



Lake County Department of Job and Family Services
Prevention, Retention and Contingency (PRC) Plan

Effective Date: May 8, 2020

Introduction

The Prevention, Retention and Contingency (PRC) Program was created under Substitute House Bill 408, with an implementation date of 10/01/1997. The program is a critical tool for Lake County to provide necessary benefits and services to families so that they may overcome immediate barriers that are preventing self-sufficiency and job retention.

The Lake County PRC plan may be amended at any time if the county determines that specific benefits and services need adopted, revised, or eliminated to best suit the county needs. Section 5108.04 of the Ohio Revised Code sets forth the requirements for the PRC Plan. The plan must be renewed at least biennially.

The services and benefits provided under the PRC program fall into three categories:

Prevention services: designed 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: provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

The PRC program provides for nonrecurring, short-term, crisis-oriented benefits and ongoing services that are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) program.

The four purposes of 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”

Purpose 2: “To end the dependence of needy parents on government 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”

Purpose 4: “To encourage the formation and maintenance of two-parent families”

Application Process

The Lake County PRC Application form has been developed for use when a family is applying for the PRC program in Lake County. The application form is expected to be completed in full by the applicant as it addresses criteria that is of particular importance in the determination of eligibility for PRC services.

The date the county receives a signed and dated Lake County PRC Application from the applicant is the application date.

During the COVID19 Public Health Emergency, an applicant may apply by telephone for all PRC covered services and a verbal signature may be accepted. A written signature will be required once the public health emergency has ended.

All PRC applicants are advised of their civil rights, which are issued with the Lake County PRC application.

All PRC applicants are offered to register to vote as part of the application process. If the applicant does not answer the question regarding voter registration on the Lake County PRC application, it will be assumed that they chose not to register to vote at this time. The agency will assist any applicant wishing to register to vote with the voter registration form if requested.

Only services indicated as requests on the Lake County PRC application will be explored for eligibility. Additional requests not indicated on the application will require a new application to be filed.

The agency will screen the application upon receipt to determine if the applicant/household meets potential eligibility criteria (minor child, pregnancy, income, resources, PRC funds available, etc). A PRC applicant that is found to not meet potential eligibility criteria at this step will be denied.

All applicant will be scheduled for a face-to-face or telephone interview to determine their eligibility for PRC services. An interview shall be conducted with an eligibility worker as soon as the agency's schedule permits.

The interview requirement will be waived for all PRC applicants during the COVID19 Public Health Emergency.

If the agency is aware of community resources that could assist a family with the requested need(s), the agency should notify the applicant of those resources. Other community resources may be able to provide some additional assistance if the amount provided under the PRC program is not sufficient to meet the need or the applicant may choose to explore other option before using PRC funds.

Documents needed to determine financial and/or non-financial eligibility for PRC that are not provided at the time of application or during the interview will be requested in writing.

The applicant will be given 10 calendar days from the date of the interview to provide the necessary documents. If the 10th day falls on a weekend or agency recognized holiday, the due day shall be the following business day.

The agency can assist with gathering the necessary verifications at the request of the applicant prior to the verification due date.

After the due date on the written request for verifications has expired, and the required documents have not been provided, the applicant is determined to be ineligible for services and the application shall be denied. If the applicant submits all of the requested documents within 10 days of the date of the denial notice, the agency may reverse the denial and approve services without the need to file a new application as long as all financial and non-financial eligibility requirements are met.

Once eligibility has been established, the agency will notify the applicant by issuing either the Lake County PRC Notice of Approval or the Lake County PRC Notice of Denial letter.

The approval will specify the application date, type of service approved for, the vendor, and the benefit amount approved.

The denial will specify the application date, the type of service applied for and the reason for the denial.

The Lake County PRC Notice of Approval and the Lake County PRC Notice of Denial letters will advise each applicant of their right to request a state hearing if they disagree with the eligibility determination and how to submit the request for appeal.

