent individuals/families from having to resort to ongoing public assistance.

Retention is defined as work related services or goods that help individuals obtain/maintain employment. Retention services may only be authorized by Work Activities workers.

Contingency is defined as services or goods that upon provision to the individual or family are intended to alleviate situations that threaten the safety, health or well-being of the individual/family.

PRC Soft Services are programs or activities administered by BCDJFS or contracted partner.

PRC Work Related Assistance Benefits are cash payments or vouchers to third party vendors in order to obtain/maintain employment.

A **Minor Child** is a child under age 18 or has not attained 19 years of age and is a full time student in a secondary school (or the equivalent level of vocational or technical training).

A **PRC Assistance Group (PRC AG)** must consist of:

1. A group of individuals living in the same household containing at least one minor child residing with a parent, specified relative, legal guardian or legal custodian, or
2. A pregnant woman, or
3. A non-custodial parent who lives in the state, but does not reside with his/her minor children, and is actively paying child support or will be paying child support with income derived from employment to be obtained or retained as a direct result of PRC supportive assistance.
 - These groups (1), (2) and (3) may also include other members of the same household who may or may not be related to the minor child, pregnant woman, or non-custodial parent.
 - A child may be “temporarily absent” yet the child and his/her family may still qualify for PRC benefits and services.

Temporary Absence as set forth in OAC 5101:1-3-04 will apply to PRC. The absence of a member of the assistance group is temporary if:

- The location of the absent individual is known,
- There is a definite plan for the return of the absent individual to the home, and
- The absent individual shared the home with the assistance group prior to the absence.

Earned income is payment received by an individual for services performed as an employee or as a result of his being engaged in self-employment. Earned income includes wages, salaries, commissions or profit from activities such as business enterprise, farming, etc. in which the recipient is engaged as a self-employed individual or as an employee.

Unearned income is all income that is not wages or net earnings from self-employment. Thus all income which does not meet the definition of earned income is unearned income.

Excluded Income and Resources - All income and resources pursuant OAC 5101: 1-24-20 shall be excluded. Excluded income shall also include earnings of a minor child who is a full time student.

ELIGIBILITY FOR PRC ASSISTANCE

An applicant for PRC is responsible for completing the Prevention, Retention and Contingency Program (PRC) Application to request PRC benefits. A face to face interview is not required.

For the duration of the COVID-19 emergency, verbal self-attestation and electronic signature may be used for eligibility.

Those adult applicants who have received PRC in another county and move to Butler County may be eligible for PRC benefits under the Butler County PRC Plan. However, receipt of PRC in another county will be treated as if it was issued under the Butler County PRC Plan.

When the expressed presenting need is unique to just one adult and minor child (ren), the income and resources of others in the household do not have to be considered. When PRC one-time cash assistance payments are issued for a common presenting need, and the household members subsequently split, each individual carries his/her prorated share of the cash assistance payment with them to his/her new assistance group.

Butler County Department of Job and Family Services (BCDJFS) will use objective criteria when determining eligibility and approving or denying the application within five (5) business day following completion of the application process in a fair and equitable manner, which shall include the PRC applicant providing required verification of information for eligibility determination.

A PRC 7105 form (PRC specific verification checklist) will be issued upon receipt of a completed PRC application to request required verifications. If required verifications are not provided, the PRC application will be denied after 30 calendar days have expired. The 30 calendar day time frame may be exceeded in situations where completion of the determination is delayed because of circumstances which are considered beyond the control of BCDJFS or the assistance group. However, no more than 45 calendar days may elapse between the date of application and the notification of approval or denial of the application for PRC assistance.

BCDJFS will investigate the information provided by the applicant. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs of the assistance group and whether the PRC program can be of benefit to the assistance group will be determined by BCDJFS. Under the PRC program, an assistance group that includes at least one minor child, or pregnant woman, or non-custodial parent and meets the program's eligibility requirements may receive customized assistance, goods or services, as determined by BCDJFS.

