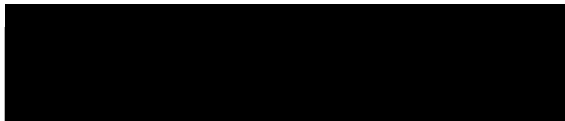


Henry County Plan for the Prevention, Retention and Contingency Program

This PRC plan was adopted by the Henry County Department of Job and Family Services effective March 14, 2022. Adopt Chapter 6 (COVID-19 PRC) starting March 14, 2022. Remove the Rescinded Chapter 6 program of COVID-19 Response due to being replaced by new program. The PRC plan complies with Chapter 5108 of the Revised Code.



Shannon Jones, Director

3/10/2022

Date

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Rescinded Programs:

Kinship Navigator – Adopted 7/1/01, rescinded 7/1/03
Adult Literacy and Child Reading – Adopted 2/1/02, rev. 1/1/03, rescinded 7/1/03
WIA Supplement – Adopted 9/25/03, rescinded 1/1/09
Wellness – Adopted 9/25/03, rev. 11/13/03, rescinded 7/1/09
Non-Custodial Case Management – Adopted 6/1/04, rescinded 7/1/09
School Supply Program – Adopted 1/1/05, rescinded 7/1/06, Adopted 8/15/14, 8/01/15, 8/01/16, 8/1/17, 8/1/18, 8/1/19, 8/1/20, 8/1/21
School Book and Fees Program – Adopted 8/1/06, rev. 8/1/06, 8/1/07, 8/1/08, rescinded 7/1/09
Help Me Grow – Adopted 9/25/03, rev.4/1/00, 5/1/00, 7/1/01, rescinded 7/1/09
Family Disaster Assistance – Adopted 9/25/03, rev.5/1/02, 10/01/05, 7/1/09, rescinded 10/1/
Summer Youth Employment Program-Adopted 6/1/10, rev 7/1/10, 5/15/12, rescinded 08/31/12
Thaw - Temporary Heating Assistance for warmth – Adopted 3/1/14, 12/15/2014, 01/01/2016, 01/01/2017, 1/1/2018, 1/1/2019, 1/1/20, 1/1/21
COVID-19 Response- Adopted 3/24/20, Rescinded 10/1/21
Educational Expense for Children- Adopted 8/25/21
Employment Retention Bonus- Adopted 10/1/21
COVID-19 PRC- Adopted 3/14/2022

PART I: OVERVIEW

The Prevention, Retention, Contingency (PRC) Program is designed to assist needy families and low-income employed families, who are in need of help with essential supports and services to overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility. The program is funded from the Title VI-A federal block grant, Temporary Assistance for Needy Families (CFDA 93.558).

The PRC program provides flexibility for funding programs and services identified as locally needed, as long as those benefits and services meet the definition of non-assistance and are directly related to the four purposes of the TANF program which are:

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

Non-assistance is defined as a non-recurrent short term benefit that meets a specific crisis situation or episode of need. It is not intended to meet recurrent or ongoing needs and cannot extend beyond four months.

PRC services are not ongoing assistance. PRC services are:

- services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support; or
- one-time, short-term assistance which is limited to the amount actually required to meet the presenting need.
- not to be viewed or operated as an entitlement program.
- services that are available when there has been a recent crisis or episode of need.

This plan contains chapters which will detail the terms of eligibility for each category of service and those general provisions that are applicable to all PRC applications.

PART II: GENERAL ELIGIBILITY PROVISIONS

DEFINITIONS

The general provisions contained in this section apply to all the chapters included herein and must be followed when determining eligibility for any and all applications for benefits or services, unless noted otherwise in Part III Benefits and Services.

The following are definitions of terms used in this PRC plan.

ASSISTANCE GROUP (AG)

An AG must be residing in Henry County and must consist of:

- A minor child residing with parent(s), and minor child's siblings, half-siblings, step-siblings, step-parent or other person living the household who contributes to the family economic support. When families reside together under one roof, all individuals in the household are members of the AG when requesting Contingency Services unless one family is seeking deposits for a new residence and meets all other requirements for assistance;
or
- A pregnant woman in at least her 6th month of verified pregnancy or a married couple with no other children but the wife is in at least her 6th month of verified pregnancy;
or
- A non-custodial parent (NCP) who does not reside with his/her child (ren) and who has a legal obligation to pay child support or provide for a minor child and who is cooperating with applicable child support orders. The AG would include the NCP and all minor children.
- A minor child living with a kinship care giver. The AG should be determined by including only the minor child. If kinship care giver is the caretaker of more than one child, each child is a separate AG.

COMMUNITY RESOURCES

An AG **may** apply for and utilize any program, benefit or support system which may reduce or eliminate the presenting need. This may include applying for ongoing assistance programs such as OWF, DA, SSI and Food Assistance, as well as unemployment compensation, social security, the special energy programs, and any other community resources.

