



**PREVENTION, RETENTION &
CONTINGENCY PLAN**

**Fulton County
Job and Family Services**

Effective Date: October 1, 2015
Revision Date(s): September 10, 2012
September 12, 2013
October 1, 2014
September 24, 2015

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low income employed individuals who have an emergent need and require essential supports to move out of poverty and become self-sufficient. Services are defined as the following:

- **Prevention Services:**
Exist to divert families from ongoing cash assistance by providing short term non-assistance.
- **Retention Services:**
Provided to assist an employed member of the family in maintaining employment.
- **Contingency Services:**
Contingency services are nonrecurring, short term, crisis-oriented benefits provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

The above services correspond directly to one or more of the four purposes of the Temporary Assistance for Needy Families (TANF) Program.

The four purposes of TANF are:

- **Purpose #1** - Provide assistance to needy families so that children can be cared for in their own homes or in homes of relatives.
- **Purpose #2** - End the dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.
- **Purpose #3** - Prevent and reduce the incidence of out of wedlock pregnancies and establish numerical goals for preventing and reducing the incidence of these pregnancies.
- **Purpose #4** - Encourage the formation and maintenance of two parent families.

Eligibility and Application

In order for the assistance group to receive PRC benefits to meet TANF Goals 1 & 2, the Assistance Group (AG) must demonstrate and verify the need for financial assistance and/or services. In order for eligibility to be determined, the income of the AG must be equal to or less than the economic need standard established for the benefits and services requested. The economic need standards are based upon federal poverty guideline measures that are updated annually.

TANF Purpose #3 and 4 are available without regard to economic need. The applicant must be a citizen of the United States or a qualified alien as defined in Section 5101:1-2-30 of the Ohio Administrative Code, a Fulton County resident (or otherwise noted below) and be part of the AG which includes:

- A minor child who resides with a parent, caretaker, relative, legal guardian, or legal custodians (ORC 5107) approved by Children Services; or,
- A pregnant individual in her 3rd trimester with no other children (a single pregnant woman with no individuals in the assistance group is AG of two); or,
- A non-custodial parent who lives in the county whose child resides in Ohio. Either the child or the non-custodial parent must live in Fulton County; or
- A child may be considered in the home if temporarily absent from the home and the absence meets the requirements of OAC 5101:1-3-04 as verified by Children Services; or,
- Children in the custody of Fulton County Job & Family Services (FCJFS) placed in foster care (would equal an assistance group of one).

Eligibility guidelines are based on the availability of funds that are subject to change without prior notice.

For Hard services the AG must consist of at least one adult and one child that meet the definition of citizen of the United States or qualified alien. Soft services require at least one child that meets the definition of citizen of the United States or qualified alien.

Everyone in household applying for PRC must be listed on the PRC application. Each person applying for PRC must provide FCJFS their social security number, or apply for a social security number, along with each member of the Assistance Group.

Assistance Group liquid resources must be less than \$500.00

Applicants who are ineligible for PRC are:

- Fugitive felons and probation and parole violators.
- Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance, including LEAP, (CSEA non-compliance is excluded) are ineligible for Contingency Services only.
- An applicant who refuses to use available resources or excess income to help meet their need.
- An applicant or AG member who is not cooperating with Children Services.
- Assistance group members who quit jobs within 30 days of application, without good cause will not be eligible for PRC programs with the exception of PRC soft services or cases involving child welfare.
- Any individual with an outstanding Child Support arrearage or overpayment must have a signed repayment or payment agreement in place.
- Individuals with an outstanding Intentional Program Violation (IPV) in OWF, PRC, Food Assistance or DayCare are ineligible unless a signed repayment or payment agreement is in place. If a non-fraudulent overpayment in any program is owed to the agency, a repayment agreement must be established. Overpayments older than six months must have a repayment agreement established and an established history of complying with the agreement before issuing any PRC services.
- A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten (10) years.
- Those assistance groups currently under a third tier sanction are not eligible for any PRC, other than the Children Service's (in regards to child safety) such as Lice Eradication, Kinship Services, Family Preservation, etc. of the PRC Plan.