The agency will contact the vendor to notify them of approval, amount, and the voucher process. This information will be documented in the case record.

Once all parties have been notified of an approval, and the agreement has been made to pay the vendor, changes cannot be made to the approval unless mutually agreed upon by all parties.

Rights and Responsibilities of the Applicant

Any person has the right to apply for PRC assistance.

The PRC Assistance Group (AG) is responsible for verifying the emergent need.

The PRC Assistance Group (AG) is responsible for verifying all financial and nonfinancial eligibility.

The PRC applicant is required to provide truthful and accurate information on the PRC application, during the interview and throughout the eligibility process.

PRC applicants/households that misrepresent their household composition, provide false information on the application or false documents in order to secure PRC services will be required to repay the benefit, may serve an intentional program violation (IPV) which will prohibit approval of certain benefits in the future, and may be referred to the county prosecutor.

Nonfinancial Eligibility Requirements

Assistance Group Composition

A PRC Assistance Group (AG) must contain at least one:

- **Minor child who resides with a parent, specified relative, legal guardian or legal custodian**
- **Pregnant individual with no other children**

A PRC AG member may meet temporary absence as defined by OAC 5101: 1-3-04.

For PRC purposes, a minor child is defined as a child under the age of 18 or under the age of 19 and enrolled in high school full time.

A child may be a part of more than one qualifying PRC Assistance Groups in shared parenting situations.

Forming an Assistance Group/Mandatory PRC Assistance Group members include:

- 1) If the request for services includes help with a shelter cost, utility cost, or household expenses/repairs/replacements:
All household members living together regardless of age or relationship are required PRC assistance group members. Income and resources are considered for each one of these individuals when determining financial eligibility.
- 2) If the request is for any other service, the mandatory PRC assistance group members shall include the following that reside together:
 - The applicant who is at least 18 years of age
 - All minor children or step children of the applicant
 - All minor children residing in the household for which the applicant has legal custody or guardianship, or a child for which the applicant is considered a specified relative

All parents (step and adoptive) of the above identified children
All minor siblings (full/half/step) of the above identified children

Ineligible Assistance Groups:

If the PRC assistance group consists of one of the following individuals, the entire PRC AG is ineligible for PRC Services and the application shall be denied.

- 1) An individual that is not a resident of Lake County. To be considered a resident of Lake County, the AG must be living in Lake County, intending to make Lake County their permanent home, and not be receiving cash assistance, SNAP, or Medicaid in any other state at the time of the PRC application. A physical residence is not necessary. A PRC AG that is currently receiving assistance in another county within the state of Ohio must have their ongoing case record(s) transferred to Lake County before services can be approved.
- 2) PRC benefits and services may not be provided to an individual or that individual's PRC assistance group that fraudulently received benefits under the OWF and/or PRC Program until a member of the assistance group repays the cost of the fraudulent assistance received in full.
- 3) An individual currently serving a penalty period for an Intentional Program Violation (IPV) for cash assistance, PRC, or SNAP.
- 4) An individual that is under sanction under the Ohio Works First or SNAP: this ineligible period does not include any period prior to the initiation of the sanction, such as the prior notice period or while the sanction is under abeyance due to the pendency of a state hearing. It includes only the minimum specified sanction periods (i.e., 1 month, 3 months, or 6 months) and is not inclusive of any compliance requirement;
- 5) An individual that has as an existing client caused overpayment in Lake County;
PRC will not be authorized if-payment on the existing claim is more than 30 days delinquent.
Any PRC member that has an outstanding claim more than 30 days delinquent shall be required to meet with the benefit recovery worker, sign new monthly repayment agreements, and make the first payment on the delinquent claims within 10 days or the application for assistance shall be denied.
- 6) An individual that is on strike
- 7) An individual who has quit/refused employment without good cause within 60 days from date of application (good cause will be based upon the Ohio Works First guidelines for voluntary job quit);

Ineligible Assistance Group Members:

The following individuals are ineligible for PRC services:

- 1) An individual who does not meet the citizenship requirement of qualified alien status as outlined in 5101:1-2-30
- 2) An individual who has not provided a social security number or proof of application for a social security number.
- 3) Is a fugitive felon and/or a probation or parole violator;
- 4) Is found to have fraudulently misrepresented residence in order to obtain assistance in two or more states which results in ineligibility for ten years;

The ineligible AG member is not counted in the AG size determination.