CONTINGENCY SERVICES

Services provided with the intent to meet an emergent need, which threatens the health, safety, or well-being of one or more of the AG members.

ELIGIBILITY (GENERAL)

Eligibility for PRC benefits and services for purposes 1 and 2 of the TANF program is

dependent upon a family's demonstration and verification of need for financial assistance and/or services, and determination that services authorized will satisfy the emergent need. The goal in issuing the PRC benefit is that the resulting assistance or service will assist the family in maintaining the greatest degree of self-sufficiency by helping them overcome the immediate barrier(s) to achieving or maintaining self-sufficiency and personal responsibility.

Eligibility for PRC benefits for purposes 3 and 4 is not dependent upon economic need.

All applicants must file a completed ODHS 3800, Prevention, Retention and Contingency application unless otherwise noted in the individual chapters that follow and are required to provide all necessary documents, furnish all available facts and information, and cooperate in the eligibility determination process. The agency will assist in obtaining verifications if requested by the applicant.

HARD SERVICE PAYMENTS

Benefits having cash value provided to applicants/clients. Primary types of services that are included in this list are rent and utilities costs, vehicle repairs, job related clothing expenses such as safety shoes and uniforms not reimbursed by the employer or available through another program. These services are reported through the PRC Reporting Tool.

HOUSEHOLD: All members living at the same residence

INCOME DETERMINATION

The total gross income, both earned and unearned of all members of the PRC AG shall be counted, except for earned income of a minor child and income excluded under OAC 5101:1-23-20.1 and 1-24-20. All countable 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 budget period begins on the date of application and ends 29 days after the date of application. Income received in the 30 days prior to the PRC application date may be used to project the income for the 30-day budget period, unless that income does not accurately reflect expected income (i.e. loss of job, loss of unemployment compensation, person with income moved out of home). Any monies received on the date of application are counted as income in the PRC budget even if those monies were received from a terminated source. Personal resources/assets are not considered for PRC Services.

When verification of income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed ODJFS 7341, Applicant/Recipient Authorization for Release of Information should be obtained from the applicant to expedite the verification process through a phone call to the employer/income source. Verification which is obtained by phone must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified gross income,

and the name of the individual who obtained the verification. A self-declaration form to verify income may be used only when reasonable efforts to secure documentation have failed.

INELIGIBLE FAMILIES

Listed below are the circumstances in which PRC benefits and services CANNOT be authorized:

1. No assistance for families without a minor child (except in relation to purposes 3 and 4 of the TANF program).
2. No assistance to a single individual, unless such individual is pregnant (with above exception).
3. No medical services for families except for pre-pregnancy family planning services.
4. To receive PRC benefits and services, at least one member of the PRC assistance group (AG) must be a citizen of the United States or a qualified alien as defined in rule 5101:1-2-30 of the Ohio Administrative Code. See also Section 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.
5. No PRC assistance may be issued when a family who has an outstanding fraud case with the agency or has a non-fraudulent overpayment with the agency in any program with no repayment agreement established. For cases with an established repayment agreement, the family must be compliant with the agreement and be up to date on payments. (BVIC/SSN and BVTH/Case/Cat/Sequence)
6. PRC funds may not be used for the provision of child care services.

MINOR CHILD

An individual under age eighteen (18), or eighteen but not yet nineteen (19), and is a full-time student in a secondary school or its vocational or technical equivalent.

PREVENTION SERVICES

Services provided with the intent to divert the AG from ongoing cash assistance.

RESIDENCY

All applicants applying for services under this program must reside or be requesting residency in Henry County due to employment. Concurrent receipt of public assistance in another state or PRC in another Ohio county will not preclude eligibility from this county.

RETENTION SERVICES

Services provided with the intent of allowing an employed, adult caretaker in the AG to maintain earned income and employment.

SCOPE OF SERVICES

Each chapter contains the scope of benefits and services provided under that category of service. Each chapter identifies the target group, defines assistance group size and application form to be used, lists the steps to determine countable income and establishes the economic need standard for the particular benefit/service. If there are any applicable monetary caps, they will be noted in each individual chapter.

SOFT SERVICES

Services which do not have cash value to the recipient (e.g. after school programs, individual, group or family counseling, peer support, mentoring, counseling, supervised recreational activities, short term, intensive home based intervention for families experiencing a crisis so severe that children are at imminent risk for placement outside the family setting, case management, etc.)

