

Clinton County Prevention, Retention and Contingency (PRC) Program

Effective October 01, 2016



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6100 Introduction Prevention, Retention, and Contingency Program

The Prevention, Retention, and Contingency (PRC) program is designed to support one or all of the four purposes of the TANF program as defined in federal law 42 U.S.C. 601. County PRC programs utilize TANF funding in ways to support these four (4) TANF purposes.

- Purpose #1: Provide assistance to needy families so that children may be cared for in their homes or in the homes of relatives.
- Purpose #2: End the dependency of needy parents on government benefits by promoting job preparation, work and marriage.
- Purpose #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.
- Purpose #4: To encourage the formation and maintenance of two-parent families.

In Clinton County, the PRC program is designed to assist Clinton County families with overcoming immediate barriers to achieving or maintaining self-sufficiency and eliminate the ongoing need for public cash assistance benefits. **For the program period of October 1, 2016 through September 30, 2017, the Clinton County PRC program will primarily focus on TANF Purpose #1 (above) with regards to families involved with the Child Protection Unit and other families as emergent needs are identified, as well as providing 'work supports' to employed families which supports TANF Purpose #2 (above).** PRC is not an entitlement program. Clinton County Job and Family Services (CCJFS) will inform individuals about other programs (i.e., Medicaid, SNAP, Child Care) that are available and capable of playing a role in sustaining the self-sufficiency of families. The fact that an ongoing Medicaid, OWF or DFA assistance group is active is not a relevant factor in the consideration of eligibility for the PRC Program. Clinton County reserves the right to suspend PRC enrollment at any time if it is determined that continuation of the program is not fiscally prudent. Clinton County reserves the right to add, change or suspend covered services as defined in Sections 6112 and 6113. Clinton County also provides the certification of eligibility

6101 Targeted Populations

This PRC program is designed to provide a variety of limited, short term or one-time support as described in Section 6112 and 6113 to the following targeted populations.

Low Income Job Seekers and Workers

- Parents in the PRC Assistance Group (AG)
- Youth under the age of 18 years or 19 years old, enrolled in high school and not graduated.
- Non-custodial parents with minor children living in Ohio, cooperating with the Child Support Enforcement Agency (CSEA), and enrolled in the STEPS UP (Support Through Employment Potential Skills Upgrade) program administered by OhioMeansJobs_Clinton County

Families and Children

- Families involved with the CCJFS Child Protection Unit
- Families with sufficient income to meet their basic needs, but unforeseen circumstances create a one-time emergent need

6102 Services With and Without Tangible Value to Customers

The PRC program can be utilized for two kinds of assistance.

6102.1 One-time &/or short-term assistance of tangible value to customers

This is not a cash payment or ongoing support like OWF (TANF) cash assistance.

This is not an entitlement payment. Assistance of this type will be considered on a case-by-case basis using eligibility factors described in sections 6100 through 6111, along with the case manager's assessment of whether the tangible service will assist the PRC assistance group with self-sufficiency.

This type of PRC assistance is tracked in the ODJFS Prevention, Retention, and Contingency tracking system.

6102.2 Services of no tangible value to customers

Service of no tangible value to customers may be provided on an ongoing basis.

Receipt of these services does not impact the PRC AGs eligibility for one-time &/or short term tangible benefits as defined in 6102.1.

These services are not tracked in CRISE (AEOEA).

6103 Benefits

PRC services are customized to meet the PRC AGs presenting need.

6103.1 Prevention – Under this category, the PRC applicant is recently employed or recently hired, but has not started a job yet. Services may be provided to prevent the PRC AG from reliance on or divert them from ongoing OWF cash assistance. PRC assistance under the 'prevention' category may assist them with self-sufficiency by helping with work supports or with a crisis that could otherwise jeopardize their self-sufficiency. Self-employment is not an allowable employment type for low income job seekers and workers to receive work supports. Services provided under the prevention category are outlined in Section 6112.

6103.2 Retention – Under this category, the PRC applicant is currently employed in a potential permanent employment situation. Potential long term employment is not seasonal employment or assignments made through a temporary agency. Self-employment is not an allowable employment type for low income job seekers and workers to receive work supports. Services may be provided to assist PRC AGs with retaining employment which enables the AG to achieve or maintain self-sufficiency. These services include helping with work supports or with a crisis that could otherwise jeopardize their self-sufficiency. Services provided under the 'retention' category are found in Section 6112.