Income and resources from an ineligible AG member are counted in its entirety to the remaining PRC members.

Limitations on Services:

PRC Budget Year: The-PRC Budget year will begin November 1st and end the subsequent October 31st each year for all PRC applicants. The total combination of PRC payments cannot exceed ~~\$1000.00~~ **\$2000.00** for the PRC budget year for the PRC AG.

PRC approvals will be prorated and entered into the state PRC Tracking database for each adult PRC AG member, or each child for PRC Kinship Caregiver Services. Once the combination of approvals for each adult PRC AG member is equal to ~~\$1000.00~~ **\$2000.00** for the PRC budget year, no further PRC approvals can be issued.

Payments issued under the Kinship Caregiver PRC Services are excluded from this ~~\$1000.00~~ **\$2000** annual cap.

Payments made under the Disaster Assistance COVID19 Response are excluded from the ~~\$1000.00~~ **\$2000** annual cap.

An adult PRC AG member who receives PRC assistance from another county within the current budget year will have the total dollar value of that PRC approval counted toward the maximum PRC benefit available in Lake County.

~~Only one approval per category will be allowed per PRC AG per PRC budget year:~~

~~Covered Categories: These categories are: _____~~

~~**Shelter**—exception: emergency shelter (first month's rent/security deposit may follow a hotel stay approval)~~

~~**Utilities**—exception: one approval per utility type: gas, electric, water/sewer, etc.~~

~~**Household Expenses**~~

~~**Home Repairs**~~

~~**Transportation Expenses**—exception: towing expense may be covered with repairs~~

~~**Job Related Expenses**~~

~~**PRC Kinship Caregiver Services**~~

PRC Payments: PRC payments are limited to the amount actually required to meet the need. Example: amount needed to avoid eviction, exact amount of first month's rent/security deposit, etc.)

If the amount owed on a specific request for a PRC service exceeds either the individual cap for that benefit or the overall PRC maximum benefit available, the applicant will be responsible for the difference. Proof of the copayment is required before the PRC payment will be processed. If a landlord makes arrangements with an applicant for past due rent amount (ie, additional monthly payments each month until the copay is paid, extension, etc.), this must be furnished in writing by the landlord to proceed with the PRC payment without verification of the copay being paid.

The agency will not actively participate in any dispute over work or services provided which was paid for with PRC funds.

All payments are to be authorized in the form of a vendor payment directly to the provider, with the exception of Disaster Relief Assistance and PRC Kinship Caregiver Services.

PRC may not be provided for any services initiated or already provided/delivered prior to a PRC application being filed, approved and authorized by the LCDJFS. For example: An applicant requesting assistance for first month's rent/security deposit that has already moved into the residence is not eligible for this service or, an applicant requesting assistance with vehicle repairs that has already had the requested repairs completed will not be eligible for this service.

All other nonfinancial eligibility requirements are listed in this plan under each covered service.

Financial Eligibility Requirements

Written or verbal verification of income and resources is required. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the name and position of the supplier of information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification;

The financial need for PRC is present when the AG has income below **200% FPL** for their Assistance Group size and reported liquid resources at or below \$1000. The following criteria must be followed in determining financial need:

Income:

The **gross** amount of the earned and/or unearned income received or expected to be received by any PRC AG member during the budget period is considered when determining financial need.

PRC Budget Period is a 30 day period ending with the application date. (the application date plus the 29 prior calendar days) –All income received from all PRC AG members during the PRC budget period is used to determine financial eligibility.