UNEARNED INCOME

The following are examples of unearned income which must be counted. These are examples only and are not meant to be an all-inclusive list:

- RSDI Benefits
- Alimony and child support
- Veteran Administration Benefits
- Workman's Compensation Benefits
- Lump-sum payments (including tax refunds)
- Unemployment Benefits
- Pension and Retirement Benefits

APPLICATION PROCESSING

The ODHS 3800, Prevention, Retention, and Contingency application will be used when a family is applying for PRC benefits and services unless otherwise noted in the service chapters that follow. The eligibility determiner will explain to the applicant the eligibility factors, time restraints, and amounts available to pay and frequency of PRC payments for the various benefits and services covered under PRC. The applicant will be expected to provide the following required verifications:

- Provide Social Security Numbers of all members of the AG and when requested SSN of other members of the household
- Verification of residency in Henry County (JFS record, postmarked letter)
- Documentation of U.S. citizenship/qualified alien status (SSN, BC, Passport)
- Documentation of past 30 days of income if it is representative of income projected for the next 30 days (Pay-stubs, employer statement).
- Verification of current household composition (JFS record, landlord statement, collateral contact)

PRC applicants identified in need of ongoing services will be referred to OWF, Medicaid, Food Assistance, child care assistance, workforce development, or other programs. All PRC applicants will be advised of their state hearing rights. The explanation of the state hearing procedures is provided on the JFS 4059 at time of application. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for or participating in the PRC program (reference Section 329.051 of the ORC).

A PRC application is considered valid for 30 days beginning with the date of application and may include authorized payment(s) for more than one approved service during this 30-day window period as long as the total cost of all services does not exceed the limitations identified in each chapter. However, it is the intent of the CDJFS to provide and authorize benefits and services within ten (10) days of receipt of application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. When unexpected or unavoidable delays of processing the application occur, the AG record should contain sufficient documentation of the case activity explaining the delay of processing.

In the event an application is pending at the time of a policy change the application will be processed based on the policy that would most benefit the applicant. In other words, each case must be individually reviewed if old or new policy will best benefit the applicant.

Once eligibility for PRC is established, authorization to approve payment(s) for the benefits or services will be generated by the case manager and approved by the supervisor. The agency will follow the county procedure for processing payments. It is the expectation that with this payment authorization, the PRC AG will be able to function without additional agency help.

The ODHS 4074, "Notice of Approval of Your Application for Assistance" shall be mailed or otherwise delivered at the time of PRC approval. 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. PRC applications filed and later abandoned due to loss of contact with the applicant shall be sent a denial notice on the 30th day following the filing of the application.

A separate AG folder or section within the family's ongoing case record will be maintained for the PRC application and related verifications.

INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER

Each person applying for PRC must provide the CDJFS with a social security number or apply for a social security number. In addition, the CDJFS may request the social security number of other household members to verify income or other eligibility criteria to determine eligibility even though they are not seeking PRC benefits themselves. The CDJFS may decide that certain members of applicant AG are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible.

Social Security numbers will be used when contacting appropriate persons or agencies to determine applicant eligibility and verify information given for PRC; for example, income disability benefits or other similar benefits and programs. Such information may affect PRC eligibility.

An applicant or household member's social security number may be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

RIGHT TO REQUEST ANOTHER PROVIDER OF SERVICES

An AG using a faith based provider will be given, at the time of approval, a notice of their right to request an alternative provider of comparable services.

PROGRAM OPERATION

To ensure fair and equal treatment of families applying for PRC, the program will operate according to the standards of policy and procedure as set forth within this document and be applied equitably to all applicants. The covered benefits or services or the maximum amounts specified for the benefits and services listed within each service chapter of this document may not be reduced, limited, or restricted unless the program is amended.

MODIFICATION TO PLAN

The Henry County Department of Job and Family Services may amend this agreement at any time.

*Statutory Authority for Part 1 and 2: ORC 5108.04,
Adopted 9-25-03, revised 07-01-09, revised 10-01-09, revised 07-01-10, revised 08-01-10,
revised 1-1-18, revised 4-26-19*

Chart of Benefits and Services

<u>Service/Benefits</u>	<u>TANF Purpose</u>	<u>Cap</u>	<u>Assistance Group</u>	<u>Economic Need Standard</u>
<u>Contingency Services</u>				
An emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home.				
<u>Rent Assistance</u> Assistance may be authorized to provide emergency, temporary, or permanent shelter. Individuals applying must be experiencing one of the following situations: homelessness, eviction	Purposes 1,2, and 4	Payment not to exceed \$1500 throughout 4 uses in a 12 month period (includes utility assistance)	PRC eligible assistance groups; Pregnant women in 6 th month; Non-custodial parents	200% FPL
<u>Utility Assistance</u> Assistance may be authorized to avoid disconnection of current service or to restore service used to provide heat, lights, or water. A shutoff/disconnect notice is required along with verification of the amount needed to restore services. Assistance may be authorized to establish new service. Verification of a deposit or other amount needed to initiate service is required	Purposes 1, 2, and 4	Payment not to exceed \$1500 throughout 4 uses in a 12 month period (includes rent assistance)	PRC eligible assistance groups; Pregnant women in 6 th month; Non-custodial parents	200% FPL
<u>Minor Vehicle Repairs</u> Assistance may be authorized to help applicant obtain and retain employment. Written estimates from 3 local repair facilities are required	Purposes 1 and 2	Not to exceed \$500, once per 12 month period	PRC eligible assistance groups; Pregnant women in 6 th month; non-custodial parents	200% FPL
<u>Job Related Expenses</u> To provide for job related expenses that are necessary to obtain employment	Purpose 1	Not to exceed \$500, once per 12 month period	PRC eligible assistance groups; Pregnant women in 6 th month; Non-custodial parents	200% FPL

