

**LOGAN COUNTY DEPARTMENT OF  
JOB & FAMILY SERVICES**  
Susan Bailey-Evans, MSW Director

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Prevention Retention Contingency Plan

August 11, 2016

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## Section 1

### Introduction

Section 5108.04 of the Ohio Revised Code requires each county Department of Job and Family Services have a PRC Plan which is updated at least every two years. Logan County Department of Job and Family Services is able to modify, terminate, establish new policies, and temporarily suspend PRC Services as necessary.

The PRC Program was established to provide temporary, short-term relief to Logan County Families in or nearing crisis in an effort to prevent future or ongoing public assistance. PRC services are intended to prevent unemployment or job loss; to assist individuals in retaining employment and/or family self-sufficiency; and to provide contingent services for families with urgent needs.

This PRC Plan outlines services, eligibility requirements, and other definitions specific to Logan County for Logan County residents. This Plan has been developed, reviewed and recommended by the Logan County Family Services Committee, the Logan County Board of Commissioners and the Logan County Department of Job and Family Services. The Logan County PRC Plan was developed in compliance with section 5108.04 of the Ohio Revised Code.

This PRC Plan was written for the purpose of serving the Four Purposes of the TANF Program:

1. To provide assistance to needy families so that children may be cared for in their own homes or in homes of relatives.
2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
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.
4. To encourage the formation and maintenance of two-parent households.

#### **Voter Registration:**

Logan County Department of Job and Family Services (LCDJFS) provides all customers with the opportunity to register to vote or to make changes to their current registration. 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, receiving assistance from, or participating in the PRC program (reference ORC 329.051).

[Redacted Signature]

Agency Director, Susan Bailey-Evans MSW

[Redacted Date]

Date

## Section 2

### General Eligibility for PRC Services and Programs

#### A. Economic Need

Eligibility for PRC services is the combination of income eligibility and evaluation of family needs. Income eligibility for PRC is based upon the Federal Poverty Guidelines (FPG) and varies per service category. Specific FPG have been established per service category and are listed per service area throughout the Plan.

##### 1. Income

In general, PRC applicants must provide information regarding income for the last thirty (30) days prior to the date of application, including verification of this income if requested by LCDJFS. (Income and family composition guidelines may vary according to service and TANF priority). In order to determine income eligibility, LCDJFS will compare all Gross income received within the last thirty (30) days to the FPG standard for the specific service category unless otherwise stated.

LCDJFS requires the inclusion of both **earned** and **unearned** income received in the last thirty (30) days prior to the date of the application (unless otherwise stated). The budget period begins on the date of application (the date of application is day 30 of the budget period). Earned income includes wages received for employment or received in exchange for some type of goods, services or labor provided. Unearned income includes any and all income received from other sources such as child support, workers compensation, unemployment, social security insurance or disability, veteran's assistance, Ohio Works First cash assistance, gifts and any other income received in the home.

2. PRC applicants may apply for and be approved for PRC one time in a twelve (12) month period, with approval not to exceed \$2,000 (unless approval is for an employment service with a cap of \$5,000).

#### B. Assistance Group

General PRC eligibility requires that a child under the age of eighteen (18) or age eighteen (18) but attending high school or its equivalent reside in the household. Special consideration has been made for non-custodial parents, shared parenting, families where children have been temporarily removed, and kinship providers.

PRC applications must be completed and signed by an authorized adult over eighteen (18) years old. Minors under the age of eighteen (18) who have a child and are emancipated are eligible to

apply for PRC Assistance without a parent or guardian signature. A child is emancipated if they are married, serving in the armed forces, or emancipated by court order.

The method for defining the PRC Assistance Group (AG) varies by service category and is described per service area. AG determinations for families where children are temporarily absent from the home or shared parenting situations are as described below.

1. **Cases where children are temporarily absent from the home** (i.e., taken into legal protective custody by the Logan County Children Services Board), remaining household members may be eligible for PRC assistance if the following criteria apply:
  - The child has been out of the home less than a total of six consecutive months.
  - The family has a Children Services reunification plan in place.
  - The family is actively working toward reunification, as verified by the Children Services caseworker. Authorization of PRC services must contribute to the reunification process.

2. **Shared Parenting**

In a situation where two parents claim custody or shared parenting of child(ren) and are claiming the child to be in the home for the purposes of PRC eligibility, one of the following three criteria must be verified:

a. Does the requesting parent receive or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify circumstance with CSEA.

b. Does the requesting parent or the other parent receive OWF cash assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent.

c. The parent requesting PRC services may present documentation to verify shared parenting. They may bring verification that the child is claimed as a dependent on the most recent Federal tax filling or may bring in a signed letter from the other parent. Such letter should state that parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer's future eligibility for PRC services.

### **C. Disqualifiers**

Disqualifiers are listed per service category and deem the applicant ineligible for services. Refer to specific service area for list of corresponding disqualifiers.

### **D. Citizenship Requirements**

In order 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 qualified alien as defined in rule 5101:1-2-30 of the Ohio Administrative Code.