The PRC program is designed to help people overcome immediate barriers to achieving or maintaining personal responsibility and self-sufficiency, thereby preventing or reducing the need for ongoing public assistance. However, the fact that an assistance group has an active public assistance case is not a determining factor in the consideration of eligibility for the PRC program. In addition, BCDJFS must inform individuals about other programs that are available including Medicaid, Food Assistance, and Child Care Assistance. PRC assistance groups shall be informed of rights and responsibilities via JFS 7501 which shall be attached to the PRC application.

PRC assistance will be authorized with the expectation that the PRC assistance group will then be able to function with less assistance from BCDJFS. Services will be provided to an assistance group to prevent them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC assistance group to help members obtain/retain employment and, thereby, achieve or continue self-sufficiency. In addition, services are provided to a PRC assistance group to meet a presenting or contingent need which, if not satisfied, threatens the safety, health or well-being of one or more PRC assistance group members.

The BCDJFS shall enter the PRC information into the Ohio Department of Job and Family Services (ODJFS) statewide computer system Journal Notes (as applicable), EDMS, and tracking spreadsheet for reporting to ODJFS.

INELIGIBLE ASSISTANCE GROUPS/RESTRICTED ASSISTANCE GROUPS

Assistance groups who are ineligible to receive or are restricted to specific PRC benefits include:

- Assistance groups inclusive of any individual who does not meet the citizenship or qualified alien requirement for OWF
- Assistance groups inclusive of strikers
- Assistance groups inclusive of fugitive felons or probation & parole violators,
- Assistance groups inclusive of any individual with any outstanding OWF or PRC fraud overpayment balance,
- Assistance groups inclusive of any individual found to have fraudulently represented residence in order to obtain assistance in two or more states are ineligible for 10 years,
- Assistance groups who do not use their own available income and resources as described above to help meet their need,
- Assistance groups inclusive of individuals' ineligible OWF benefits due to penalties or sanctions imposed.

EXPLORING COMMUNITY RESOURCES

BCDJFS will investigate the availability of resources within the local community prior to the authorization of PRC benefits. For the purposes of the PRC program, the community could be defined to include areas beyond the county's boundaries. A PRC assistance group is required to apply for and utilize any program, benefit or support system which BCDJFS identifies and determines may reduce or eliminate the presenting

need. BCDJFS personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the agency's attempt to locate and utilize community resources. Exploration of resources includes entities responsible for resolution of the emergent need (ex. homeowner/renter or vehicle insurance, landlord lease agreements).

FINANCIAL AND RESOURCE ELIGIBILITY DETERMINATION

The following financial and resource criteria shall be used, unless otherwise delineated in this plan, when determining PRC eligibility.

All income, earned and unearned (except as excluded pursuant OAC 5101: 1-24-20 and minor child full time student earnings) shall be considered in the following manner when received by any member of the PRC assistance group during the 30 day budget period:

1. Earned and unearned income (except as excluded pursuant OAC 5101: 1-24-20 and minor child full time student earnings) shall be net pay, minus verifiable deductions for child care and child support. Deductions that are at the discretion of the individual, including but not limited to union dues, credit union, YMCA memberships, etc., shall be considered countable income. All income shall be counted dollar for dollar.
2. Any liquid asset (ex. savings account or checking account) in excess of \$500 shall also be applied in determining the presenting emergent need.
3. The 30 day period begins 30 days prior to the date of application or 30 days following the application date. The income received during this period is used in computation of financial eligibility.

Income must be counted as noted above. Deductions in the preceding paragraph will be allowed from income. Written verification of income and deductions is required unless it is otherwise indicated in this plan. When written verification is not available, the BCDJFS will, when possible, obtain the information by phone. There must be clear documentation in the PRC assistance group's record concerning the name and position of the supplier of information, the date the verification was obtained and the amount of the verified income, and name of the individual who obtained the verification. When neither written or phone verification is possible, the applicant's written statement of income shall be accepted.

The amount of the PRC assistance group's income for purposes of determining eligibility shall be totaled and compared to the amount of the 200% federal poverty guidelines current on the date of application. If the total PRC assistance group's income is less than or equal to the 200% federal poverty guideline for the assistance group size, the PRC assistance group meets the income requirement. If the applicant's income exceeds the 200% federal poverty guideline for the assistance group size, the amount of the overage shall be applied to the emergent need.