Services/Benefits	TANF Purpose	Cap	Assistance Group	Economic Need Standard
<u>Employment Retention Bonus</u> Awarded as incentive for participants to maintain continuous full time employment	Purpose 1 and 2	\$1000 per individual per lifetime	PRC eligible assistance groups; Pregnant women in 6 th month; Non-custodial parents	200% FPL or in receipt of OWF or SNAP 30 days prior to application
<u>Educational Expenses for Children</u> Assistance for families with children grades K-12 that are attending a school that requires fees or other payments for academic and vocational classes	Purpose 1 and 2	Payment not to exceed \$500, once per 12 month period	PRC eligible assistance groups; Non custodial parents	200% FPL or in receipt of OWF, SNAP, or Medicaid
<u>Family Preservation and Reunification Services</u> Assistance determined necessary by Children Services unit for family preservation	Purposes 1, 2, 3, and 4	Not to exceed \$1000 in a 12 month period; No more than 4 uses in 12 month period (includes other PRC services)	Families experiencing protective services with Henry County Children Services; Minor children living with kinship caregiver	200% FPL or in receipt of OWF, SNAP, or Medicaid
<u>Project Thaw</u> One time payment for high heating bills in the winter months	Purpose 1	One time payment per year of \$500 for propane or \$250 for all other heating sources; Program runs January 1 st through April 30 th ; Not to exceed 4 uses in 12 month period (includes other PRC services)	PRC eligible assistance groups; Pregnant women in 6 th month; Non-custodial parents	200% FPL or in receipt of OWF, SNAP, or Medicaid
<u>School Supply Program</u> <u>In collaboration with the United Way, eligible families will be provided with school supplies for upcoming school year</u>	Purpose 1	Upon approval of the service requested, payment will be authorized to the service provider. No direct payments will be made to the applicants.	PRC eligible assistance groups with school age children	200% FPL or in receipt of OWF, SNAP, or Medicaid

Services/Benefits	TANF Purpose	Cap	Assistance Group	Economic Need Standard
<u>COVID-19 PRC</u> <u>One time payment for those who have been impacted by COVID-19</u>	Purpose 1	One time direct payment to families of \$500. Program runs from 3/14/2022 until funding ends	PRC eligible assistance groups; Pregnant women in 6 th month; Non-custodial parents	200% FPL or in receipt of OWF, SNAP, or Medicaid

PART III: BENEFITS AND SERVICES

CHAPTER 1: EMPLOYMENT RELATED PREVENTION AND RETENTION SERVICES

The following services within this chapter are limited up to a maximum of \$500.00 and limited to one approved episode of need (one application open for 30 days from date of application) per 12 months thru the Public Benefits Unit (PBU).

TARGET GROUP

PRC may be issued to an assistance group to help the applicant obtain or retain employment and prevent the need for ongoing assistance. The assistance group must have both an emergent need and a financial need relating to retaining employment in Ohio.

SCOPE OF SERVICES

Minor Vehicle Repairs

Meets TANF Purpose #1 & #2

The goal of the vehicle repair program is to assure an assistance group member will not lose a job or be unable to start a job because their vehicle needs repair.

- Vehicle repairs may be issued if necessary to retain employment.
- The value of the vehicle to be repaired must be greater than the cost of the repair, and the vehicle must be operational once the repair is made. The NADA guide will be used to obtain the vehicle value.
- Applicant must provide written estimates from three local and reputable automotive repair facilities. If the vehicle is inoperable, only one estimate from a recognized vendor is required. The agency reserves the right to seek a second opinion on the first vendor's estimate.
- The agency will review all estimates and will award the job based on the lowest and best quote.

Other conditions of eligibility include:

- Must have valid Driver's License for the vehicle owner or applicant requesting assistance; and
- Must provide title/registration to vehicle; and
- Provide proof of current auto insurance;

- Must have no more than one moving violation on motor vehicle record.

If automobile to be repaired is in another family member's name, no payment may be issued.

Job-Related Clothing Expenses

Meets TANF Purpose #2

To provide for incidental job related expenses that are necessary to obtain employment

PRC may be used as a payer of last resort (WIA and other agency funding sources must first be explored), for the job-related services listed below:

- Employment related clothing, i.e. uniforms, special safety shoes or tools required by the employer that are necessary to begin the job and can't be deducted from future pay or reimbursed by the employer.