#### **E. Application Process**

PRC applicants complete the Prevention, Retention, and Contingency (PRC) program application to request services. Eligibility is dependent upon the AG's demonstration and verification of need for assistance and/or services and whether or not LCDJFS determines PRC services will satisfy the need. Failure to provide necessary verifications for purposes of eligibility determination within a reasonable time period will result in automatic denial of the application. Samples of all PRC Applications appear in the Exhibits.

Logan County Department of Job and Family Services is responsible for using objective criteria when determining eligibility and approving or denying the application. Applications will be processed in a fair and equitable manner within ten (10) business days after receipt of a completed application with **ALL** necessary verifications. Eligibility will be carefully evaluated on a case-by-case basis. Immediate need will be determined by LCDJFS. In addition, LCDJFS has the authority to designate the application process be completed by other entities based upon a contractual agreement.

Once the PRC application is approved, LCDJFS will authorize and generate payment for assistance, goods or services. Authorization may occur any time after the application is approved.

The applicant shall receive a notice of approval or denial within forty-five (45) days of the date of application. The applicant shall receive Notice of Approval of Your Application for Assistance (ODJFS 4074) or Notice of Denial of Your Application for Assistance (ODJFS 7334) pursuant to the decision rendered. Applicants shall receive copy of hearing rights at the time of decision.

Under this Program, an eligible AG may receive customized assistance, goods, or services as determined by the Logan County Department of Job and Family Services. Ongoing receipt of Medicaid, Ohio Works First (OWF), or Disability Assistance is not a determining factor in considering an AG's eligibility for PRC services (outside of any income received through said Programs). LCDJFS will inform applicants of other programs/services available through the Agency or other Community Partners.

Receipt of PRC services in another County or PRC/TANF services provided in another state shall be considered when processing a PRC application. PRC/TANF benefits and amounts received in other counties and/or states shall be considered and included in the caps.

#### **F. Fraud/Overpayment**

LCDJFS reserves the right to deny PRC services to any applicant who has demonstrated a pattern of PRC actual or attempted misuse or abuse. LCDJFS reserves the right to terminate PRC services to any individual that does not follow the program's policies and procedures and appropriately participate in the program. Applicants falsifying an application are subject to possible prosecution.

PRC Assistance Groups who falsify an application to receive PRC services will be required to repay all funds issued to/for them. Applicants may be required to repay funds issued to/for them in the event they do not continue their full time employment without good cause. Good Cause is defined the same as in any other TANF based program. (Loss of transportation is not a good cause.) Applicants who quit or lose their employment through their own fault or convert their PRC benefits to cash (i.e. sell tools, equipment, tires, car) may be required to repay the funds issued to/for them

#### **G. PRC Program Modification/Termination**

LCDJFS reserves the right to modify or terminate the PRC Program at any time. Modifications may encompass any or all areas of the county PRC Plan. Any modification or termination of the PRC Plan will be approved by the Logan County Family Services Planning Committee, put in writing and forwarded to the Ohio Department of Job and Family Services with an established effective date. LCDJFS reserves the right to modify or terminate PRC services or eligibility requirements for any reason, including, but not limited to, reduction of funds, changes in State or Federal regulations and the need to address appropriate emerging needs within the Agency.

### **Section 3**

#### **Community Outreach and Service Programs**

Logan County Department of Job and Family Services reserves the right to establish and or maintain Community Outreach and Service Programs as funding allows. The Director has the discretion to determine when and if funds are available for Community Outreach and Service Programs. Future Programs and Services may be added to the PRC Plan as funding and opportunities allow.

#### **Logan County Department of Job and Family Services Clothing Voucher Program**

The Clothing Voucher Program allows parents and legal caregivers the opportunity to apply for clothing vouchers prior to the beginning of the school year. The purpose of this program is to assist families, as defined in this plan, who are at or under **200%** of the Federal Poverty Guideline to obtain clothing for their school aged children who are enrolled in school outside of the home without a school uniform requirement. The dollar amount of the vouchers, the time period of the program, and the vendors included in the program shall be determined by June first of each calendar year when funds are available to operate this Community Outreach Program.

The Clothing Voucher Program meets the purpose of the PRC Plan because it assists families at or below **200%** of the Federal Poverty Guideline to obtain clothing for their school age children (K-12 grades). As a new school year places financial stress on a household budget, this assistance is intended allow families to obtain new clothing for their children while still maintaining their household budgets.

#### **Logan County 211 Information System**

LCDJFS in a combined effort with other Logan County Community Partners and Service Agencies have agreed to assist in the funding of Logan County 211 Information System as sponsored by The Coalition Advisory Board of Logan County (CAB). The LCJFS has agreed to supply funding of \$1,000.00 per year in each of the next five years to begin in 2016.

This \$5,000.00 total grant over the next five years serves the purpose of the PRC Plan by helping improve communication between Community Partners and other service providers to better serve our at risk population. It also serves to improve the knowledge of all residents of Logan County by making it easier to find and make contact with Community Partners and service providers. This will allow residents of Logan County to access all assistance available not just public assistance funds.