This includes all income which is normally disregarded or exempt in other assistance programs. There are no deductions allowed for costs of obtaining this income or for specific expenses such as taxes, insurance premiums, etc. Exception: The ONLY allowable deduction is for verified child support actually paid in the budget period.

Calculation of Income: All gross income received from each Assistance Group member in the 30 day PRC budget period must be verified, totaled and compared to the **200% of federal poverty guidelines**, in effect at the time of application, for the PRC AG size (excluding ineligible members). If the total PRC AG income is equal to or above the PRC AG size standard, the AG is ineligible for PRC services and the application shall be denied.

PRC Assistance Groups in which all members are in receipt of SNAP or OWF benefits in the month of the PRC application and are in compliance with the reporting requirements of the SNAP or OWF program are considered to meet the income guidelines for the PRC program.

Resources:

The PRC program has a resource limit of \$1000. Resources will be self-declared by the PRC applicant completing and disclosing all resources for each PRC assistance group members on the PRC application. A PRC application will be denied if the Assistance Group has reported to have more than \$1000 in liquid resources that are accessible within 30 days.

SHELTER EXPENSES

Shelter Costs are covered under the PRC plan to provide assistance to needy families so that children may be cared for in their own home or in the home of relatives.

Covered Shelter Expenses – delinquent rental payments, delinquent lot rent payments, delinquent mortgage payments, first month’s rent, security deposit, or emergency shelter.

Delinquent Rental Payments - payment not to exceed \$2000

Additional Nonfinancial Eligibility Requirements for this service:

- The applicant must provide a copy of their lease verifying financial responsibility to pay rent and the owner of the property.
- The applicant must provide verification that they are in eviction status.
- The applicant must have the landlord/leasing agent must complete the IM PRC 033 form verifying the delinquent months of rental payments and the amount owed for each month.
- The landlord (relative or nonrelative) must have a separate residence from the PRC AG and verification of legal responsibility to pay rent will be required (lease agreement). If this requirement is not met, the application shall be denied, however, the applicant may be eligible to apply for first month’s rent and security deposit to establish residence elsewhere.
- Delinquent rental payments may not include payment for a delinquent security deposit.
- The approved payment shall not exceed more than 4 full months of rental payments

Delinquent Lot Rent Payments – not to exceed \$1000

Additional Nonfinancial Eligibility Requirements for this service:

- The applicant must provide proof of financial responsibility of a PRC AG member for monthly lot rent payments including the monthly amount of the lot rent payment.
- The vendor requesting payment must be verified to be the owner or leasing agency.
- The applicant must verify they from the landlord or leasing agency the specific months they are delinquent, and the amount owed for each delinquent month.
- The approved payment shall not exceed more than 4 full months of delinquent lot rent payments.

Delinquent Mortgage Payments – not to exceed \$1000

Additional Nonfinancial Eligibility Requirements for this service:

- The applicant must verify the monthly amount of the mortgage payment and proof they are more than 90 days delinquent.
- Delinquent interest and principal may be paid up to the maximum allowed, but may not exceed more than 4 months of delinquent mortgage payments.

First Month’s Rent/Security Deposit - not to exceed \$2000

Additional Nonfinancial Eligibility Requirements for this service:

- The condition of the current residence has been determined to be unsafe/uninhabitable for an AG member as determined by the Health Department, Fire Department, Police Department, or PCSA
- The AG is homeless or there is an eviction pending at the current residence and the current landlord will not accept a PRC voucher to stop the eviction proceedings
- the client develops a medical condition which renders the home unsuitable as documented by a physician
- The PRC AG is victim of domestic violence and residing in a shelter. Victims of domestic violence may self attest their situation, but upon moving to the new residence, verification is required that the abuser will not be part of the household.