Employment Retention Bonus

Meets TANF Purpose #1 & #2

To promote employment retention for Henry County families. Targeted individuals shall include employed individuals. This issuance of the Employment Retention Bonus benefit is meant to meet this specific episode of need and will not affect the maximum dollar amount allowed in Chapter 2

Benefits are issued on the following schedule:

- 1) \$200 after 30 days
- 2) \$300 after 60 days
- 3) \$500 after 120 days

Conditions of Eligibility include:

- This benefit is not available for work assignments made through temporary staffing agencies until the individual is hired by the placement company.
- Verification of full-time employment is provided by the employer. Full-time employment means scheduled to work 30 hours or more hours each week.
- 200% FPL or receipt of public assistance (OWF or SNAP) during the 30 days prior to the date of application
- PRC application must be received within 30 days after completion of the 30th day of employment. Retroactive benefits are not available.
- Verification of continuous full-time employment for issuance of 2nd and 3rd steps

INCOME DETERMINATION

To be eligible for assistance to meet an employment related need, the income of the AG must be at or below 200% of the federal poverty guideline in effect at the time of application except as specified under the Employment Retention Bonus program. To determine the countable income:

- ✓ Determine the amount of gross earnings received by all adult AG members within the past 30 days,
- ✓ Add all unearned income received by any AG member within the past 30 days (including OWF, DA, SSI, UI, WC, etc.),
- ✓ Subtract any income that is from an excluded source or terminated source which will not be received after the date of application,
- ✓ Add any anticipated new earnings or income. When a full month's income is anticipated and received, on a weekly or biweekly basis, the county agency shall determine monthly income by multiplying gross weekly amounts by 4.3 and biweekly amounts by 2.15.
- ✓ COMPARE this figure to the 200% FPL. If over, deny the application. If equal to or less than, determine emergent need and authorize if appropriate.

Verification of income is required.

AUTHORIZATION and TRACKING

Payment will be made to the vendor of services.

Approval of services must be entered into PRC Reporting Tool/CFIS.

Statutory Authority: ORC 5108.04 Adopted 9/25/03, rev. 12/1/03, 10/1/05, 7/1/09, 10/1/09, 08/06/12, 12/01/12, 04/01/14, 10/1/21

CHAPTER 2 - CONTINGENCY SERVICES

Contingency services are the actual amount required to meet the AG's emergent need up to a maximum of \$1500 per 12 months through the Public Benefits Unit. When a family is involved with Children Services and due to the nature of the emergency that could lead, or has led, to the removal of a child from the family's home, the children services staff may authorize up to \$1000 in contingency services. This \$1000 limit does not include any contingency payment already issued by the Public Benefits Unit. However, at no time can a family be approved for more than 4 payments of PRC between the two units in the last twelve months. An application will remain open for 30 days from the date the application is received.

TARGET GROUP

Contingency payments may be issued to an AG to meet an immediate need which if not satisfied may threaten the health, safety, or well being of the assistance group.

SCOPE OF SERVICES

Utility Assistance

Meets TANF Purpose #1, #2, & #4

To respond effectively to temporary crises in a manner designed to prevent longer term reliance upon governmental assistance whenever possible.

- to prevent gas, electric, or water and sewer shut-off
- to purchase bulk fuel for heating to prevent loss of, or restore service
- installation or repair of telephone service, (for basic land line service only) if a family member has an illness that renders a telephone medically necessary (and the phone is not approved under another program)
- to restore gas, electric, or water following a shut off at the current residence
This may include a deposit if not waived by the company
- "turn on" service at a new residence due to a move caused by a natural or chemical disaster, health department inspection, child welfare referral, or homelessness

Rent Assistance

Meets TANF Purpose #1, #2, & #4

To respond effectively to temporary crises in a manner designed to prevent longer term reliance upon governmental assistance whenever possible.

- to correct uninhabitable conditions caused by a natural or chemical disaster, or conditions certified by the health department or child welfare division of the Job and

Family Services Department (This includes payment for emergency or temporary housing)

- to prevent eviction if a written notice of intent to evict is present (a written notice of eviction is a necessary verification) also the landlord must agree to allow applicant to remain in the residence
- to avoid homelessness, which includes temporary residency with friends or relatives not exceeding 30 days, and with battered victims or homeless shelters
- Security deposits may be paid when a landlord will not waive the requirement. The amount cannot exceed one full month's rent payment and the need must be verified in writing by the landlord.

INCOME DETERMINATION

To be eligible for assistance to meet a contingent need, the income of the assistance group must be at or below 200% of the federal poverty guideline. To determine the countable income:

- ✓ Determine the amount of gross earnings received by all adult AG members within the past 30 days,
- ✓ Add all unearned income received by all AG members within the past 30 days (including OWF, DA, SSI, UI, WC, etc.),
- ✓ Subtract any income that is from an excluded source or terminated source which will not be received after the date of application,
- ✓ Add any anticipated new earnings or income. When a full month's income is anticipated and income is received on a weekly or biweekly basis, the county agency shall determine monthly income by multiplying gross weekly amounts by 4.3 and biweekly amounts by 2.15.
- ✓ COMPARE this figure to the 200% FPL. If over, deny the application. If equal to or less than, determine emergent need and authorize if appropriate.

Verification of income is required.

AUTHORIZATION and TRACKING

Payment will be made to the vendor of services.