Applicants must complete an appropriate FCJFS application to request PRC. FCJFS reserves the right to determine the appropriate application forms for each service. Applicants will be provided the Explanation of State Hearing Procedures, by providing a copy of the JFS 04059.

The total gross income, earned and unearned of all members of the AG shall be counted except for gross earnings of a minor child as defined in OAC 5101:1-23-20(c)(1). All income, which is received or expected to be received during the thirty (30) day budget period, is considered when determining financial need. The 30-day period begins 30 days prior to the date of application and ends on the application date, unless this period of time does not accurately reflect the expected income. In this instance, income projected to be received 30 days following the date of application may be utilized.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent will occur when determining countable income. A signed applicant/recipient authorization for release of information will be obtained from the applicant for an inquiry.

The following types of income are **excluded** as income and resources in determining financial eligibility for PRC benefits and services.

- Child support payment distributions made by the Ohio Department of Job and Family Services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.
- All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.
- Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act, states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.
- Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the Veteran's Administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975.

Approval or Denial

Approval or denial shall be determined within three business days after receipt of all verifications needed to determine eligibility. The ODHS 4074 Notice of Approval of Your Application for Assistance shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODHS 7334, Notice of Denial of Your Application for Assistance, shall be mailed or otherwise delivered.

Families participating in the PRC Program who request contingency assistance for payment of rent or utilities more than on one occasion may be referred by FCJFS to attend credit counseling, household budgeting classes, or another type of service deemed to assist.

FCJFS reserves the right to deny PRC services to any applicant who has demonstrated a pattern of PRC actual or attempted misuse or abuse. FCJFS reserves the right to terminate PRC services to any individual that does not follow the program's policies and procedures and appropriately participate in that program.

Community Resources

A list of community resources is readily available and will be distributed to each PRC applicant prior to the authorization of PRC. This will allow the applicant to explore other options. A PRC assistance group may apply for and use any program, benefit or support system which may reduce or eliminate a presenting need.

Eligibility will be carefully evaluated on a case by case basis. The evaluation of the presenting need and whether or not the PRC Program can address the need(s) and prevent recurrence will be the determining factor along with verifications that the applicant must provide.

Once eligibility for PRC is established, authorization shall occur and a payment for the Benefits or services will be generated. Authorization may occur at any time during a

period beginning on the date that PRC is approved. Hard Services: As long as payment is authorized within 30 days, actual payment may be made to vendors or the PRC assistance group (AG) according to the procedures in place. Soft Services: Approved application expires after 12 months from date of approval.

Overpayments

If a person intentionally gives false information in qualifying for PRC, the entire amount of PRC issued is an overpayment and there will be no monetary (hard) services available to the AG until the overpayment is repaid. Additionally, the AG will be disqualified from receiving PRC (hard) services for 12 months as a penalty of committing an Intentional Program Violation. Repayment will be determined as specified by the Fulton County JFS Fraud Plan.

Plan Approval

The Fulton County Job & Family Services agrees to implement the PRC plan as written. The county reserves the right to amend its plan at any time. Written verification will be submitted with any and all further PRC plan amendments. A copy of the plan and any amendments will be available at the agency for public inspection.

Reviewed and Approved:

[Redacted Signature]

Date

This is to certify that the Fulton County Job & Family Services PRC plan was reviewed and approved by the Fulton County Family Services Planning Council/ Advisory Board at its meeting on September 24, 2014.

[Redacted Signature]

Date

In accordance with ORC Section 5108.7, the Fulton County Board of Commissioners affirms that the Fulton County Job & Family Services has complied with ORC Chapter 5108 in adopting this statement of policies.