OVERPAYMENTS/COLLECTIONS

Erroneous payments issued under the PRC program due to client or vendor error, misrepresentation, intentional program violation, fraud or agency error constitute overpayments. An assistance group that is discovered to have improperly received or disposed of PRC grants or services will be required to reimburse the Butler County Department of Job and Family Services the full cost of the benefit and may be subject to prosecution. PRC benefits and services may not be provided to a family that fraudulently receives assistance under the PRC program until a member of the assistance group repays the cost of the fraudulent assistance. Adult assistance group members shall carry this penalty with them if they move to another assistance group. Children shall not carry this penalty with them if they move to another assistance group. Overpayments will be referred to the Butler County Department of Job and Family Services Benefit Recovery Unit for collection per agency procedure.

PRC SERVICES

Prevention, Retention and Contingency services may be delivered through the following programs or combination of programs/contracts as the county deems appropriate:

PRC WORK RELATED ASSISTANCE

PRC for work related expenses is classified under Prevention Retention and Contingency. PRC for work related expenses is limited to the amount actually required to meet the presenting need, up to \$750 in a 12 month period. If PRC for work related expenses has been issued within the past 12 months and work related PRC is being requested again, the amount available will be the \$750 limit minus the work related PRC amount already issued in the past 12 months. Assistance groups who are approved for PRC for work related expenses are not eligible for PRC one-time non-recurrent short-term cash benefits or PRC for Family Preservation Program within that same 12 month period.

PRC for work related expenses is exempt from the thirty (30) day work and gross wage requirement. However, PRC for work related expenses shall be issued only to those individuals who have obtained employment which will render gross earnings equal to the state minimum wage times thirty (30) hours per week.

Work related expenses not to exceed \$750

- Personal expenses (ex. clothing and hygiene products);
- Work or education related goods and services (ex. tools, safety equipment, uniforms, work boots, and short-term training expenses)
- Transportation (ex. bus tickets, car payments, gas cards, minor car repairs, assistance to obtain a driver's license or automobile including payment for driver's education courses, the payment of license renewal fees and license plate fees, automobile insurance payments, loan payments, car pools and/or van pools, passes and tokens, taxi service, van shuttle service, subsidized bus routes and lease costs of an automobile).
- Car purchases under this \$750 work related expense provision have additional limitations. Vehicle purchases and down payments may be made under this provision at the agency's discretion. The

following considerations shall be made, but not always limited to, when a request is made for a vehicle purchase or vehicle down payment:

- Whether it is reasonably anticipated any ongoing monthly vehicle payments are within the PRC assistance group means and/or
- The assistance group has means to make repairs as estimated by the agency contractor vendor to make the vehicle safe and reliable and/or
- The purchase price and needed repairs as determined by the agency contractor vendor does not exceed the NADA Blue Book retail value.
- Work related expenses may include rent and/or utilities, but if issued under the \$750 cap of Retention, may not exceed \$500 for either item.

PRC funds shall not be used to pay fines, reinstatement fees, administrative fees, court imposed costs arising from conviction of a criminal offense.

Sales tax will not be covered for items purchased with PRC funds.

DISASTER RELIEF

Disaster relief services are provided in the form of cash payments or vouchers to resolve an emergent need. Disaster relief assistance is available to AG's who are residents of an affected area that has been declared a disaster either through the American Red Cross or the State of Ohio. To assure that there are adequate supplemental funds available to meet the immediate needs of disaster victims, BCDJFS may issue PRC assistance and services to meet the emergent need, up to \$750 per family dwelling, per declared disaster. Individuals may use self-declaration when reporting income for eligibility determination under disaster relief assistance. The work and gross wage requirement will be waived for those assistance groups applying for Disaster Relief. Disaster Relief shall neither count as usage toward one time short term cash PRC, Work Related Expense PRC nor FPP PRC. Disaster assistance groups may request multiple items (up to \$750 collectively) to resolve their emergent need but must request all needed items within the 30 day period of their application pendency. The application for Disaster Relief must be made within 30 days from the date of the disaster (unless approved by the CDJFS director or designee). Countable net income minus deductions for child care and child support shall be compared to 200% FPL. If the applicants countable income after deductions exceeds the 200% FPL for the AG size, the amount of the overage shall be applied to the emergent need. Any liquid asset, e.g. savings account in excess of \$500, shall also be applied in determine the presenting emergent need.