Approval of services must be entered into the PRC Reporting Tool.

Statutory Authority: ORC 5108.04

Adopted 9/25/03, rev. 5/1/00, 4/1/02, 12/1/04, 7/1/09, 10/1/09, 8/1/10, 8/6/12, 12/1/12, 1/1/19

CHAPTER 3: FAMILY UNITY NETWORK SERVICES

Henry County Job & Family Services promotes family stability, preservation, and reunification for families. To aid families, support services may be needed to ensure success for the families in need.

TARGET GROUP

Families experiencing, or at risk of experiencing protective services, supervision, or placement from the Henry County Public Children Services Unit; academic failure; or unemployment/underemployment may receive PRC services if the family is encountering a need that could lead, or has led, to instability within the family.

Minor child(ren) living with a kinship caregiver and in need of child caring services.

Support services may be completed by Henry County Job and Family Services staff or through a subgrant agreement.

Children services may authorize benefits and services from any of the chapters within this plan as long as those services meet the definition of non-assistance and the maximum amount payable does not exceed the following:

Employment services: (Reference Chapter 1) (Hard Service)

Limitations: up to \$1000 within the past 12 months of date of application

NOTE: multiple applications may be received, but at no time can the total benefits issued through the CSU exceed \$1000 or extend beyond four payments.

ODHS 3800 PRC Application: required for each request

Contingency services: (Reference Chapter 2) (Hard Service)

Limitations: up to \$1000 within past 12 months of date of application

NOTE: multiple applications may be received, but at no time can the total benefits issued through the CSU exceed \$1000 or extend beyond four payments between CSU and PBU.

ODHS 3800 PRC Application: required for each request

Supportive Services and Child Caring Services: (Both Public Benefits and Children Services Units can approve services under this category) (Soft Service and Hard Service)

Limitation: Must be necessary and cost reasonable

ODHS 3800 Application: An application must be filed and approved no less than once every 12 months for supportive services.

SCOPE OF SERVICES

PRC payments may be issued for services to promote family stability as the agency determines necessary.

In addition to the services (and within the limitations) listed above and throughout this PRC plan, the following list is an example of family preservation and reunification supportive services that may be provided:

Family preservation and reunification services (not an all-inclusive list):

Meets TANF Purpose #1, 2, 3, & 4

- After School Programs for At-Risk families
- Case Management
- Child Care Costs (household must first be prescreened for publicly funded child care (PFCC and utilize PFCC if eligible) (purpose 1 only)
- Domestic Violence Services
- Early and Intensive Intervention Services
- Emergency Shelter
- Family Mentoring Programs
- Home Maker Services
- Household and clothing items needed to transition child into placement of kinship caregiver (car seats, clothing, bedding, beds/cribs, etc.)
- Information and Referral
- Intensive In-Home Services
- Legal Fees to obtain custody
- Lice Eradication Program (education, assessment and non-medical treatment)
- Parent/Child Education
- Pathways Program
- Respite Care
- Screen families who have been sanctioned from OWF for risk of child abuse or neglect to provide case management services designed to eliminate barriers to compliance
- Substitute Care
- Supervised visitations for family reunification
- Transportation
- Vocational and Education Counseling
- First month's rent and/or security deposit plus utility deposits for a family moving from a homeless/emergency shelter or a battered women's shelter. (Up to maximum noted in Chapter 2 for Contingency)

PRC cannot be used for any portion of the above-named services that is covered under the Medicaid program.

INCOME DETERMINATION

The easiest way to verify eligibility is to verify the family is currently receiving OWF, Food Assistance, or Medicaid. It is the responsibility of the caseworker to have written documentation in case file supporting the eligibility for one of the above programs.

For families not in receipt of public assistance, the income of the family must be verified, and when added together is at or below 200% of the federal poverty guideline in effect at the time of services.

To determine family countable income when not in receipt of public assistance:

- ✓ Determine the amount of gross earnings received by all adult members within the past 30 days,
- ✓ Add all unearned income received by any member of the assistance group within the past 30 days (including OWF, SSI, UI, WC, etc.),
- ✓ Subtract any income that is from an excluded source or a terminated source which will not be received after the date of application,
- ✓ Add any anticipated new earnings or income. When a full month's income is anticipated and income is received on a weekly or biweekly basis, the county agency shall determine monthly income by multiplying gross weekly amounts by 4.3 and biweekly amounts by 2.15.
- ✓ COMPARE this figure to the 200% FPL. If over, deny the application. If equal to or below, determine emergent need and authorize if appropriate.

Verification of income is required.

AUTHORIZATION AND TRACKING

Upon approval of the services requested, payment will be authorized using the county payment authorization form. For payment authorizations, the worker and supervisor signatures are required on the form. If eligible, the Social Service worker must provide the Public Benefits Supervisor a copy of the completed payment authorization form for PRC Reporting Tool/CFIS tracking.

