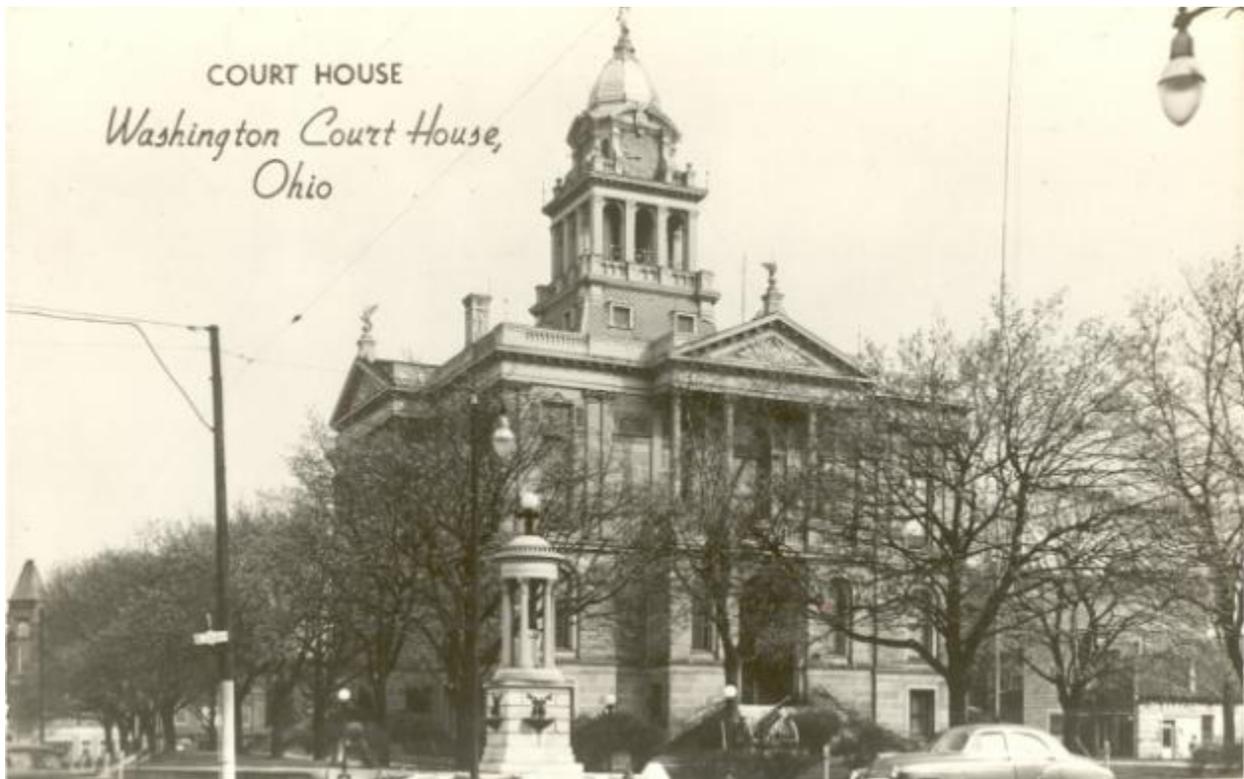


***Fayette County
Department of Job and Family Services***



***PRC Plan
Prevention, Retention and Contingency***

Fayette County Department of Job and Family Services Prevention, Retention and Contingency Plan

The Prevention, Retention and Contingency (PRC) program is designed to serve low income assistance groups. Through the Prevention/Retention portion of this program, the Fayette County Department of Job and Family Services (FCDJFS) will encourage families to attain, retain and/or enhance employment, prevent dependency and promote family stability by meeting their need through ongoing services and/or one-time only cash payments so that they do not need OWF cash assistance. However, applicants shall be informed of other program availability especially with regard to food stamps, Medicaid and child care.

Through the Contingency portion of this program, services may be provided to assistance groups with a presenting need which; if not satisfied, will threaten the safety, health, or well-being of one or more of the AG members.

PRC funds must be used to meet one of the four purposes of TANF (45 C.F.R. 260.20):

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;

Purpose 2 – To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage;

Purpose 3 – To 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,

Purpose 4 – To encourage the formation and maintenance of two-parent families.