- An increase in the PRC AGs size or composition justifies a larger rental space based on public housing guidelines. (must be at the end of a current lease)
- The agency will ask the landlord to waive the security deposit first, before authorizing payment for this service.
- The monthly rent amount cannot exceed 75% of the monthly PRC AG income as determined for the budget period.
- The PRC record will contain verification that the vendor requesting payment is the owner or property manager
- The IM033 PRC landlord form for rental assistance must be completed by the potential landlord/property manager.

Emergency Shelter – not to exceed \$500 (with a potential for a second \$500 approval)

Additional Nonfinancial Eligibility Requirements for this service:

- A short term hotel stay, not to exceed 7 nights, may be approved only in the following situations:
 1. The PRC AG has faced a court ordered eviction or foreclosure in the past 30 days. Verification required.
 2. The PRC AG contains a victim of domestic violence. At the time of the interview the caseworker will make a referral to the Lake PCSA hotline. The PCSA worker will meet with the applicant to connect them to domestic violence services within the county.
 3. The PRC AG has a current active case with PCSA, or is referred by PCSA.
 4. The condition of the current residence has been determined to be temporarily unsafe/uninhabitable for an AG member as determined by the Health Department, Fire Department, Police Department, PCSA.
- A second approval may only be authorized if there is a signed lease for a new residence that has an effective date after the initial approval end date.

UTILITY EXPENSES

Utility expenses are covered under the PRC plan to provide assistance to needy families so that children can be cared for in their own home or in the home of relatives.

Covered Utility Expenses - Heating and Cooling payments for disconnected service, pending disconnected service, establishing new service, or tank fill up (fuel oil). Water and Sewer Payments for disconnected service, pending disconnected service or establishing new service.

Gas, Electric or Fuel Oil Payments – not to exceed \$1000

Additional Nonfinancial Eligibility Requirements for this service:

- Verification that service is shut off or pending disconnection notice or verification that a security deposit is needed to establish new service in a PRC AG member's name
- The utility bill must be in a PRC member's name. If the current bill is not in a PRC member's name, PRC will not cover the disconnection. Instead, PRC may be used to establish service at the current residence in an adult PRC AG member's name.
- The record must contain documentation of the amount required to prevent a disconnection, that the PRC payment will stop a potential disconnect, and the name of the company and individual supplying the information.
- The amount of payment authorized will not differ between regulated and unregulated utilities
- For PRC AGs that receive a utility reimbursement from Lake Metropolitan Housing Authority – payment on the account in the proceeding 60 days must be equal to or exceed the amount of the utility reimbursement received.
- PRC will not cover charges associated with tampering with a utility
- The applicant must submit to the record in writing if they are choosing to have the minimum amount paid to avoid the disconnection paid or the current balance of the bill (up to the maximum allowed).
- Gas, Electric and Fuel Oil payments cannot be approved for applications filed during **regular** Heap Winter Crisis season (11/1/XX through 3/31/XX).
- The agency will pay the balance of a utility bill in lieu of the minimum needed to avoid the disconnection, if the PRC AG wants the balance paid and has funds available to do so. If the applicant requests the balance to be paid rather than the minimum required, this must be documented in writing by the applicant in the PRC record.

Water and Sewer Payments – not to exceed \$1000

Additional Nonfinancial Eligibility Requirements for this service:

- Verification that service is shut off or pending disconnection notice or verification that a security deposit is needed to obtain service in a PRC AG adult member's name
- Water/Sewer bills with a bill containing a delinquency notice or disconnection notice **will** be covered under the PRC plan even if the delinquent amount will go on the home owner's taxes.
- The utility bill must be in a PRC member's name. If the current bill is not in a PRC member's name, PRC will not pay the utility company. If the bill is in a landlord/home owner's name and the landlord requests the PRC AG to pay this utility: Legal obligation to pay utility is required (lease), verification that eviction will occur for nonpayment, the amount delinquent on the utility bill will be processed as a delinquent rental payment and the PRC voucher will be made out to the landlord. The landlord/homeowner must be willing to accept the PRC voucher.
- The agency will pay the balance of a utility bill in lieu of the minimum needed to avoid the disconnection, if the PRC AG wants the balance paid and has funds available to do so. If the applicant requests the balance to be paid rather than the minimum required, this must be documented in writing by the applicant in the PRC record.