[Redacted Signature]

Date

Fulton County Board of Commissioners

Commissioner Paul Barnaby, Vice President
Fulton County Board of Commissioners

Date

[Redacted Signature]

Date

Fulton County Board of Commissioners

RESOLUTION 2015-1056

In the Matter of Resolution to Approve Amendment to) Office of County Commissioners
Prevention, Retention, and Contingency Plan for the) Fulton County, Ohio
Department of Job and Family Services) December 29, 2015

The Board of County Commissioners of Fulton County, Ohio met in regular session pursuant to notice, on December 29, 2015, at 152 South Fulton Street, Wauseon, Ohio, with the following members present:

Bill Rufenacht
Paul Barnaby
Jeff Rupp

Commissioner [REDACTED] moved for the adoption of the following resolution:

WHEREAS; on September 1, 2011, the Fulton County Board of Commissioners adopted a Prevention, Retention and Contingency (PRC) Plan on behalf of the Department of Job and Family Services and therein amended said plan on January 20, 2015 for the fourth time; and

WHEREAS, the Director of the Department of Job and Family Services has submitted a request to amend said plan to eliminate the Pack to School Program, increase the ROX Program to include male adolescents, and to add the Community of Health Assessment to the Pregnancy Prevention Service offered by the Fulton County Health Department;

THEREFORE, BE IT RESOLVED, that after review and due consideration, the Fulton County Board of Commissioners hereby approve Amendment A, as attached hereto and incorporated herein; and

BE IT FURTHER RESOLVED, that it is found and determined that all formal actions of this Board of County Commissioners, County of Fulton, State of Ohio concerning the adoption of this resolution were adopted in an open meeting of this Board of County Commissioners, and that all deliberations of this Board of County Commissioners and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Commissioner [REDACTED] seconded the resolution and upon calling the roll, the following vote was taken:

Voting Nay thereon:	Abstain:
_____ Bill Rufenacht	_____ Bill Rufenacht
_____ Paul Barnaby	_____ Paul Barnaby
_____ Jeff Rupp	_____ Jeff Rupp

**BOARD OF COUNTY COMMISSIONERS
FULTON COUNTY, OHIO**

Attest

Prevention Retention Matrix

Effective January 20, 2016

Soft Services: Approved application expires 12 months after the approval date. Exempt from \$1,000 annual limit.
Hard Services: Approved application expires 30 days after the approval date. Limited to \$1000 annually.
Employed Individuals: Work 20 hours per week or equal to the minimum wage at 20 hours per week.
Non-Custodial Parents: Either the children or the non-custodial parent must reside in Fulton County. Child may be included in both the custodial and non-custodial family.

PREVENTION/RETENTION SERVICES		PRC	CAP	ELIGIBILITY	TARGETED GROUP	APPLICATION
JOB RELATED SERVICES: Provides incidental job related expenses necessary to obtain and maintain employment.						
HARD SERVICES: Special clothing, uniforms, work shoes, safety glasses, etc.	#2	Limited to \$1,000 annually with all combined PRC services.	Below or at 200% of FPL. Must provide verification of a current job or a job guarantee.	Employed individuals or unemployed with a job guarantee and also available to non-custodial parents.	Must check income eligibility. Modified JFS 3800	
SOFT SERVICES: Transportation services such as cab services which do not include direct payments, gas cards or vouchers.	#2	Soft services exempt from the \$1,000 limit.	Below or at 200% of FPL. Must provide verification of a current job or a job guarantee.	Employed individuals or unemployed with a job guarantee and also available to non-custodial parents.	Must check income eligibility. Modified JFS 3800	
JOB RETENTION PROGRAM (Quadco): Promotes maintaining employment by removing barriers.						
SOFT SERVICES: Job coaching, vocational assessment, etc.	#2	Soft services exempt from the \$1,000 limit.	Below or at 200% of FPL	Unemployed or under-employed individuals and also available to non-custodial parents.	Must check income eligibility. Modified JFS 3800	
WORKFORCE RE-ENTRY PROGRAM "Beyond the Offence": Works to end the reliance on public assistance and promotes self-sufficiency.						
SOFT SERVICES: Employment-related expenses; financial management services; job related services (search, placement, education and training); transportation for unemployed or under-employed individuals as a non-recurring, short-term benefit only; counseling (parenting classes, mediation services, pre-marriage and marriage counselling, fatherhood initiatives, anger management); and resource referral.	#4	Soft Services Exempt from the \$1,000 limit.	Below or at 200% of FPL	Unemployed or under-employed individuals and non-custodial parents who are felons. Any individual with an outstanding CSEA arrearage/overpayment must have a payment agreement to be eligible.	Modified JFS 3800	
HARD SERVICES: Child care if not publicly funded (pay co-payment); Emergency Housing (non-recurrent, short term, not to exceed four months per incidence); reinstatement fees; fees to obtain social security cards, drivers license, and state identification card.	#2	Limited to \$1,000 annually with all combined PRC services.	Below or at 200% of FPL	Unemployed or under-employed individuals and non-custodial parents who are felons. Any individual with an outstanding CSEA arrearage/overpayment must have a payment agreement to be eligible.	Must verify income eligibility. Modified JFS 3800	