Statutory Authority: ORC 5108.04

Adopted 9-25-03, rev. 9/1/98, 5/1/00, 7/1/01, 10/1/05, 7/1/09, 10/1/09, 08/1/10, 8/6/12, 4/1/14, 1/1/18, 4/3/19, 4/26/19

CHAPTER 4: PROJECT THAW **(Temporary Heating Assistance for Warmth)**

Project Thaw is a one-time payment for Henry County families to pay extremely high heating bills this winter. Project Thaw covers all primary heating fuels, including natural gas, home heating oil, electricity, wood, and propane. Payment for current heating bill will be \$500 for propane and \$250 for any other heating source, even if the current bill is less than \$500.00 propane/\$250.00 other heating source. Applications may be submitted from January 1, 2022 through the close of business April 30, 2022, **contingent upon availability of funding.**

TARGET GROUP

Project THAW payments may be issued to an AG to meet an immediate need which if not satisfied may threaten the health, safety, or well-being of the assistance group.

SCOPE OF SERVICES - Home Heating Assistance for Primary Heating Source

Meets TANF purpose #1

- One-time home heating benefit created to help families with the high home heating costs during the winter of 2019.
If a household was recently approved for help with a utility bill, under Chapter 2 – Contingency, project THAW assistance can also be authorized to the same household as long as benefits issued have not extended beyond four payments in a 12 month period.
- This issuance of the Project THAW benefit is meant to meet this specific episode of need and will not affect the maximum dollar amount allowed in Chapter 2.

INCOME DETERMINATION

Families in receipt of Food Assistance, Covered Families and Children Medicaid, or OWF are automatically eligible for PROJECT THAW. Families not in receipt of public assistance must file income verification with their application for PRC.

To be eligible for assistance to meet a contingent need, the income of the assistance group must be at or below 200% of the federal poverty guideline. To determine countable income:

- ✓ Determine the amount of gross earnings received by all adult AG members within the past 30 days,
- ✓ Add all unearned income received by all AG members within the past 30 days (including OWF, DA, SSI, UI, WC, etc.),
- ✓ Subtract any income that is from an excluded source or terminated source which will not be received after the date of application,
- ✓ Add any anticipated new earnings or income. When a full month's income is anticipated and income is received on a weekly or biweekly basis, the county agency shall determine monthly income by multiplying gross weekly amounts by 4.3 and biweekly amounts by 2.15.
- ✓ COMPARE this figure to the 200% FPL. If over, deny the application. If equal to or less than, determine emergent need and authorize if appropriate.

Verification of income is required.

AUTHORIZATION and TRACKING

Payment will be made to the vendor of services.

Approval of services will be entered into PRC Report Tool.

Statutory Authority: ORC 5108.04 Adopted 02/20/2014, rev. 03/21/2014 thru 4/30/2014, Adopted 12/15/14 - 04/30/15, Adopted 01/01/16 - 04/30/16, Adopted 01/01/17 – 04/30/17, Adopted 1/1/18-4/30/18, Adopted 1/1/19-4/30/19, Adopted 1/1/20-4/30/20, Adopted 1/1/21-4/30/21, Adopted 1/1/22-4/30/22

CHAPTER 5: SCHOOL SUPPLY PROGRAM

This chapter is effective August 1, 2021 through November 30, 2021.

TARGET GROUP

Subject to available funds and the policy within, PRC funds will be used for the purchase of school supplies for Temporary Assistance for Needy Families (TANF) eligible families. These funds are being targeted to accomplish TANF goal #1, therefore, school supplies are being made available to dependent children in grades K through 12.

SCOPE OF SERVICE:

In collaboration with United Way of Henry County, eligible families will be provided with school supplies. This material will be classroom appropriate as determined by the individual school supply list.

The purpose of our project is to provide youth with adequate school supplies to encourage a successful 2021/2022 school year and alleviate financial strain on families with dependent children.

APPLICATION FORM:

Valid application forms will include the PRC application (3800), or Henry County JFS 2014, or a Cash, Medical, and Food Stamp Assistance Application Form (7200) or the Healthy Start/Healthy Families Combined Program Application Form (7216) and is tied to current eligibility for Medicaid, OWF, or Food Stamps.

RESIDENCY

Applicants applying for services under this program must reside or be requesting residency in Henry Co., or be in care or custody of the Henry County Department of Job and Family Services. Concurrent receipt of public assistance in another state or PRC in another Ohio county will not preclude eligibility from this county.

ASSISTANCE GROUP COMPOSITION

To be PRC eligible a family must meet the definition of Assistance Group found in Chapter 1.

INCOME DETERMINATION:

Families in receipt of food stamps, Covered Families and Children Medicaid, or OWF are automatically eligible for the School Supply Program. Families not in receipt of public assistance must file an application for PRC. All services rendered are considered “non-assistance.” Self-declaration of income may be used.

AUTHORIZATION and TRACKING

Upon approval of the service requested, payment will be authorized to the service provider. No direct payments will be made to the applicants.