SOFT SERVICES

Net income shall be at or below 200% FPL for the below soft services. Receipt of soft services shall not count as usage toward PRC, Work Related Expense PRC nor FPP PRC as delineated in this plan.

- Vocational and Medical Disability Assessments
- Strengthening Families

- Help Me Grow Program
- Adult and Child mentoring programs
- School-based services
- Information and referral
- Pregnancy prevention services
- Life skills training programs (financial management, workforce preparation, home management)
- Community development, public awareness and outreach
- Case management
- Alcohol & drug linkage services
- Adult and Child Literacy Programs
- Employment & Training Services
- Wellness Program
- Kinship Navigator
- Youth Diversion Programs
- Workforce Development Services
- Teen Screen Mental Health Assessment
- Access to Better Care (ABC)
- Employment Success Program

SCHOOL READINESS ENRICHMENT PROGRAM/AFTER SCHOOL DEMONSTRATION PROGRAM:

These two school based programs may use the free and reduced lunch application and income guidelines not to exceed 200% FPL.

WIOA:

WIOA soft services shall be used to facilitate successful WIOA education completion. WIOA soft services shall be issued to PRC assistance groups inclusive of a WIOA education participant in good standing who is reasonably expected to successfully complete the WIOA education program. Receipt of WIOA soft services shall not count as usage toward PRC, Work Related Expense PRC nor FPP PRC as delineated in this plan.

FAMILY PRESERVATION PROGRAM/CHILD PROTECTIVE SERVICES (FPP)

PRC funds may be used to provide child protective services through the Family Preservation Program (FPP). The PRC program may be used to provide assistance to a family involved with the child protective system when the child protective services system does not have the resources to meet the emergent need and, left unattended, may lead to the removal of children from their home or to help a family so that the children may be safely returned to their family.

The family:

- Must demonstrate that they will be able to stabilize after receiving assistance,

- Should utilize family members as placement resources until the situation is resolved, and
- Must have a history of complying with child protective services, if applicable.
- The family must be at or below 200% of the FPL
- A specific application is used to determine eligibility. See Appendix B

This service meets:

TANF purpose 1: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives – or-

TANF purpose 2: To end the dependence of needy parents on government benefits by promoting job preparations, work and marriage.

FPP ELIGIBILITY DETERMINATION

- The PRC assistance group and specified caretaker is defined on page 2 of this plan.
- The income and resource budgeting methods are explained on page 6 of this plan.
- The work requirement and gross wage requirement is waived for FPP PRC

The capped PRC assistance benefits for child protective services under the FPP are as follows:

FPP SERVICES FOR THE CARETAKER

FPP services for the caretaker are limited to one (1) of the following items in a twelve (12) month period.

- Shelter (\$1000 maximum as explained on page 8 of this plan) or
- Utilities (\$1000 maximum as explained on page 8 of this plan) or
- Car repair (\$1500 maximum as explained on page 8 of this plan) or
- Car purchase (\$750 maximum as explained on page 9 of this plan).

Assistance groups who are approved for FPP services for the caretaker are not eligible for PRC one-time non-recurrent short-term cash benefits or PRC for work related expenses within that same 12 month period.

FPP SERVICES FOR THE CHILD

FPP services for the child are limited to \$750 in a twelve (12) month period for each child involved in the child protective system. FPP services under this provision which are rendered to the specified caretaker on behalf of the child will be considered a benefit to the child and included in the \$750 limit. This \$750 shall be considered a soft service and not be considered as usage when considering one time PRC assistance. If FPP services for the child have been issued within the past 12 months and FPP services for the child are being requested again, the amount available will be the \$750 limit minus the FPP amount already issued in the past 12 months.

FPP Services for the child may be issued in addition to one time FPP for the caretaker and without regard to prior issuance of PRC one-time non-recurrent short-term cash benefits and/or PRC for work related expenses.