Prevention Retention Matrix

Effective January 20, 2016

PREVENTION/RETENTION SERVICES	PRC PURPOSE	CAP	ELIGIBILITY	TARGETED GROUP	APPLICATION
GAS CARD (Speedway): Assists under-employed to retain employment by removing barriers to employment					
HARD SERVICES: \$100 gas card - 2 cards per calendar year	#2	This service limited to \$200 annually (\$100 twice a calendar year) and is exempt from the \$1,000 annual limit on hard services.	Below or at 250% of FPL. Must provide verification of a current job.	Employed individuals or unemployed with a job guarantee and also available to non-custodial parents.	Must check income eligibility. Modified JFS 3800
VEHICLE REPAIR PROGRAM: Assures an assistance group member will not lose a job or be unable to start a job because their vehicle needs repaired					
HARD SERVICES: Car Repairs with car title and insurance in applicant's name. Three quotes required by a third party established business. Lowest bid accepted unless there are extenuating circumstances. If the vehicle is towed or otherwise inoperable or unsafe, one estimate is required, but three estimates are preferred and may be requested by FCJFS. Mechanic must pre-qualify the vehicle will be road-worthy after repairs but prior to the repairs being made.	#2	\$1,000 limit within a 12 month period.	Below or at 250% of FPL	Employed individuals and also available to non-custodial parents.	Must check income eligibility. Modified JFS 3800
LICE ERADICATION PROGRAM (Fulton County Health Dept): Used to protect children, prevent infestation and preserve families so children can be cared for in their homes					
SOFT SERVICES: Education, assessment, and non-medical treatment.	#1	Soft services exempt from the \$1,000 limit.	Below or at 200% of FPL	Unemployed or under-employed individuals and also available to non-custodial parents and sanctioned families.	Must check income eligibility. Modified JFS 3800
PREGNANCY PREVENTION (Fulton County Health Dept): Prevents and reduces the number of teen and out-of-wedlock pregnancies and encourages two parent family structure.					
SOFT SERVICES: "Baby Think it Over", "Ruling Our Own Experiences" (ROX) programs and the Community Health Assessment administered through the school system by the Health Department.	#3 & #4	None	As a prevention measure, this program is administered through all Fulton County Public School Health Programs.	All Fulton County School Health Programs	None
PARENTING CLASSES (Fulton County Health Dept): Prevents a child from being removed or to promote reunification or a child(ren) to or from his or her home.					
SOFT SERVICES: Parenting classes for two different age groups offered at varying times. "1, 2, 3, 4 Parents!" reaches parents with children from 1 to 4 years of age. "Active Parenting Now in 3" targets parents with children ages 5 to 12 years.	#4	Soft services exempt from the \$1,000 limit.	Below or at 200% of FPL	Child Welfare Cases. Available to sanctioned families.	Modified JFS 3800 for Child Welfare with self-declaration