A PRC assistance group is a household of individuals, containing at least one minor child or a pregnant individual, treated as a unit for the purpose of determining eligibility for the PRC program. Individuals within the assistance group do not have to be related. Non-Custodial parents may apply for PRC benefits to attain, retain and/or enhance employment that will enable them to provide court ordered support payments for their child. The non-custodial parent must be complying with CSEA and meet all other PRC Eligibility factors to be determined eligible for PRC. If the non-custodial parent is not complying with CSEA, s/he must demonstrate a willingness to cooperate with CSEA prior to the authorization of services. The PRC eligibility determiner will report all employment of non- custodial parents to CSEA.

APPLICATION PROCESS

PRC AG must complete the Prevention, Retention and Contingency Program (PRC) Application to request PRC Services. (Copy Attached) At the time of application, individuals will be informed in writing of their right to request a state hearing. All applicants will receive the JFS 04059, "Explanation of State Hearing Procedures."

Fayette County DJFS, in accordance with Section 329.051 Revised Code will provide voter registration applications to all persons applying for or participating in the PRC program.

ELIGIBILITY

- In order to receive PRC benefits and services a member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5506(d) of Public Law 105-33
- Eligibility for PRC will be determined on a case by case basis and is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services. The evaluation of the presenting need(s), whether or not the PRC program can address the need(s) and prevent recurrence will be determined by the FCDJFS.
- If, in the opinion of the eligibility determiner, the presenting need was created by the inability of the

applicant to manage funds the AG will be mandated to attend budgeting classes through the Fayette County Extension Agency. This service will be at the expense of the FCDJFS. Failure by the applicant to attend budgeting classes shall result in ineligibility for contingent needs for at least one year.

- **Budget Period:** FCDJFS will consider all income which was received during the 30 day budget period when determining financial need. The 30 day budget period is the 30 days prior to the date of application unless this period of time does not accurately reflect expected income. In this instance, income reasonably expected to be received during the 30 days following the date of application shall be utilized.
- **Income:** The FCDJFS requires verification of both earned and unearned income received within the 30 day budget period. All income which has been received by any member of the PRC AG during the 30 day budget period is considered when determining financial need. This includes all income which is normally exempt or disregarded when determining eligibility for OWF or DA.
Exclusions: receipt of foster care payments will not count toward the family's income eligibility for PRC assistance; receipt of part-time or full-time employment income of a high school student living in the home will not count toward the family's income eligibility for PRC assistance; Self Employment deductions that are allowed for OWF eligibility; Child support arrearage payments that were paid to the state of Ohio from 1997 through 2000, which are then distributed to a PRC applicant; Child support paid to a minor child(ren) outside the Ag's home and child care costs for children residing in the AG home. **No other exclusions apply.**

Proper verification of income includes:

- pay stubs
- signed statement from employer detailing gross wages
- statement from CSEA regarding child support paid and/or received
- current award letter specifying gross monthly benefit (social security, unemployment, VA, workers compensation...)

In some circumstances, Self-Declaration of income may be used if written verification is not available, the information will be obtained by phone and documented in the CRISE running record comments (CLRC). Documentation should include the name and position of the individual supplying the information, the date it was obtained, the amount of income, and who obtained the information.

Verification of additional information, other than income, may be required. Such verification includes, but not limited to, statement of amount due, shut off notices, eviction notices...

EMPLOYMENT

- The Ag meets the definition of employment if at least one adult member of the household is working an average of thirty (30) hours per week. If a member of the AG has received an offer of employment, the AG must provide verification of the hours to be worked and must demonstrate that the employment opportunity is expected to last a minimum of 30 days.

INELIGIBLE/EXCLUSION FOR PREVENTION, RETENTION AND CONTINGENCY

The following AG's are NOT eligible for PRC:

- Fugitive felons and probation/parole violators
- Individuals with any outstanding OWF Fraud overpayment balances and/or individuals with any overpayment balance which they are not in process of repaying
- Individuals ineligible due to a Intentional Program Violation (IPV)
- Individuals who are under sanction or have failed to cooperate with the work activities unit without good cause.
- An unmarried non-graduate parent under 18 years of age not attending high school or equivalent.
- A person found to have fraudulently misrepresented their residence in order to obtain

- assistance in two or more states is ineligible for ten years
- The AG who cannot reasonably show the financial ability to prevent the need from reoccurring in the future
- The Ag has quit a job within the past 60 days without good cause as determined by the eligibility worker.
- The amount of the CDJFS payment is insufficient to satisfy the presenting need

EXPLORING COMMUNITY RESOURCES

- A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be contacted for or otherwise utilized to help meet the need.

