

**COSHOCTON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC)
GUIDELINES**

Amendment – effective 08/24/2016

One of the key strategies in Ohio Works First is the prevention of dependency. Prevention, Retention, and Contingency (PRC) is a critical tool created for counties to encourage employment, self-sufficiency, and prevent people from sliding in and out of the work force and onto public assistance.

PRC service is not ongoing assistance. PRC services are categorized into hard and soft services. Hard services are defined as those of which the client makes application and are specific to his/her family needs and are:

1. Services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support; or
2. Short-term assistance which is limited to the amount actually required to meet the presenting need. The maximum allowed for an assistance group in a 12-month period is \$1500 with the exception of car repairs. The maximum allowed for car repairs is \$1000. Approval for each request is granted by a representative from CCDJFS. The maximum cumulative lifetime assistance is \$1500.

Soft services are those of which the agency provides to a targeted population. The agency identifies community needs through the assistance of various entities which include but are not limited to the Family Services Planning Committee, the Family and Children First Council, the Coshocton County Commissioners. These services must meet one or more of the four purposes of TANF:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.*
2. End 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.
4. Encourage the formation and maintenance of two-parent families.

* Note: individuals served in these two areas must meet income eligibility criteria.

PRC assistance will be authorized with the expectation that the PRC recipient will then be able to function without additional PRC help. Services are provided (contingent on funding availability) to an assistance group who have exhausted their own resources 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 retain employment and, thereby, to 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 to one or more of the PRC assistance group members. Upon receiving PRC assistance, the applicant will be required by CCDJFS to sign a contract and abide by the terms of that contract, which will include attendance at sessions (including but not limited to budget counseling) or other services or requirements that promote future self-sufficiency for the family.

RESTRICTIONS

Counties are required to follow the state and federal laws that are applicable to the PRC Program. PRC assistance is denied to an assistance group that fraudulently receives assistance from any CDJFS office or ODJFS under the PRC Program or the Ohio Works First Program until repayment is made (Section 5101.83, as found in Sub. H.B. 408).

ELIGIBILITY AND APPLICATION

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or a qualified alien. If the household contains an illegal alien, that individual will be excluded from eligibility but not the entire household. PRC assistance may be given to a group of individuals containing at least one legally dependent minor child or pregnant woman who is at or below 150% of the federal poverty guidelines at the time of application. Verification of total household income is required. Any adult or head of household having an overpayment will not be eligible for PRC benefits until an active repayment plan is in place. If agreed upon payments are not maintained, any subsequent PRC requests will be denied. Assistance will be made under one or more of the following circumstances, only:

- Applicant submits proof of employment. If the individual is hired pending transportation, he/she will be required to show proof of hire.
- Applicant submits proof of approval or receipt of current unemployment benefits
- Applicant is enrolled and attending full-time post-secondary training

In a two-parent household, both parents must be gainfully employed or currently attending agency sponsored training or employment-related services deemed appropriate by CCDJFS. The only exception to the requirement of both parents working is if the Assistance Group meets one of the agency approved Good Cause Criteria or if there are children in the home under the age of 6 and not in school. If that is the case, the adult applicant may be required to attend child development or child care training sessions and/or any other related activity.

An assistance group that contains an adult who has quit a job without good cause (per agency approved good cause criteria) or who has been terminated from a job for willful actions on their part, is ineligible for PRC for 60 days beginning with the date of the quit or termination.

In accordance with ORC §329.051, the CCDJFS will make a voter registration application available to persons applying for or participating in the PRC program.

Applicants will be required to sign a Release of Information to other providers, including the United Way Charity Tracker program, prior to being considered for individual assistance.

Good Cause Criteria:

1. The Assistance Group's adult or minor head-of-household has a serious physical or mental illness or condition which renders them incapacitated for employment. The incapacity must be verified by two physicians (CCDJFS has the right to select one of the physicians) and the individual is pending SSI/SSD for mental or physical.
2. The presence of the Assistance Group's adult or minor head-of-household is medically necessary to provide care of a disabled immediate family member living in the home. An immediate family member is defined as a mother; father, brother, sister, child, spouse, grandparent, grandchild, or legal guardian. The medical necessity of the individual's presence to provide care must be verified by a physician's statement and other arrangements for the disabled member's care is not available as verified by CCDJFS. CCDJFS reserves the right to secure and rely upon a second opinion from a medical provider of its choice.
3. The Assistance Group's adult or minor head of household is medically certified to be pregnant and in the third trimester of the pregnancy. If the individual is employed prior to the third trimester they will not be exempt.
4. The Assistance Group's adult or minor head-of-household is a victim of domestic violence within the past three (3) months as verified by a certified agency and this condition impacts the ability to be employed. The individual must be actively involved in or have successfully completed a treatment program.
5. The Assistance Group's adult or minor head-of-household loses his or her employment within the last three (3) months prior to expiration of eligibility due to a situation which causes the individual's employer to close. The individual must be ineligible for unemployment benefits due to limited length of employment.