Services provided through the FPP program may include, but are not limited to, the following:

- Services or activities designed to prevent or remedy abuse, neglect or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including the failure to be provided with adequate clothing, or furniture.
- Component services or activities that may include immediate investigation and intervention; developing a case plan initiation of legal action (if needed); counseling for the child and family; assessment/evaluation of family circumstances; arranging alternative living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.
- Case management, respite care, day treatment, diagnostic services, emergency caretakers, homemaker services, parent education, in-home services, transportation, domestic violence services, counseling, placement prevention family reunification, etc.
- PRC funds cannot be used for placement costs for residential, out of home, emergency shelter or substitute care services.

KINSHIP SUPPORT UNIT

These services provide information, referral and supportive services for relative caregivers, legal guardians or court-ordered legal custodians responsible for the day-to-day care of a minor child (not their biological child) residing with the caregiver. The Kinship Support Unit provides services such as identification of kinship caregivers, assessing needs, facilitating access to services through family's caseworker, facilitate referral and access to Butler County Kinship Navigator program and information and referral to appropriate providers (e.g., legal services, child care services, respite care services, training, support groups and financial assistance.)

Criteria for financial assistance:

- Case must be open
- Must meet the specific need of the child
- Must meet one of the following
 1. Child Placed in the home on a safety plan
 2. Caregiver holds temporary custody of child
 3. Caregiver hold legal custody of the child and are not eligible for KPI
- Caregiver must complete an application process which includes PRC Application, Appendix B.

Financial Assistance limits are set at \$1200.00 per child not to exceed \$3600.00 per family per year. It includes the following, Rent, Utilities, Furniture, Food and clothing.

This program meets:

TANF purpose 1: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives

TANF purpose 4: Encourage the formation and maintenance of two-parent families.

VERIFICATIONS

Some required verifications are common to PRC requests. However, other required verifications are unique to the PRC item being requested. Client statement shall be accepted only as noted in specific provisions of this plan and in instances where verification is not able to be obtained by the applicant or with the assistance of the CDJFS. The verifications listed below are those generally required but may not always be limited to these items due to the scope of coverage in the plan. Required verifications for Family Preservation Program/Child Protective Services Emergency Medical Benefits are explained in Appendix A.

Verifications required for most PRC hard services include the following:

- Income
- Birth Certificate
- Social Security Card
- Identity
- Child Care Cost
- Child Support Expenses
- Bank Account Balances

Additional required verifications may include, but are not limited to, the following:

- Cost of PRC Item
- Estimates from providers
- Red Cross/Disaster
- Verification from employer

For the duration of the COVID-19 emergency, verbal self-attestation and electronic signature may be used for eligibility.

KINSHIP CARE PROGRAM (KCP)

The Kinship Care Program 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.

KCP must meet 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".

Services provided under KCP include but are not limited to the following:

- Providing respite care for the kinship caregiver;
- Family support services and activities that enable kinship caregivers to provide and maintain a home for a child placed in their care;
- Costs and services related to employment, training, and job search and readiness focused around Child Care; and
- Any other kinship care service that is not mentioned above but is included in Butler County's PRC plan.

"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 "greatgreat-great";
 - (b) Siblings;
 - (c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand";
 - (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.

ELIGIBILITY for KCP

- (1) For the stabilization service, the assistance group shall include only a minor child residing with a kinship caregiver.

(2) For the caregiving service, the assistance group shall include at least a minor child residing with A kinship caregiver and the kinship caregiver.

(3) 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).

(4) The assistance group shall have gross income of 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 fluctuates 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.

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

The KCP is provided under two program categories, Stabilization and Caregiving Services.

A. STABILIZATION SERVICES

Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples of stabilization benefits include but are not limited to child care services not to exceed four months; or incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. purchases for basic needs such as but not limited to cribs/beds etc.).

- (1) For the stabilization service, the assistance group shall include only a minor child residing with a kinship caregiver.
- (2) Must be involved with the child protective system when the child protective system does not have the resources to meet the emergent need and, left unattended, may lead to the removal of children from their home, or to help a family so that the children may be safely returned to the family.
- (3) An application must be submitted by the kinship caregiver for each child.

- (4) Income of the child may not exceed 200% of the Federal Poverty Level
- (5) Household size included only the child in need (Assistance Group of 1)
- (6) Only Child's income is countable
- (7) Minor child as defined by 45 CFR 260.30:
 - 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 in the equivalent level of vocational or technical training)."