Prevention Retention Matrix

Effective January 20, 2016

PREVENTION/RETENTION SERVICES	PRC PURPOSE	CAP	ELIGIBILITY	TARGETED GROUP	APPLICATION
FAMILY PRESERVATION & REUNIFICATION/KINSHIP SERVICES: Provides services used to protect children; prevent neglect and/or abuse of children, and preserve families.					
SOFT SERVICES: Diagnostic/assessment services (excluding medical expenditures); Case Management, Day Treatment; Parent/Education services; Homemaker services; in-home services; special services for drug & alcohol abusers (excluding medical expenditures); transportation; post-finalization adoption services; counseling services (excluding Medical expenditures or not covered by Medicaid); Prevention and Reunification Services; home health aide services; family stability services; family case conferring services; mediation services; and mentoring programs.	#4	Soft services exempt from the \$1,000 limit.	Below or at 200% of FPL. Child removed from home shall constitute an assistance group of one (1). The child must be less than 18 years of age must be in the home of one or both of his parents or placed by a court or by a JFS with the child's relatives.	Parents or relatives caring for minor children, available to sanctioned families.	Modified JFS 3800 for Child Welfare with self-declaration
HARD SERVICES: Respite care; child care if not publicly funded (pay co-payment); Emergency Housing (non-recurrent, short term, not to exceed four months per incidence).	#1	\$1,600 annually with all combined PRC services.	Below or at 200% of FPL. Child removed from home shall constitute an assistance group of one (1). The child must be less than 18 years of age must be in the home of one or both of his parents or placed by a court or by a JFS with the child's relatives.	Parents or relatives caring for minor children, available to sanctioned families.	Must check income eligibility. Modified JFS 3800
FAMILY SUPERVISED VISITATION (Adrielle):					
SOFT SERVICES: Provides supervision during visits between the parent(s) and the child(ren) at the vendor's work site to promote reunification. Referrals from Children Services are for children in the custody of JFS or have involvement with Children Services.	#4	Soft services exempt from the \$1,000 limit.	Below or at 200% of FPL	Child Welfare Cases. Available to sanctioned families.	Modified JFS 3800 for Child Welfare with self-declaration

Contingency Matrix
Effective January 20, 2016

Soft Services: Approved application expires 12 months after the approval date. Exempt from \$1,000 annual limit.
 Hard Services: Approved application expires 30 days after the approval date. Limited to \$1000 annually.
 Employed Individuals: Work 20 hours per week or equal to the minimum wage at 20 hours per week.
 Non-Custodial Parents: Either the children or the non-custodial parent must reside in Fulton County. Child may be included in both the custodial and non-custodial family.

CONTINGENCY SERVICES		PRC PURPOSE	CAP	ELIGIBILITY	TARGETED GROUP	APPLICATION
CONTINGENCY SERVICES						
HARD SERVICES: utility shutoffs; purchase of bulk heating fuel; security deposits; emergency shelter or temporary housing; repairs of furnace or water tank; rent or mortgage assistance.		#1	Up to three individual payments to meet a non-recurrent crisis or need up to \$1,000 for a 12 month period.	Below or at 200 % of FPL. Must have shut-off notice or eviction notice.	Employed or under-employed individuals and also available to non-custodial parents.	Must check income eligibility. Modified JFS 3800
CHILDREN SERVICES CONTINGENCY SERVICES						
HARD SERVICES: personal expenses (clothing, hygiene, child restraint seats); home repairs or purchase (furnace, water tank, walls repairs, roofing, plumbing, flooring); purchase of appliances (stoves, refrigerators, air conditioner, fans, washers or dryers); furniture; household items (bedding, vacuum cleaner, brooms); rent; utilities; food.		#1	Limited to \$600 of assistance under this program and is not considered part of the \$1,000 annual limit on the other programs. If no other PRC services have been used in the past 12 months, the limit is only \$1,200 instead of \$1,600.	Below or at 200 % of FPL. Must have shut-off notice or eviction notice.	Child Welfare Cases. Available to sanctioned families.	Modified JFS 3800 for Child Welfare with self-declaration