6. The Assistance Group's adult or minor head-of-household is unable to work due to satisfactory progress in an approved residential chemical dependency rehabilitation program.

Outstanding sanctions including but not limited to Intentional Program Violations (IPV), must be reconciled prior to approval for PRC assistance.

A single non-custodial mother or father may qualify for PRC assistance providing they are paying support for a minor child. Those households containing an adult who previously received assistance under another Ohio county FEA or PRC program or another state's emergency assistance program within the past 12 months will be restricted from obtaining PRC assistance for non-employment related items until 12 months of time has transpired since the last authorization of PRC benefits. A minor child as described in ORC §5108.01 (B)(2) is an individual who "has not attained age nineteen and is a full-time student in a secondary school or in the equivalent level of vocation(al) or technical training."

The PRC assistance group members must complete the Prevention, Retention, and Contingency Program (PRC) application and CCDJFS household budget sheet to request PRC. A thirty (30) day budget period will be used to determine eligibility and begins 30 days prior to the date of each application and ends on the date of application. Income received in that last 30 days that has been terminated will not be counted if written notification is received from that source. Only earned income of a minor child who is attending up through a secondary school and any student loan/grants for any household member is excluded from the gross income determination. SSI income is excluded from the gross income determination along with earned income of a minor child who is attending school (through secondary school), any student loan/grants for any household member, and any child support back payments that are received. Applicants will be notified in writing of the decision on the application within thirty days of the receipt of the completed application and all necessary documentation (i.e. income verification, price quotes, etc.). Applications pending client documentation will be kept active for no more than (10) ten business days except when the applicant has requested assistance in obtaining the required documents. They also will be informed of their state hearing rights. ODHS 4074 and ODHS 7334 (attached) will be used for these purposes. Eligibility for services is determined within 30 days of receipt of the application and the applicant is informed of approval or denial in writing.

If a PRC assistance group does not utilize the entire \$1,500.00 in a twelve month period, the remaining amount does not roll over into the next twelve months. They will have to reapply and be found eligible for each request within that twelve month period.

EXPLORING PERSONAL AND COMMUNITY RESOURCES

We encourage applicants who have personal resources to utilize them prior to PRC funds. Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. Coshocton County Department of Job and Family Services provides social workers to work with every family requesting PRC services who will educate families about other community resources which can help to meet needs. Agency staff shall also make referrals to such community resources when appropriate. The purpose of our program is to assist families when they have exhausted their personal resources such as savings and checking accounts. If no payments have been made since the last PRC or any other community agency's payment on recurring monthly bills (such as rent and utilities), the applicant may not be eligible for further PRC payments on those recurring monthly bills.

AMOUNT AND TYPES OF INDIVIDUAL ASSISTANCE

1. ***Auto repair*** repairs must be made by a certified mechanic/garage and the allowable amount not to exceed a maximum of \$1,000.00 for as long as the assistance group owns the vehicle. Proof of a valid driver's license, car registration, title, and insurance is required with the application. A signed release of information for a background check may also be required. Vehicle must be titled to the individual applying for assistance, or available to their use through court order. If there is an alternate vehicle in the household that is available for use, then requests for repairs of another vehicle will be denied.
2. ***Transportation*** for the purpose of transportation to and from work or agency approved training when other assistance is not available or the individual is not eligible for other transportation assistance. Transportation assistance is only available until the individual receives his/her first full paycheck or in the case of agency-sponsored auto repair (#1 above), until the vehicle is repaired.
2. ***Non-custodial parent*** will qualify if visitation or employment would be effected, i.e.: utilities, auto repair.
3. ***Driver's license*** including driving school, reinstatement fees, or necessary costs to obtain a valid Ohio driver's license. Reinstatement fees will be covered if all conditions connected to reinstatement have been met by client. Exclusions will include reinstatement fees for any DUI convictions. Reinstatement fees will not be authorized for driver's licenses that have been appropriately revoked by the Child Support Enforcement Agency.
4. ***Automobile insurance*** state minimum (two months maximum premium paid) client

working or actively searching for employment or involved in a training or counseling program approved by CCDJFS. Vehicle must be titled to the individual applying for assistance, or available to their use through court order.