PREVENTION AND RETENTION SERVICES

Goals: To attain, retain and/or enhance employment; prevent removal of children at risk of placement; to achieve family reunification; to prevent reliance on and to divert families from ongoing cash assistance and promote self-sufficiency.

Eligibility for Prevention and Retention Services:

- Income at or below 200% of the federal poverty guidelines and at least one adult in the AG meets the definition of employment.

Maximum Benefit for Prevention and Retention Services:

- Not to exceed \$0.00 during a 24 month period. PRC payments are limited to the amount actually required to meet the presenting need. If the presenting need exceeds the maximum PRC payment, the AG must demonstrate their ability to pay the unmet portion of the presenting need prior to PRC being issued.

CONTINGENCY SERVICES

Goal: To provide services to assistance groups with a presenting need, which, if not satisfied will threaten the safety, health, or well-being of one or more of the AG members, to prevent removal of children at risk of placement; and to achieve family reunification.

Eligibility for Contingency Services:

- Income at or below 100% of the federal poverty guidelines

Maximum Benefit for Contingency Services:

PRC payments for a contingent need are limited to \$0.00 need in a 24 month period. If the presenting need exceeds the maximum PRC payment, the AG must demonstrate their ability to pay the unmet portion of the presenting need prior to PRC being issued.

SUPPORTIVE SERVICES

Eligibility for Supportive Services:

- Income at or below the 200% federal poverty guidelines unless otherwise stated.
- Self-Declaration of income may be used.

Maximum Benefit for Supportive Services:

- PRC supportive services have no direct monetary value to an individual family and do not involve implicit or explicit income support. Eligibility for supportive

services shall be redetermined every six months.

Fayette County's Supportive Services include:

Expanded Employment Transportation

- This program will be operated in conjunction with Fayette County Community Actions "Wheels to Work" program. The program will allow Wheels to Work to expand hours outside of their normal transportation operation.

TANF support services meet TANF Purpose 2: To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage

TANF SPECIAL PROJECTS

Funding for TANF Special projects are outside the PRC allocation and are limited to the availability of funds. Issuance of benefits to an AG under these Programs will not affect regular PRC benefits issued at a future date.

- **TANF Summer Subsidized Employment Program** - the Summer Youth Employment Program is designed to provide basic education and employability skills training to at risk youth. Those who participate will receive paid work experience and various academic enrichment activities. Summer youth employment will target youth ages 14 – 24
- **School Clothes and shoes Program** – The TANF school clothes and shoes program will allow school aged children in grades kindergarten through 12th, the ability to purchase new clothes and shoes for the upcoming school year. This program will be operated in conjunction with the Salvation Army – Fayette County Community Action Commission.
 - Eligibility will be based on 200% of the FPG. The program will run June 1 through Aug. 31.

TANF special projects meet TANF purpose 2: To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage;

Disaster Services for Fayette County Residents

Definition for Disaster Services- Disaster Services are contingent upon the Governor or ODJFS director declaring a disaster and/or provision of disaster funds in Fayette County. The assistance group will not receive disaster assistance for an item already provided by another agency, program or insurance benefit.

NOTE: Funds are limited. Services will be offered until funds are expended

AG Definition/eligibility for Services:

PRC: A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent living with an adult relative/guardian and all other members of the household. Pregnant women in their third trimester of pregnancy are also eligible for services.

Eligibility: at or below 200% FPG. Verification of income sources will be required.

Disqualifiers:

- Any members of the AG have outstanding OWF or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

GRF: For elderly and/or disabled residents of Fayette County without minor children

Individuals must be Age 55+ AND at or below 200% of poverty level

OR Recipient of a disability benefit (SSI, SS Disability, VA Disability, etc.) AND at or below 200% of poverty level