6103.3 Contingency – Under this category, the PRC applicant has an emergent need, which if not satisfied threatens the safety, health or well-being of one or more PRC AG members. Neither food assistance nor medical services other than pre-pregnancy family planning can be covered by PRC. Services provided under the 'contingency' category are outlined in 6112.

6104 Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. An applicant must utilize all available income and resources in meeting the presenting need. This includes ongoing assistance programs such as OWF, DFA, SSI, SNAP, as well as Unemployment Compensation, Social Security, special energy programs, child support, and OhioMeansJobs. There is no PRC eligibility if the AG fails to make use of available income or resources that are in an amount sufficient to meet a portion of, or the entire amount of, the emergent need.

6105 Community Resources

PRC applicants are expected to make reasonable efforts to explore available community resources first to resolve their emergent need before pursuing PRC. If CCJFS is already aware that no resources exist in the community to assist a specific need, the agency may waive this requirement.

6106 Program Integrity

PRC applications are typically processed by a case manager and consideration is made on a case-by-case basis. A second level review and approval is required. When a supervisor is not available, the Director or designee review and signature is appropriate. The Director or designee is also required to sign PRC approvals.

6107 Application Packet

The CCJFS 9002 – PRC Application Packet is available upon request. Applicants may pick up the packet in the lobby or call to have a packet mailed to them. This packet includes the following forms.

CCJFS 6001–A PRC Application – Request for Assistance with an Emergent Need

CCJFS 6001- B PRC Application - Request for Assistance with Work Supports

Job and Family Services Program Overview Brochure

OhioMeansJobs_Clinton County Brochure

Voter Registration Form

Return Envelope

6108 Application Process

Individuals wanting to apply for PRC must complete and return one or both PRC applications.

- CCJFS 6001 – A Prevention, Retention and Contingency Program Application: Request for Assistance with an Emergent Need
- CCJFS 6001 – B Prevention, Retention and Contingency Program Application – Request for Assistance with Work Supports

6108.1 **Invalid Applications** - Any PRC applications received that are not signed and dated by the applicant or authorized representative are not valid applications. Invalid applications will be returned to the individual by mail. When a CRISE case is available, CLRC will be updated explaining an invalid PRC application was received and returned to the AG.

6108.2 **Assignment of Valid Applications** – When the agency receives a CCJFS 6000 - A or CCJFS 6001- B, it must be date stamped as received and assigned to a case manager for processing within 2 business days. PRC applications are generally requests to assist with time sensitive emergent needs or work supports.

6108.3 **Processing Timeframe** – PRC applications must be processed with a disposition within ten (10) business days of date received in agency.

- The ten day period does not include the date application was received, weekends or holidays where the agency is not open for business. When the tenth business day falls on a weekend or holiday, a disposition must be made the next working day. Occasionally, the PRC AG may request additional time to obtain information or original verifications necessary to process a PRC application. CLRC must be updated to include the AGs request for additional time and the additional amount of time agreed upon.
- Unless additional time is requested and noted in CLRC, a disposition must be made within ten business days.

6108.4 **Contact with PRC Applicant** – The case manager shall attempt phone contact with each PRC AG upon assignment of the PRC application, unless there is obvious evidence of ineligibility for PRC. Obvious evidence of ineligibility includes, but is not limited to households that do not meet the AG composition requirement, income reported exceeds the program standards or are not eligible based on PRC time frames. This discussion is critical for the case manager to collect information about the applicant's situation. The case manager will use the information from this discussion to review the eligibility criteria in sections 6100 through 6111 and make a case -by-case assessment of whether the tangible service will assist the PRC assistance group with self-sufficiency.

6108.5 **Written Notification of Approval or Denial** - All PRC applicants will receive a **CCJFS 6003 – Notice of Action Taken on Your Application for the Prevention, Retention and Contingency (PRC) Program.**

6108.6 **Tracking PRC Requests** – PRC applications, supporting documentation and notices must be filed in the ongoing case record. New applications will have case records created.

- CLRC will have detailed information about the PRC application.
- AEOEA will be completed for all PRC approvals.

6108.7 **Authorization Period** – The authorization period begins with the month the PRC is

approved (even if the PRC is approved on the last day of the month).