Statutory Authority: ORC 5108.04

Adopted 1/1/05, rescinded 7/1/06, rev. 8/15/14, 8/1/15, 8/1/16, 8/1/17, 8/1/18, 8/1/19, 8/1/20, 8/1/21

CHAPTER 6: COVID-19 PRC

COVID-19 PRC is a one time payment for Henry County families who have been impacted by COVID-19. This will be a direct payment to the family. Payment will be \$500 per family. Applications may be submitted starting March 14, 2022 and will continue, **contingent upon availability of funding**.

TARGET GROUP

COVID-19 PRC payments may be issued to an AG who has been impacted by COVID-19 in order to meet an immediate need which if not satisfied, may threaten the health, safety, or well-being of the assistance group.

SCOPE OF SERVICES

Meets TANF purpose #1

- One time direct payment created to help families who have been impacted by the COVID-19 health emergency.
- The issuance of the COVID-19 benefit is meant to meet this specific episode of need and will not affect the maximum dollar amount allowed in chapter 2. The issuance of this benefit is subject to the limit of four PRC payments in a twelve months period.

INCOME DETERMINATION

Families in receipt of Food Assistance, Medicaid, or OWF are automatically eligible for COVID-19 PRC assistance. Families not in receipt of public assistance must file income verification with their application for PRC.

To be eligible for assistance to meet a contingent need, the income of the assistance group must be at or below 200% of the federal poverty guideline. To determine countable income:

- Determine the amount of gross earnings received by all adult AG members within the past 30 days;
- Add all unearned income received by all AG members within the past 30 days (including OWF, SSI, UC, WC, etc)
- Subtract any income that is from an excluded source or a terminated source which will not be received after the date of application;
- Add any anticipated new earnings or income. When a full month's income is anticipated and income is received on a weekly or biweekly basis, the county agency shall determine monthly income by multiplying gross weekly amounts by 4.3 and biweekly amounts by 2.15.
- COMPARE this figure to the 200% FPL. If over, deny the application. If equal to or less than, determine emergent need and authorize if appropriate.

Verification of income is required.

AUTHORIZATION AND TRACKING

Payment will be made directly to the assistance group.

Approval of services will be entered into the PRC Report Tool under the Disaster category for tracking.

Statutory Authority: ORC 5108.04 Adopted 3/14/2022

CHAPTER 7: EDUCATIONAL EXPENSES FOR CHILDREN

This chapter is effective August 25, 2021.

TARGET GROUP

Subject to available funds and the policy within, PRC funds will be used to pay school fees for Temporary Assistance for Needy Families (TANF) eligible families. These funds are being targeted to accomplish TANF goal #1 and #2, therefore, payment of school related fees are being made available to dependent children in grades K through 12.

SCOPE OF SERVICE

Written verification of school fees will be required from the school. Payment will be made by Henry County JFS to the school the child attends for the actual combined cost of fees. Only payment of fees for academic or vocational courses that are not waived will be made. Drivers education fees, sports fees, and other extracurricular fees are not covered. The child must attend a public/parochial elementary, middle, vocational, or high school.

The purpose of the project is to assist needy families in paying school fees in order to alleviate the financial strain on families with dependent children and enable families to pay household expenses from their own available resources.

- The issuance of educational expenses for children is allowed once per 12 month period, is meant to meet this specific episode of need, and will not affect the maximum dollar amount allowed in chapter 2.

APPLICATION FORM

Valid application forms will include the PRC application (3800).

RESIDENCY

All applicants applying for services under this program must reside in or be requesting residency in Henry County or be in care or custody of the Henry County Job and Family Services.

Concurrent receipt of public assistance in another state or PRC in another Ohio county will not preclude eligibility from this county.

ASSISTANCE GROUP COMPOSITION

To be PRC eligible, a family must meet the definition of Assistance Group found in chapter 1.

INCOME DETERMINATION

Families in receipt of SNAP, Medicaid or OWF are automatically eligible for the Educational Expense for Children program. Families not in receipt of public assistance must provide income verification with their application for PRC.

To be eligible for assistance to meet a contingent need, the income of the assistance group must be at or below 200% of the federal poverty guideline. To determine countable income:

- Determine the amount of gross earnings received by all adult AG members within the past 30 days;

- Add all unearned income received by all AG members within the past 30 days (including OWF, SSI, UC, WC, etc)
- Subtract any income that is from an excluded source or a terminated source which will not be received after the date of application;
- Add any anticipated new earnings or income. When a full month's income is anticipated and income is received on a weekly or biweekly basis, the county agency shall determine monthly income by multiplying gross weekly amounts by 4.3 and biweekly amounts by 2.15.
- COMPARE this figure to the 200% FPL. If over, deny the application. If equal to or less than, determine emergent need and authorize if appropriate.

Verification of income is required.

AUTHORIZATION AND TRACKING

Upon approval of the service requested, payment will be authorized to the school the child attends. No direct payments will be made to applicants. Approval of services will be entered into the PRC Reporting Tool.

Statutory Authority: ORC 5108.04
Adopted 8/25/21