VERIFICATIONS

- Additional required verifications may include, but are not limited to, the following:
- Citizenship
- Identity
- Income
- Living Arrangement
- Relationship
- Residence
- School Attendance
- Social Security Number
- Verification from care taker or provider that care has been approved

B. CAREGIVING SERVICES

The benefits or services shall be 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.

- (1) For the caregiving service, the assistance group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver.
- (2) The minor child for who caregiving services are being provided shall be:
 - (a) Under age thirteen at the time of application and may remain eligible until they turn thirteen; or
 - (b) Be under age eighteen at the time of application if the child meets the definition of special

needs pursuant to of rule 5101:2-16-01 of the Administrative Code, and may remain eligible until they turn eighteen.

- (3) The kinship caregiver or other member 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).
- (4) The assistance group shall inform the county agency within ten 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.

APPROVAL/DENIAL OF APPLICATION

Once eligibility for PRC is established, the BCDJFS director or designee will authorize and generate payment for the cash assistance, goods and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the BCDJFS. All PRC payments made by the BCDJFS shall be made to the vendor or PRC AG, depending on the circumstances of the case. The BCDJFS shall ensure that its policies and procedures for the PRC program shall satisfy auditing requirements.

When an application for PRC is approved, the BCDJFS shall mail or otherwise deliver to the applicant and/or authorized representative the OOHS 4074, Notice of Approval of Your Application for Assistance. When it is determined that an application for PRC shall be denied, the BCDJFS shall mail or otherwise deliver the Butler County Letter of Denial, OOHS 7334. Individuals who are denied benefits will be eligible for hearing rights in accordance with BCDJFS policies and procedures.

Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

PRC Component Eligibility Requirements	Service Examples	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward 1 Time Use in 12 Months	Targeted Group	TANF Purpose
<p>Work Related Expense</p> <p>Must have obtained employment which will render gross earnings equivalent to state minimum wage x 30 hour</p> <p>Documentation from the employer will be required to verify necessary items such as tools, equipment, etc.</p>	<p>Work Related Expense</p> <ul style="list-style-type: none"> • Tools • Safety Equipment • Uniforms • Work Boots • Short Term Training • Other as approved by employment specialist • Child care (short term pending approval of Child Care benefit) 	<p>\$750</p> <p>In 12 months period starting with first work related PRC issuance</p>	<p>Income:</p> <p>Net income minus child care expense and child support payments < 200% FPL</p> <p>Resources:</p> <p>Liquid resource < \$500</p> <p>Co-Pay:</p> <p>Required if income or resource exceed limits.</p>	<p>\$750 total for services in 12 month period</p>	<p>Yes</p>	<p>Employed or newly hired individuals</p> <p>Unemployed individuals in receipt of OWF who have actively participated in their work activity and have obtained new employment and/or training opportunities.</p>	<p>1 and 2</p>
<p>Transportation Assistance</p> <p>Must have obtained employment which will render gross earnings equivalent to state minimum wage x 30 hour.</p> <p>Or: Must be actively participating in work</p>	<p>Transportation Assistance</p> <ul style="list-style-type: none"> • Bus passes • Gas cards • Assistance to obtain a driver's license • Car repair • Other as approved by employment specialist 	<p>\$750</p> <p>In 12 months period starting with first work related PRC issuance</p> <p>Or: Per transportation contract</p>	<p>Income:</p> <p>Net income minus child care expense and child support payments < 200% FPL</p> <p>Resources:</p> <p>Liquid resource < \$500</p> <p>Co-Pay:</p>	<p>\$750 total for services in 12 month period</p>	<p>Yes</p>	<p>Newly employed individuals</p> <p>OWF work required individuals</p> <p>Individuals participating in the Employment Success Program</p>	<p>1 and 2</p>

Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

<p>requirement to receive this benefit.</p> <p>Or: Actively participating in Employment Success Program services or other employment related activity as approved by employment specialist.</p> <p>For car repair, must verify vehicle ownership or verify that car is used for work purposes, have a valid Driver License, show proof of insurance.</p> <p>For gas cards and bus passes, maximum amount is \$100.00.</p>	<ul style="list-style-type: none"> Contract provider 		<p>Required if income or resource exceed limits.</p>				
<p>Disaster Relief</p> <p>Disaster must be declared by American Red Cross or by state of Ohio</p> <p>Application must be made within 30 days</p> <p>All items must be requested within 30 days of the application date</p>	<p>Items Needed as a direct result of a disaster</p> <ul style="list-style-type: none"> Items needed to meet immediate need 	<p>\$750</p> <p>Per household per declared disaster</p>	<p>Income:</p> <p>Net income minus child care expense & child support payments < 200% FPL</p> <p>Resources:</p> <p>Liquid resource < \$500</p> <p>Co-Pay:</p> <p>Required if income or resource exceed limits.</p>	<p>At time of declared disaster.</p>	<p>No</p>	<p>Victims of disaster as declared by American Red Cross, federal government, or state of Ohio.</p>	<p>1</p>

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Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

<p>COVID 19 crisis response</p> <p>Families who have a Butler County order to receive child support and who do not receive OWF, with at least 3 months of arrearage and where payments may be interrupted as a result of the COVID 19 crisis.</p> <p>Once funds are expended on families with arrearage, remaining funds will be expended to families with a Butler County child support order where payments are sporadic or interrupted as a result of the COVID 19 crisis.</p>	<p>Direct Payment for COVID-19 Response</p> <ul style="list-style-type: none"> One-time direct payment 	<p>\$500.00 Per household</p>	<p>Income: < 200% Federal Poverty Guidelines</p>	<p>During time of COVID-19 Pandemic</p>	<p>No</p>		<p>1 and 2</p>
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PRC Component Eligibility Requirements	Service Examples	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward 1 Time Use in 12 Months	Targeted Group	TANF Purpose
<p>PRC Soft Services</p> <ul style="list-style-type: none"> Vocational and Medical Disability Assessments Help Me Grow Mentoring Programs 	<p>Per Contract</p>	<p>Per Contract</p>	<p>Income: < 200% FPL</p>	<p>Per Contract</p>	<p>No</p>	<p>Individuals and families in need of community services.</p> <p>Non-custodial parents referred from CSEA or courts, for</p>	<p>1,2,3,4</p>

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Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

<ul style="list-style-type: none"> • School-Based Services • Information & Referral • Pregnancy Prevention Services • Life Skills Training • Community Development • Case Management • Alcohol & Drug Linkage Services • Literacy Programs • Employment & Training Services • Wellness Programs • Kinship Navigator • Youth Diversion Programs • Workforce Development Services • Teen Screen Mental Health Assessments • Access to Better Care (ABC) • Employment Success Program 						employment preparation services, for the purpose of child support compliance.	
PRC Component Eligibility Requirements	Service Example	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward 1 Time Use in 12 Months	Targeted Group	TANF Purpose
School-Based Programs Assistance identifying & accessing services to meet the child's or family's basic social, medical, or behavioral health needs, which enables	School-Based Programs <ul style="list-style-type: none"> • School Readiness Enrichment Program 	Per Contract	Income: < 200% FPL Or	Per Contract	No	Employed parents/caregivers	1 and 2

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Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

the parent(s) to maintain the home, to care for the child(ren) in the home, and/or to maintain employment or obtain higher paying employment.	<ul style="list-style-type: none"> After School Demonstration Program 		Families determined eligible for the school free or reduced price lunch program				
<p>WIOA Supportive Services</p> <p>WIOA Participants in good standing.</p>	<p>One item in the following 2 components:</p> <ol style="list-style-type: none"> Shelter or Utilities Car repair or Expenses related to training or employment 	<p>Shelter or Utilities \$1000</p> <p>Car Repair \$1500</p> <p>Related Expenses \$750</p>	WIOA Participant	During WIOA Participation	No	Enrolled in WIOA program	1 and 2

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Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