- For PRC benefits applied for using the CCJFS 6001 – A Request for Assistance with an Emergent Need, the authorization period is a four month period of time in which approved PRC AGs may request additional PRC assistance if they have not received the maximum amount of PRC available. PRC is not an entitlement program and requests for additional PRC assistance is not guaranteed.
- For PRC benefits applied for using the CCJFS 6001 – B Request for Assistance with Work Supports, there is no authorization period. A CCJFS 6001 –B must be completed for each benefit requested within the limitations outlined in section 6112.

6108.8 **Period of Ineligibility** – Once PRC is approved for an emergent need, and the four month authorization period has expired, the PRC AG is ineligible for PRC assistance for a twelve month period following the PRC approval date, unless they are requesting work supports.

6108.9 **Right to a State Hearing** - At the time of application, individuals will be informed in writing of their right to request a state hearing. The agency will provide a copy of the JFS 04059 – Explanation of State Hearing Procedures.

6109 Non-Financial Eligibility Criteria

There are several non-financial eligibility factors that must be met for PRC assistance to be approved.

6109.1 **PRC AG Composition**

- A PRC AG contains a minor child living with a parent, specified relative or legal guardian as defined by the OWF program in 5101:1-1-01; or the AG contains a pregnant woman (pregnancy verification required).
- Temporary absence is defined by the OWF program in 5101:1-3-04.

6109.2 **Ineligible AG Members** – Certain individuals are ineligible for PRC.

- Members of an AG with an outstanding unpaid OWF (benefits received after October 1996) or PRC fraud overpayment balance
- An unmarried parent less than 18 years old not living in an adult supervised setting
- Aliens not lawfully admitted for permanent residence
- Fugitive felons, parole and probation violators
- Individuals not cooperating with establishing paternity and securing child support
- Individuals who have fraudulently misrepresented their residence to obtain benefits in two or more states within the last ten years (from date of conviction)
- Adult or minor caretakers of children are ineligible for tangible PRC assistance if they have received it (as an adult or minor caretaker of an AG) in a four month period that began within the last 12 months

6109.2.1 **Treatment of income and resources of ineligible AG members**

Income and resources (in their entirety) of ineligible individuals are available to other AG members, but the ineligible individual will not be included in the need standard for the PRC AG. Ineligible individuals may not be the payee for PRC benefits of other AG members and if they are the only adult AG member, the PRC AG is not eligible.

- 6109.3 **Citizenship**
- Citizenship is defined by the OWF program.
- 6109.4 **Residency**
- PRC is available to Clinton County residents. Residency is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period of time.
 - Residence may be established if the AG is not receiving assistance in another county or state.
 - Clinton County residents who demonstrate moving out of county will be beneficial to making them self-sufficient, may receive PRC to pay for rent in another county.
- 6109.5 **Sanctioned Individuals**
- PRC is not available to assist with emergent needs caused by loss of benefits due to an OWF sanction.

6110 Income

The gross amount of the PRC AG's countable income is totaled and compared to the 150% of the Federal Poverty Guideline (FPG) amount for the PRC AG size. If the total PRC AG income is equal to or less than 150% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement. Self-employment is not an allowable employment type for low income job seekers and workers to receive work supports.

- 6110.1 **Income Received in 30 Day Period**
- Income which was received by any member of the PRC AG (including ineligible individuals) during the thirty-day period prior to the date of application (which excludes the actual date of application) is considered when determining financial need.
- 6110.2 **Total Income**
- The total gross income, both earned and unearned, of all the PRC AG members, must be counted with the exception of:
- Earned income of a dependent child;
 - Student financial aid not payable in cash to the student and retained by the educational institution to defray educational expenses, and
 - For self-employment situations, a standard 50% deduction is applied to the income and is the only deduction allowed;
 - Any other income deemed "exempt" by OAC rule.
- 6110.3 **Verification of Income**
- Written or verbal verification of income is required. For any verification which is obtained by phone, there must be clear documentation in CLRC which includes the following:
- name and position of the individual providing verification
 - date the verification was obtained
 - the amount of the verified income

6111 Reasons for PRC Denials

PRC may be denied when the AG does not meet any or all of the eligibility factors described in sections 6100 through 6111 and/or when the AG has a pattern of failing to use their own income and/or resources to meet their needs &/or quits employment without good cause. If the PRC assistance along with other resources is not enough to resolve the emergent need, PRC will be denied.