HOUSEHOLD EXPENSES/HOME REPAIRS/REPLACEMENTS

Household expenses and repairs are covered under the PRC plan to provide assistance to needy families so that children may be cared for in their own home or in the home of relatives.

Covered Household Expenses - Furniture, Appliances, Home Repairs and Replacements, and Cribs and Crib Mattress

Furniture – not to exceed \$750

Additional Nonfinancial Eligibility Requirements for this service:

- Items are limited to: bed (frame, mattress, box springs) kitchen table and chairs
- An itemized list of furniture and two estimates of cost are required.
- These items can only be replaced when they are:
 1. lost or destroyed in a natural disaster such as a fire, flood, or tornado
 2. when a PRC AG has resided in a spousal abuse center for the last 30 days.
 3. The current furniture must be disposed of due to a “bed bug” infestation - Replacement for this is limited to bed frames, mattress, and box springs. Verification that the home or apartment has been treated for the infestation must be provided prior to authorizing PRC for furniture replacement.

Crib and Crib Mattress – not to exceed \$300 per child

Additional Nonfinancial Eligibility Requirements for this service:

- The purchase of a crib and a crib mattress is limited to a PRC AG containing a pregnant woman or a child under the age of 2.
- A Crib and Crib mattress may be purchased for each child in the PRC AG that is under 2 years of age if needed.
- A self-attested statement explaining the need is required.

Appliances – not to exceed \$750

Additional Nonfinancial Eligibility Requirements for this service:

- At least two estimates for replacements are required.
- Applicants must complete a signed affidavit attesting to the fact that the current appliance is not working, they own the appliance and they are responsible for replacement and the date it stopped working.
- Limited to the replacement of stoves and refrigerators.
- Repairs cannot be authorized if the appliance is not owned by the PRC AG.
- Purchase of an appliance, i.e., stove or refrigerator, is permissible when the PRC AG has moved from a furnished apartment/home to a non-furnished apartment/home in the last 30 days.
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Home Repairs and Replacements – not to exceed \$750

Additional Nonfinancial Eligibility Requirements for this service:

- Home repairs/replacements can be authorized if the PRC AG owns the home and the repair/replacement is not covered by their insurance provider.
- Two estimates of the needed item/service must be obtained
- Home repairs/replacements can be authorized if the PRC AG owns the home and the repair/replacement is not covered by their insurance provider.
- Replacement is allowed only if repair is not cost effective. The repair or replacement of items under the PRC program is limited to those affecting the basic structures of the home, including, but not limited to:
 - Wall/roof/flooring
 - Plumbing/hot water tanks
 - Electric/heating
 - Water/sewage systems

TRANSPORTATION EXPENSES

Transportation expenses are covered service under the Lake County PRC plan to end the dependency of needy parents on government benefits by promoting job preparation, work and marriage.

Covered Transportation Expenses - Automobile Repairs, Towing Costs and Vehicle Payments.

Automobile Repairs – not to exceed \$1500

Additional Nonfinancial Eligibility Requirements for this service:

- The applicant must possess a valid driver's license.
- The vehicle the AG is requesting repairs for must be registered to a PRC AG member.
- The applicant must provide proof of car insurance which shows coverage at the time of the PRC application —or no later than 10 days following the date of the interview.
- Only One repair estimate is necessary if the cost of the repairs is under \$100
- Two estimates required, itemizing same major repairs.
- One Estimate will be required if the vehicle is inoperable or unsafe to drive, as documented by the repair shop.