Disaster Service	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
<p>MAXIMUM amount available per service per household will be determined by FCJFS based upon the availability of disaster funding</p> <p><u>Emergency Shelter</u></p> <p><u>Rent/Security Deposits</u> – needed for necessary relocation due to disaster damage</p> <p><u>Transportation</u> assistance- due to loss of transportation caused by disaster</p> <p><u>Homeowners' Insurance Deductibles</u> –to offset repairs needed to the primary dwelling due to disaster damage (Requires proof of home ownership & residence)</p> <p><u>Tree/debris removal</u></p> <p><u>Alternative energy source-flash lights, batteries, fuel for generators, propane for cooking. (generators excluded)</u></p> <p><u>Ice</u></p> <p><u>Food replacement</u> <i>Note: Individuals/families receiving food assistance (food stamps)- PRC Funds can be used to reimburse the difference between loss of food minus the amount of their maximum food replacement amount not to exceed the maximum cap established for food assistance.</i></p>	<p>To provide financial assistance to low income families for specific damages caused by a declared disaster.</p> <p>Applicant must provide documentation to verify income eligibility. Self-declaration of disaster related loss will be accepted for individuals/families included in the declared disaster area.</p>	<p>Verification of income 30 days prior to the date of application (pay check stubs, verification of assistance or disability benefits, etc.). If records were lost or destroyed due to the disaster and cannot be verified from other sources, self-declaration of income based on the past 30 days will be accepted</p> <p>Assistance will only be provided for the services listed to help offset costs for direct damage caused by a declared disaster.</p> <p>Applicants must provide proof of Residence (rent stub, electric bill, gas bill, etc.) Household must have sustained disaster-related damage or loss to be eligible for services</p> <p>The assistance group will not receive disaster assistance for a service provided by another agency program or insurance benefit.</p> <p>Applicants will be required to provide the Department of Job & Family Services any records they can produce necessary to process the request for assistance.</p>	<p>To be established by FCJFS contingent upon the availability of funding</p> <p>Caps established are per household.</p> <p><i>Previous PRC expenditures are excluded</i></p>

A. Kinship Navigator Services- are designed to provide support and assistance to relatives, legal guardians or caregivers of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day to day care and well-being of a child(ren) on a long term basis.

Kinship Navigator Services 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.

AG definition for Kinship Navigator- A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate household members which includes the relative, legal guardian, or caregiver, spouses of the relative, legal guardian or caregiver, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG.

Eligibility: At or below 200% FPG.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- Any members of the AG have outstanding OWF or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

Kinship Navigator Services	Description	Eligibility at or below 200% FPG	Caps per rolling twelve (12) month period
information and referral comprehensive information and access to legal services comprehensive information and access to child care respite care training comprehensive information and access to financial assistance evaluation and reporting	Kinship Navigator services provide an opportunity for the Fayette County Job and Family Services to assist children and family members/care givers providing care for children who are unable to be cared for by their biological or step parents.	At least one child in the household must be a kinship care placement. Kinship services can be provided to relatives/caregivers who are responsible for the day to day care and well being of a child(ren) on a long term basis.	n/a

TANF Child Welfare

FAMILY PRESERVATION AND REUNIFICATION SERVICES/TANF CHILD WELFARE & JUVENILE DIVERSION FUNDS

The Fayette County Department of Job & Family Services may provide services to a child(ren) and his parent, guardian, or custodian as the agency determines necessary. The purpose of this PRC Service is to prevent the need to permanently remove a child(ren) from his or her home.

The Fayette County Department of Job and Family Services may provide the following preservation and reunification services to a child and his parent, guardian or custodian as the Agency determines necessary and subject to the availability of unencumbered funds.

Application for Child Welfare services may be made by an adult member, his designee or a Public Children Service Agency representative.

AG definition for TANF Child Welfare consists of a child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG.

TANF Child Welfare services 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.

Eligibility: At or below 200% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of child/children within the AG.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators
- **Any members of the AG have outstanding OWF or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services**

TANF Child Welfare Services	Description	Eligibility at or below 200% FPG self declaration-application	Caps per rolling twelve (12) month period
Child welfare services allowable under the TANF program include but not limited to: emergency housing services; domestic violence services; home-based services & mentoring programs; parent education and training; post adoption finalization services; respite care services; special services for alcohol and drug abusers; transportation services; voluntary or formalized court diversion activities & mediation; case management services; case management services	TANF Child Welfare services provide an opportunity for the Fayette County Job and Family Services, Children Services Division to provide services to assist in family reunification or to prevent children from being removed from the home. (See definitions of eligible TANF Child Welfare Services)	Child/ren may reside in the family home or the child has been out of the home <u>less than a total of six consecutive months</u> If the children are out of the home, the family must have a FCJFS reunification plan in place, and actively working toward reunification, as verified by the Children Services Social Worker Authorization of PRC services must contribute to the reunification process.	n/a

Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services. The following services are also allowable TANF Child Welfare Services under the Fayette County PRC Plan:

Emergency Housing

Providing case management or supportive services as it relates to emergency housing needs including: making referrals, arranging for, and planning for emergency housing needs and services.

Children Services Case Management

Case management services including; making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children.

Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to: meals, transportation, housing referral services, legal advocacy, children's counseling and support services and other services to victims of domestic violence and their dependents. Other eligible services include providing case management or supportive services including: making referrals, arranging for and planning for care or services, planning, supervising and assessing results of care as it relates to domestic violence services.

Home Based Services

Home Based Services are those services provided to families in their own homes or community which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs, examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, child care and transportation services, Home based services also include direct (face to face) education and counseling, referral and linkage to other community services and case management.

Parent Education Services

Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case management, making referrals to, arranging for services, planning, supervising, and assessing results of Parent Education services.

Respite Care Services

Eligible services include case management, making referrals to, arranging for services, planning, supervising, and assessing results of respite care activities and the provision of respite care. Respite care services are services designed to provide temporary relief of child-caring functions which may include, but are not limited to, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child placed in a foster home or with a relative as well as for a child in his own home.

Special Services for Alcohol and Drug Abusers

Services to provide a rehabilitation program for alcohol and drug dependent persons.

Service activities include:

- Work with the individual, family members, and appropriate social service agencies to develop and carry out an individual rehabilitation plan.
- Providing or arranging for individual, family and group counseling.
- Services to assist the individual to recognize the danger of continued substance abuse.
- Case management services including; making referrals to, arranging for rehabilitation services, planning, supervising, and assessing results of services provided to alcohol and drug abusers.

Transportation Services

Transportation Services include arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision of escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and monitoring visits.

Assistance Group Definition for Family Preservation and Reunification Services/TANF Child Welfare & Juvenile Diversion Funds: Hard Services Maximum payable \$1,000.00 in 12 month period.

A child removed from the home of his parents and placed in a substitute care setting shall constitute a PRC Assistance Group of one for the purposes of this service. There must be a current Children Services case plan for this child.

Assistance Groups where minor children are residing with their parents can apply for Family Preservation and Reunification/TANF Child Welfare & Juvenile Diversion PRC Services. In such cases, all household members residing in the household shall be treated as one-assistance group. The PRC Assistance Group shall contain at least one minor child. There must be a current Children Services case plan.

Kinship & Child Welfare Hard Service	Description	Eligibility
rent (excludes late fees)	to prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, or employment related out of county relocation	at or below 200%FPG Rent is limited to a maximum of 4 consecutive months.
mortgage	to prevent foreclosure Mortgage assistance is limited to a maximum of 4 consecutive months.	deed and mortgage to be in applicants name, and must be the primary residence of the AG
security deposit	for necessary relocation, to alleviate an overcrowded situation (out of county relocation must be employment related)	unsubsidized and subsidized housing
utilities/deposits for utilities	gas/heating fuel cooking fuel electric water sewage basic telephone service	if the HEAP eligible applicant is requesting assistance with a heating or utility payment, the applicant should be referred to LEADS Community Action Agency during HEAP Season prior to accessing services through the PRC program
automobile insurance	To pay for insurance coverage required to operate vehicle for employment, training or health related transportation.	the vehicle must be owned or leased by the applicant Not to exceed 4 consecutive months
license plate & vehicle registration fees	To cover costs associated with vehicle registration for employment, training or health related transportation.	the vehicle must be owned or leased by the applicant Applicant must have valid drivers license and vehicle insurance

Kinship & Child Welfare HARD Service	Description	Eligibility at or below 200%FPG
work tools/equipment	tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources	Applicant must obtain two (2) price bids for such tools/equipment, if higher bid requested, reason must be documented. Excludes firearms
short-term payment of auto loan or lease	To keep auto from being repossessed. Auto needed for employment, training or health related transportation.	the vehicle must be owned or leased by the applicant Maximum not to exceed 4 consecutive months Applicant must have valid drivers license and vehicle insurance
short term training	short term training includes: pre-employment skills training, educational training, non-degreed or certification programs	
Household Items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens or any other necessary household item	
Family building activities	Activities such as YMCA memberships, or other activities that would encourage positive interactions with family members	
Youth educational and socialization activities	Activities that encourage education and community participation	

Pregnant women are eligible for PRC Assistance. Verification of pregnancy must be obtained from a physician or other licensed medical practitioner.

A child (ren) temporarily absent from their home for up to six months in accordance with the time periods in ORC 5107.10 are eligible for the PRC program. A temporary absence from the home is an absence that is expected to be no longer than six months in duration, the children services' case plan must specify that the intent is for the child to return to the home of his/her parents, specified, legal guardian, or legal