PRC may be denied if the PRC AG demonstrates a pattern of requesting PRC assistance for an emergent need in two or more years in a row. Dependency on PRC assistance does not lead to self-sufficiency.

PRC may be denied when the PRC AG is requesting assistance with utilities and does not have a payment history indicating the AG has made regular payments in two of the last four months. Payments made by third parties (HEAP, faith based organizations etc) do not count towards the AGs payment history or responsibility for making regular payments.

PRC may be denied when the PRC AG does not have regular, predictable income to cover monthly household expenses.

PRC for work supports may be denied when the AG demonstrates a pattern of short term employment where they begin and end one job after another.

6112 Tangible Amounts and Types of Assistance

PRC payments are limited to the amount actually required to meet the presenting need, up to the amounts listed below for each type of assistance received within the timeframes described in section 6107. Verification of amounts owed must be original bills or invoices.

The chart below outlines common reasons for PRC assistance. In the first three columns, an 'X' indicates which benefit category the service may be provided under as described in Section 6103 (P=Prevention, R=Retention, C= Contingency).

Note: Benefits received under P and R categories may be combined, but should not exceed \$750 in a rolling 12 month period.

The Prevention, Retention, and Contingency (PRC) program is designed to support one or all of the four purposes of the TANF program as defined in federal law 42 U.S.C. 601. County PRC programs utilize TANF funding in ways to support these four (4) TANF purposes. The chart below indicates the TANF purpose of each category.

- Purpose #1: Provide assistance to needy families so that children may be cared for in their homes or in the homes of relatives.
- Purpose #2: End the dependency of needy parents on government benefits by promoting job preparation, work and marriage.
- Purpose #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.
- Purpose #4: To encourage the formation and maintenance of two-parent families.

P	R	C	TANF Purpose	Type of Assistance	Maximum Amount
X	X		1,2	Work Clothing / Uniforms	\$300
X	X		1,2	Employment Related Equipment / Tools	\$300
X	X		1,2	Fuel Card for Employment Transportation For this benefit, part time hours are equal to or less than 27 hours weekly and full time hours are greater than 27 hours weekly. (only used with limitations)	Limited to six (6) weekly fuel card disbursements with proof of hours worked. Part time = \$30 Full time = \$50
X	X		1,2	Taxi Cab Transportation Provided by Local Transit For this benefit, part time hours are equal to or less than 27 hours weekly and full time hours are greater than 27 hours weekly.	Limited to six (6) weekly opportunities for taxi cab transportation not to exceed these amounts. Part time = \$30 Full time = \$50
P	R	C		Type of Assistance	Maximum Amount
X			1,2	New Employment Bonus for Full Time Employment <ul style="list-style-type: none"> This benefit is not available for work assignments made through temporary staffing agencies until the individual is hired by the placement company. Employment Bonus is available after verified completion of 4 weeks (30 days) of full-time employment. The CCJFS 6001-B must be received within 30 days of when the bonus is available. 	\$100 per new job. Cannot exceed more than 2 new jobs in a 12 month period.
X			1,2	Federally Funded Child Care Co-payments This benefit is for full and part-time employment. Payment of co-payments is available for the 30 day (4 week) period following the date employment begins.	Not to exceed 30 days (4 weeks) or \$300
	X		1,2	Employment Retention Bonus for Full Time Employment <ul style="list-style-type: none"> This benefit is not available for work assignments made through temporary staffing agencies until the individual is hired by the placement company. Employment Bonus is available after verified completion of 90 days (3 months) or 180 days (6 months) of full-time employment. The CCJFS 6001-B must be received within 30 days of after completion of the 90th day or 180th day of verified job retention. 	\$150 after 90 days \$300 after 180 days
X	X		1,2	Car Insurance <ul style="list-style-type: none"> Must verify vehicle ownership Must have valid Driver License 	\$300 Cannot exceed a quarterly payment (3 months)
	X		2	Testing fees to maintain current	\$300