5. **Towing** (to be used in conjunction with item #1) by a certified garage of a disabled vehicle belonging to the PRC applicant, legal spouse, or available to their use through court order.
6. **Rent and/or deposit, or mortgage payment** – the approved applicant must be in the process of an eviction. A three-day notice is required for payment of the PRC funds. If a subsequent eviction occurs, a legal eviction notice will be required before PRC payments are made for rent. Or, the approved applicant must have a situation that includes threat of or pending foreclosure, homeless or improving the applicant's housing situation (i.e. decrease in rent, Section 8 eligible, safety or health reasons as approved by CCDJFS). Also, the individual applying must not move into the new residence until authorized by the CCDJFS representative. Payment will be authorized only if documented attempts for payment have been made for the last three consecutive months. A maximum of the last two months back rent can be paid. This would include payment of back Section 8 rent. Court-eviction rent will only be paid if the individual will continue to reside in that dwelling. Applicants must be able to prove that they can sustain the ongoing cost of the housing.
7. **Appliances** – stove and/or refrigerator. Prior to purchasing a new appliance, for repair of existing appliance, if any, needs to be explored with written estimate. If repair is determined appropriate by CCDJFS, this will supersede all new purchases. Appliances may be purchased used, but must be from a legitimate business providing a written invoice.
8. **Driving school fees** (other than DUI) can be included if by completing the course; the individual will be able to drive (i.e. All driving restrictions have been removed).
9. **Utility bills** (includes gas, electric, water, bulk oil) when other resources such as HEAP have been exhausted. Payment will be authorized only if documented payments have been made for the last three consecutive months. Payment may also be made for deposit on a new utility service. Payment of heating service is limited until after HEAP application (during HEAP availability) has been made. Shut-off notice is required. They will also be required to be on a budget payment plan with the utility. Payment of telephone bills will only be approved when the phone is required for the job, health and safety issues, or a legal issue.
10. **Repair or replacement of certain basic structures in the home** is allowed only when the home is owned by applicant. The requested repair or replacement must

be necessary because the condition of the home is causing such a serious threat to the family assistance group that the home is not a safe or healthy place to live. The possibility of any payment of the repair cost by a homeowner's insurance policy must be considered prior to the issuance of PRC and is limited to those affecting the basic structures of the home including a wall, roof, flooring, plumbing, water supply, electric, heating and water/sewage system.

11. Uniforms required for work or training for the adult head-of-household.

Purchases must be made within Coshocton County when possible and require a minimum of two written estimates on business invoice or letterhead or be on the CCDJFS preferred provider list. All invoices need to be in the name of the person applying for assistance. Automobile repairs also require a minimum of two written estimates unless the vehicle is totally disabled and towed to a certified garage and repaired at that location.

OTHER TYPES OF ASSISTANCE

Other types of TANF assistance through the PRC plan are available through the agency, contract or purchase of service with other entities as per the list below. Contracts for specific programs and services will identify enrollment and eligibility procedures and the requirements for documentation of eligible enrollees.

Unless otherwise specified, services provided under TANF Goals #1 (Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives) or #2 (End the dependence of needy parents on government benefits by promotion job preparation, work and marriage) will require documented proof of income at or below 200% of the Federal Poverty Guideline. Services under TANF Goal #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 Goal #4 (Encourage the formation and maintenance of two-parent families) may be provided without regard to income.

Service or Benefit Service	TANF Purpose	Economic Need Standard	Targeted Group
Budget counseling to assist families in attaining self-sufficiency.	1,2,4	200% of FPL Goals 1 & 2, without regard to income for Goal 4	All unemployed or underemployed adults
Low Income Housing Outreach Programs are designed to provide community-based services on-site to serve children, parents and the community at large. Activities are designed to increase success at school, boost self-esteem and independent living skills in children and adults, and enhance family relationships and parenting skills.	3	200% of FPL	Residents of Low-Income Housing complexes
Provide direct service to address the need for increased services to Coshocton County parents who are having difficulties with custody and visitation issues with an emphasis on encouraging fathers to play a greater role in their children's lives.	1, 4	200% of FPL	Non-custodial fathers and parents who are not raising their children together
Alternative education opportunities for children who are in danger of being suspended or expelled from school.	3	Without regard to income	K-12 Public School Students
School and community-based consultation and professional clinical counseling and case management services including assessment, diagnosis, and treatment.	1,2,3,4	200% of FPL for Goals 1 & 2, without regard to income for Goals 3 & 4	Individuals and families
Assessment, counseling, career planning and other clinical services.	1,2,3,4	200% of FPL for Goals 1 & 2, without regard to income for Goals 3 & 4	Individuals and families
Work experience program for TANF eligible participants. Participants are paid at least minimum wage for hourly work.	1, 2	200% of FPL	Eligible individuals with minor children in the home or non-custodial parents of minor children.
<p>Disaster Relief services. Upon declaration by the governor of Ohio, disaster relief services may be available to eligible residents of the county. Criteria for such services will be:</p> <ul style="list-style-type: none"> a. Must be adversely affected by the emergency condition, and b. Services will be in addition to other PRC benefits for which the client is eligible. 	1	200% of FPL	a. The assistance group must include, at a minimum, a pregnant woman or a minor child living with (except for a temporary absence) a parent,