Towing Costs – not to exceed \$100

Additional Nonfinancial Eligibility Requirements for this service:

- The vehicle must be inoperable

Vehicle Payments – not to exceed \$750

Additional Nonfinancial Eligibility Requirements for this service:

- The applicant must possess a valid driver's license.
- The vehicle the AG is requesting payments for must be registered to a PRC AG member.
- The applicant must provide proof of car insurance which shows coverage at the time of the PRC application or no later than 10 days following the date of the interview.
- Must have a delinquent/past due notice from the bank/financial institution
- PRC payment cannot exceed 3 months
- This payment can be made to forestall repossession

JOB AND EDUCATION RELATED EXPENSES

Job related and education expenses are covered services under the Lake County PRC plan to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

Covered Job Related and Education Expenses – tools, safety equipment, short term educational expenses, job support services as necessary and uniforms.

Job and Education Related Expenses – not to exceed \$500

Additional Nonfinancial Eligibility Requirements for this service:

- Covered expenses are limited to tools, safety equipment, short term educational expenses, job support services as necessary, and uniforms
- Documentation from employer or school verifying necessity of items is required

KINSHIP CAREGIVER PROGRAM

Kinship Caregiver Services are covered under the Lake County PRC plan to provide assistance to needy families so that children may be cared for in their own home or in the home of relatives.

Section 307.100 of Amended Substitute House Bill 166 of the 133rd General Assembly authorized the creation of the Kinship Caregiver Program.

The Kinship Caregiver Program is a joint effort between Lake County's Public Assistance Division and Lake County's Public Children Services Division and is operated through the Prevention Retention and Contingency (PRC) program.

The purpose of KCP is to assist kinship caregivers with providing and maintaining a home for a child in place of a child's parent by providing reasonable and necessary relief of child caring functions.

A kinship caregiver is defined in ORC 5101.85. A kinship caregiver must be a specified relative, legal guardian, or legal custodian of the child for whom the caregiver is seeking assistance for.

There are two components to KCP – Stabilization and Caregiving Services.

In the event that allocated funding is no longer available for this program, applications will be denied. Lake County Department of Job and Family Services will not be held responsible for caregiver services that are not approved under the Kinship Caregiver Program.

A family who meets other PRC eligibility requirements may receive both kinship caregiver services and other PRC services if all eligibility requirements are met.

The amount received through kinship services does not apply to the annual maximum benefit amount as established under the Lake County Job and Family Services PRC plan.

There are two components of the Kinship Caregiver Program: Stabilization services and Caregiver

Stabilization - Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver.

- The PRC AG size is one – the child the kinship caregiver has applied for
- The child must have entered the kinship caregiver's home within the past year from the application date
- Covered Services:
 - Childcare four months (not to exceed 16 weeks) from a licensed provider
 - Approved amount is equal to the licensed provider rates
 - The caregiver must apply for publicly funded child care
 - The caseworker will complete the application with the applicant at the interview
 - The application will be forwarded to the childcare department with the applicant's income and schedule
 - If the applicant is approved for subsidized child care, this service will be denied under the PRC program.
 - Clothing \$500 per child
 - Car seat \$300 per child
 - Crib/Toddler Bed/Mattress \$850 per child
 - Twin Bed/Mattress/Box Springs/Bed Frame \$850 per child
 - Bed Linens \$150 per child
 - High Chair \$150 per child

Caregiver Services – caregiver services are limited to assist the kinship caregiver with child care expenses.

- Covered Services:
 - Childcare four months (not to exceed 16 weeks) from a licensed provider
 - The child must be under the age of 13 at the time of application and may remain eligible until their thirteenth birthday or be under the age of 18 and meet the definition of special needs pursuant to paragraph (U) or rule 5101:2-16-01 of the Administrative Code and may remain eligible until they turn 18.
 - The applicant must be in an approved activity. Approved activities are defined as:
 - Paid Employment, full time or part time
 - SNAP E&T or OWF Work Activities
 - A training or education activity that prepares the caretaker for paid employment
 - Approved amount is equal to the licensed provider rates
 - The caregiver must apply for publicly funded child care
 - The caseworker will complete the application with the applicant at the interview
 - The application will be forwarded to the childcare department with the applicant’s income and schedule
 - If the applicant is approved for subsidized child care, this service will be denied under the PRC program.