				qualifications and certificates	
X	X	X	1	Rent / Mortgage <ul style="list-style-type: none"> • With Court Ordered Eviction (no legal or late fees) • Homeless-Living in a place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings • Uninhabitable residence determined by Health Dept • Excess bulk heating fuel costs per Section 6112.1 	\$300
X	X	X	1	Temporary Emergency Shelter <ul style="list-style-type: none"> • Homeless 	\$300
X	X	X	1	Utility Assistance for Bulk Fuel <ul style="list-style-type: none"> • Not available during HEAP season • Must have statement verifying amount of minimum delivery • AG must be responsible for this utility. Utilities must be under the name of the AG. The property owner cannot be responsible for the utility. 	\$300
X	X	X	1	Utility Assistance for Initial Services and Shut-offs <ul style="list-style-type: none"> • Gas, electric, water, sewer • AG must be responsible for this utility, specifically, the AG must have the utilities in his or her name. The utilities cannot be the responsibility of the property owner. 	Any that apply to the situation not to exceed \$300 <ul style="list-style-type: none"> • Amount needed to enroll into PIPP • One defaulted PIPP payment • For non-regulated utilities, the minimum amount needed to avoid disconnect or restore services minus reconnect fees or deposits

6112.1

HEAP – Home Energy Assistance Program

PRC cannot be used to pay for any utility service that includes a heating account during HEAP season (November 1, XX through March 31, XX) each year. Households that purchase bulk fuel (propane, fuel oil etc) for heating may find that the HEAP assistance payment is not enough to satisfy the delivery requirements of local bulk fuel providers. In this situation, CCJFS may provide assistance with a routine ongoing monthly household expense (rent, mortgage, water, sewer) without regard to shut-off

notifications, evictions or late payments. This will allow PRC AGs to add funds that would have been spent on ongoing monthly household expenses to the HEAP approved amount and satisfy delivery requirements of local bulk fuel providers.

6112.2

TANF Summer Employment Program for Youth

CCJFS will administer the TANF Summer Employment Program for Youth based on guidelines provided by ODJFS. This employment program is for income eligible youth. Income guideline is at or below 200% FPL for the needy family. As long as ODJFS is agreeable, Clinton County will include youth in the temporary or permanent custody of a Public Children Services Agency (PCSA) who are placed in licensed foster care settings that also meet age, student status and income guidelines. In the case of youth in a foster care or specified relative placement, CCJFS will exclude foster parent or specified relative income when determining eligibility for the TANF SYEP. Youth may participate and earn wages during the period of time determined by ODJFS. Eligibility to participate does not guarantee all youth will get an opportunity for employment. Opportunities for employment are limited to funding, employer participation, and previous opportunities for participation.

6112.3

Disaster Assistance

CCJFS may provide disaster assistance through this PRC program when the Governor of Ohio or the Ohio Department of Job and Family Services declares Clinton County as a disaster area and/or provides supplemental or additional disaster related PRC funds outside of Clinton County's current allocation.

Clinton County will conform to any mandated rules and regulations provided by ODJFS for disaster assistance. When no mandates are provided, Clinton County will follow the eligibility rules in the county PRC Plan. Expenditure limitations, unless limited by the State of Ohio or ODJFS, are limited to \$1500.00. Disaster payments are made independently from the traditional PRC program and do not affect the PRC AG's eligibility for non-disaster PRC benefits.

6113 Non-Tangible Types of Assistance

PRC Project funding may be used to assist non-custodial parents, non-OWF, and OWF individuals or families in providing certain non-monetary services. The receipt of non-tangible services will not count toward the family's eligibility limit for PRC assistance. Services approved under this category are listed below.

6113.1 Family Stability Services

The Child Protection Unit will provide services to families to:

- 1) Help alleviate a family crisis that could lead to the removal of children from their home
 - 2) Help a family so that the children can be safely returned to their family.
 - 3) Keep children safe in the least restrictive environment while reducing the inappropriate use of out-of-home care.
- The applicant family's income must be at or below 200% of the Federal Poverty Level and must meet all eligibility prerequisites noted in this plan. Services to

prevent and reduce the incidence of out-of-wedlock pregnancies and to encourage the formation and maintenance of two-parent households can be provided without regard to income or living arrangement.

- The **CCJFS 6004 - Child Protection Unit Services Application (PRC)** will be used and maintained in the Child Protection Unit Case Record. The child protection caseworker will determine eligibility and notify the applicant of their rights. A self-declaration of the requesting AGs income shall be accepted as verification. Sufficient records shall be maintained for auditing and reporting purposes.

By signing below, this certifies that the 2015 Clinton County PRC plan complies with Chapter 5108 of the Ohio Revised Code

Kathi Spirk, CCJFS Director

Date

Kerry R. Steed, Commissioner

Date

Patrick Haley, Commissioner

Date

Mike Curry, Commissioner

Date