Service or Benefit Service	TANF Purpose	Economic Need Standard	Targeted Group
<p>c. The program will be exempt from traditional PRC sanction and overpayment criteria. Upon certification of power outage, services of up to \$500 per eligible dwelling may include:</p> <ul style="list-style-type: none"> a. Food and supply replacement not to exceed \$200 (\$50 for the first person, \$25 for each additional member of the household) b. Home repair or maintenance if owner of the home c. Other issues as determined by JFS 			<p>legal guardian, legal custodian, or specified relative, and</p> <p>b. Must be a resident of Coshocton County</p>
<p>Disaster Relief services. Upon declaration by the President of the United States and direction of the Ohio Department of Job and Family Services, disaster relief services may be available to individuals who have relocated to Coshocton County due to a disaster.</p>	1	200% of FPL	Individuals and families
<p>Respite services for families to relieve family tensions and pressures.</p>	1	200% of FPL	Individuals and families
<p>Creative Options Committee services through the Family and Children First Council for the purpose of family stability and preservation.</p>	1	200% of FPL	Individuals and families
<p>Vocational and skills training to better equip participants to become employable or to enhance their current employment.</p>	2	200% of FPL	Individuals who lack employable skills
<p>Allocation to enhance county operated work and support programs targeting the two-parent OWF caseload to assist the agency in meeting the federally mandated two-parent participation rate requirement of 90%. Funding may be used for the purchase of work activity and support services that enable two-parent OWF AGs to successfully participate in federally allowable work activities, meet the work participation requirement, and move toward employment and self sufficiency</p>	2	100% of FPL	OWF two-parent families
<p>Child Support Expenses for the RMS costs of employment services including coordination of support services designed to increase the non-custodial parent's ability to pay child support</p>	2	200% FPL	Non-custodial parents
<p>Children Services Expenses in situations where a child is removed from the home and there is a reunification plan to return the child to the home within six months. Funds cannot be used for Foster Care respite and is intended for custodial parents. Services may include but not be limited to family preservation, respite care, kinship care, kinship navigator and community outreach activities. Costs may also include SSRMS expenses for staff costs while providing these services.</p>	1	200% FPL	Individuals and families
<p>Community-based programs to improve parent's abilities to keep their children safe and increase self-sufficiency success.</p>	1,2,3,4	Goals 1, 2 – 200% of FPL Goals 3, 4 – no income standard	Eligible parents and families
<p>Asset building skills development for youth who have not</p>	3	No income	In-school youth under the

Service or Benefit Service	TANF Purpose	Economic Need Standard	Targeted Group
graduated from high school.		standard	age of 18.
Collaboration with other local providers through data collection mechanisms.	1,2,3,4	Goals 1, 2 – 200% of FPL Goals 3, 4 – no income standard	Individuals and families
Kinship Assistance may be provided to offer an array of family stability services designed to strengthen the family unit, prevent removal of a child from his/her home, or to make reunification possible. Services include bedding, furniture (child-specific - beds and dressers), children's clothing, and /or appliances. Assistance will also be allowed for open cases where the child is being placed with an out of county kinship caregiver if the assistance meets criteria for prevention of removal/formal foster care or reunification with kinship.	1,4	Goal 1 – 200% of FPL, Goal 4 – no income standard	Kinship families
Foster Care Costs including per diems within the first six months of placement when a reunification plan exists.	1,4	Goal 1 – 200% of FPL, Goal 4 – no income standard	Children in the custody of the agency.
Comprehensive Case Management Employment Program (CCMEP) Section 305.190 of the Amended Substitute House Bill 64 of the 131st General Assembly, the state's biennial budget, created the Comprehensive Case Management Employment Program, to provide employment, training and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual's employment and training needs.	2	200% FPL	Required – 16 to 24 year olds receiving OWF (Ohio Works First) cash assistance. Required – Identified Child Support Obligor and Obligees through court order. Required – Identified Children Services participants as a part of a case plan to keep their children safe. Other volunteer participants for the service(s) who meet all eligibility requirements.

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