PRC Component Eligibility Requirements	Service	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward 1 Time Use in 12 Months	Targeted Group	TANF Purpose
<p><u>Family Preservation Program</u></p> <ol style="list-style-type: none"> FPP for Caretaker FPP For Child <p>Must be involved with the child protective system when the child protective system does not have the resources to meet the emergent need and, left unattended, may lead to the removal of children from their home, or to help a family so that the children may be safely returned to the family.</p> <ul style="list-style-type: none"> Demonstrate ability to stabilize Utilize family members as placement resource until situation is resolved Have history of compliance with child protective services 	<p><u>FPP for Caretaker</u></p> <p>One Item:</p> <ol style="list-style-type: none"> Shelter OR Utilities OR Car Repair OR Car Purchase <p><u>FPP for Child</u></p> <p>Services designed to prevent abuse, neglect, or exploitation.</p> <p>Assessment, investigation, intervention, counseling, case management, referral, respite care, emergency caretakers, homemaker services, parent education, domestic violence services, transportation, adequate clothing or furniture.</p> <p>PRC cannot be used for placement costs for residential, out of home, emergency shelter, or substitute care services.</p>	<p><u>FPP for Caretaker</u></p> <p>Shelter \$1000</p> <p>Utilities \$1000</p> <p>Car Repair \$1500</p> <p>Car Purchase \$750</p> <p><u>FPP for Child:</u> \$750 per child per 12 month period starting with the first issuance of the FPP for the child.</p>	<p><u>FPP for Caretaker</u></p> <p>Income: Net income minus child care expenses and child support payments < 200% FPL</p> <p>Resources: Liquid resources < \$500</p> <p>Co-Pay: Required if income or resources exceed limits.</p> <p><u>FPP for Child</u> < 200% FPL</p>	<p><u>FPP for Caretaker</u> Once in 12 month period</p> <p><u>FPP for Child:</u> \$750 per child per month period starting with the first issuance of FPP for the child.</p>	<p><u>FPP for Caretaker</u> Yes</p> <p><u>FPP for Child</u> No</p>	Families involved in Child Protective Services.	1 and 2

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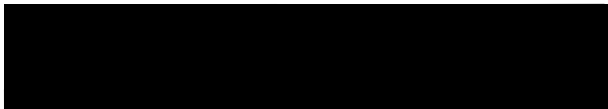
Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

PRC Component Eligibility Requirements	Service Examples	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward 1 Time Use in 12 Months	Targeted Group	TANF Purpose
<p>Kinship Support Unit</p> <p>Services designed to provide information referral and supportive services for relative caregivers, legal guardians or court-ordered legal custodians responsible for the day-to-day care of a minor child residing with the caregiver.</p>	<p>Kinship Support Unit</p> <ul style="list-style-type: none"> • Identification of kinship caregivers • Needs Assessment • Referral and access to Butler County Kinship Navigator program 	<p>\$1200.00 per child not to exceed \$3600.00 per family per year</p>	<p>Income < 200% FPG</p>	<p>Once per 12 Month Period</p>	<p>Yes</p>	<p>Kinship caregivers</p>	<p>1 and 4</p>
<p>Kinship Care Program</p> <p>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.</p> <p>2 Program Services- Stabilization and Caregiving</p> <p>(See page 11-15 of PRC plan for eligibility requirements)</p>	<p>Kinship Care Program</p> <p>Stabilization: Child care services and incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. purchases for basic needs such as but not limited to cribs/beds etc.)</p> <p>Caregiving: In or out-of- home child care in licensed or non-licensed facility/home, payments directly to caregiver or third party.</p>	<p>Per Funding Allocation</p>	<p>Income < 200% FPG</p> <p>Stabilization: Child income only</p> <p>Caregiving: AG includes household members</p>	<p>Not to exceed 4 months in Stabilization</p> <p>Not to exceed 4 months in Caregiving</p>	<p>No</p>	<p>Kinship caregivers involved in the child protection system</p> <p>Children in the care of kinship caregivers</p>	<p>1</p>

**BUTLER COUNTY
PREVENTION, RETENTION, AND CONTINGENCY (PRC) PLAN
OCTOBER 1, 2019 (AMENDED APRIL 2020)**

The Butler County Department of Job and Family Services agrees to implement the PRC program in accordance with this Plan. The plan is effective as of the date of the Director's signature.

Butler County Department of Job and Family Services



William C. Morrison, Executive Director



Date