DISASTER RELIEF ASSISTANCE

In the event Lake County encounters a disaster situation and the Governor of the State of Ohio declares a disaster or a state of emergency, this plan will be amended to provide assistance as needed and as funds are made available for such cause. In these cases the application process, determination of need, income and resource limits and payment procedures may be changed in accordance with official guidance issued on behalf of the situation. Assistance issued in the form of disaster relief will not affect an applicant’s annual maximum payment available under regular PRC. In these extraordinary circumstances, the PRC Plan can be amended by the Director of the Lake County Department of Job and Family Services.

COVID-19 DISASTER ASSISTANCE

COVID-19 DISASTER ASSISTANCE will be covered under the Lake County PRC plan to provide assistance to families impacted by the COVID-19 pandemic so that children may be cared for in their own home or in the home of relatives.

Covered Service: A one time \$250 Direct payment to eligible PRC households impacted by COVID19 to assist with expenses incurred related to job loss, self-quarantine, social distancing, cleaning supplies, school supplies, utilities, food, etc.

Effective Dates: From the effective date of this plan until the public health emergency is lifted or agency funds are exhausted, whichever occurs first.

All PRC rules outlined in this plan apply to this service with the following exceptions:

- 1) The applicant may self-attest their household composition, income and resources.
- 2) The applicant must attest how their household has been financially impacted by COVID19
- 3) The annual cap of \$2000 will not apply to payments made under the COVID19 Disaster Assistance
- 4) Stimulus payments made to individual/families from the IRS shall be excluded as income.
- 5) Individuals under sanction will not be automatically disqualified from this program due to the sanction itself.
- 6) Individual with delinquent client caused over payments will not be disqualified based on the delinquency of the claim(s).

PREGNANCY PREVENTION SERVICES

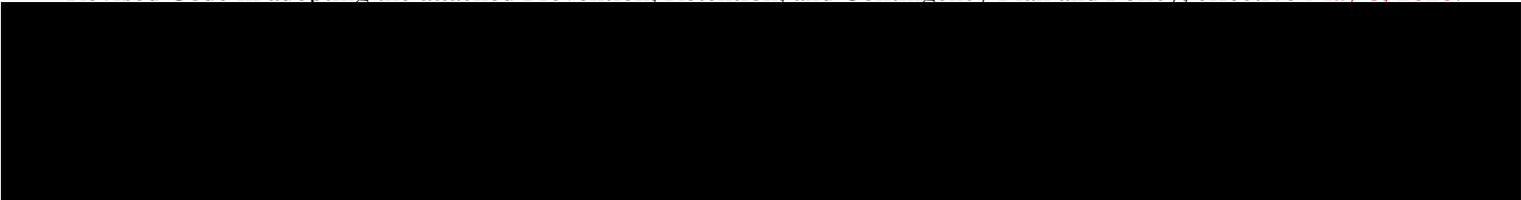
Pregnancy Prevention Services serves purpose three of the TANF program is “to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies”.

Lake County Job and Family Services, under contractual agreement with a specified vendor, will fund pregnancy prevention services, such as: family planning services, clinical and follow up services, and education and/or counseling. Recipients of this services are not required to file a PRC application or verify their income and resources for the benefit. The benefit value is not counted toward the maximum allowable annual benefit. A PRC application is not required for these covered services.

PREVENTION, RETENTION AND CONTINGENCY PLAN

May 8, 2020

I hereby certify that the Lake County Department of Job and Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the attached Prevention, Retention, and Contingency Plan and Policy, effective **May 8, 2020**.



Lake County Department of Job and Family Services