## Section 4

### PRC Services for Assistance Groups Actively Working with Logan County Children's Services

#### A. Kinship and Child Welfare Conditional Services

AG definition for Kinship and Child Welfare Conditional Services: For the purpose of determining eligibility, a PRC Household is a group of individuals living at the same address in Logan County and containing at least one minor child who has not attained the age of 19. In order to receive PRC assistance in Logan County a family **must** have been a resident of Logan County, Ohio for at least thirty (30) consecutive days.

However, two exceptions exist to this requirement. When assistance is sought to obtain permanent housing, only the income of the *Assistance Group* (as defined in Section 4150 of the Public Assistance Manual) will be utilized in determining eligibility, not the income of the entire household. Similarly, when assistance is sought to obtain items required to accept employment or participate in a work activity authorized by the Employment and Training Unit, only the income of the *individual* will be utilized in determining eligibility.

Kinship and Child Welfare Conditional Services meet the purpose of TANF: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. (TANF Purpose 1)

**Eligibility:** At or below **200%** FPG, is based on information gathered in Application, families must be working with Children Services or meet the definition for kinship services and are in need of services in order to reunite, maintain or care for child(ren) in their home. Payment history of rent and utilities for current dwelling, and proof of monthly budget and ability to maintain dwelling in the future.

**Cap:** Kinship and Child Welfare Conditional Services are not to exceed **\$2,000** per family

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

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

**The following services are NOT PRC eligible:**

- Foster care and out of home maintenance payments.

- Juvenile justice services.
- Any cost associated with children who do not live with custodial parent or other adult caretaker relative, legal guardian, or legal custodian (Except for the 180 day provision or Federal TANF goals #3 and #4).
- Services available through other federal funding sources.
- Medical services with the exception of those services allowable under Ohio's 1996 IV-A state plan. (Attached to Appendix)

<b>Kinship &amp; Child Welfare Conditional Services</b>	<b>Description</b>	<b>Eligibility at or below 200% FPG</b>
Rent (excludes late fees)	To prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into subsidized housing program, or employment related out of county relocation	Rent limited to a maximum of four (4) consecutive months.
Mortgage	To prevent foreclosure Mortgage assistance is limited to a maximum of four (4) consecutive months.	Deed and Mortgage to be in applicants name, and must be the primary residence of the AG.
Security Deposit	For necessary relocation, to alleviate an overcrowded situation. Out of county relocation, must be employment related. If deposit is refunded, refund shall be returned to LCDJFS (see attached form)	Unsubsidized and subsidized housing.
Utilities/deposits for utilities	Gas/heating fuel, cooking fuel, electric, water, sewage, trash, and basic home telephone service. Must to apply HEAP, when applicable.	Utilities must be in applicants name and for the AG's residence.
Automobile Insurance	To pay for insurance coverage required to operate vehicle for employment, training, or health related transportation.	The vehicle must be owned or leased by the applicant. Not to exceed four (4) consecutive months.
License plate & vehicle registration fees	To cover costs associated with vehicle registration for employment, training, or health related transportation.	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license

		and valid vehicle insurance.
Vehicle repair	To pay for vehicle repair required to operate vehicle for employment, training, or health related transportation.	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and valid vehicle insurance, if cost of repair exceeds the value of the vehicle approval must be made by director. Repair shop must complete attached form for safety vehicle check. Repair cap max \$1000.00 per rolling 12 months. Applicant must have valid driver's license and valid vehicle insurance.
Gas Cards	To pay for gas for a new hire for a period of time until the applicant receives their first paycheck, not to exceed 30 days. The applicant can request one \$20.00 gas card per week. A second gas card will not be provided until the first gas card is returned with receipts showing that the entire \$20.00 has been spent. This program will only be available if the Agency is able to obtain gas cards from a state allowed vendor, the cards are limited to gas purchases only, and the state contains to allow the use of the gift certificates.	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and valid vehicle insurance.
Work tools/equipment	Tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources.	Applicant must obtain two (2) price bids for such tools/equipment, if higher bid requested, reason must be documented. Excludes firearms.
Short-term payment of auto loan or lease	To keep auto from being repossessed. Auto needed for employment, training or health related	Vehicle must be owned or leased by the applicant. Maximum not to exceed

	transportation. Payment history and budget to show on going ability to maintain auto.	four (4) consecutive months. Applicant must have valid driver's license and vehicle insurance.
Short term Training	Short term training includes: pre-employment skills training, educational training, non-degreed or certification programs.	6 months or less and leads to full time employment. Field must be on the state in-demand list. (see OMJ.com)
Household Items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens, or any other necessary household item	Applicant must obtain two (2) price bids for such household items, if higher bid requested, reason must be documented.
Family building activities	Activities such as YMCA memberships or other activities that would encourage positive interactions with family members.	Must be working with Children Services and be a part of case plan.
Youth educational and socialization activities	Activities that encourage education and community participation.	Includes but not limited to In-School youth programs, and independent living classes.

Child Welfare Conditional services are not to exceed **\$2,000** per family per rolling twelve (12) months.

## Section 5

### PRC Programs and Services for On the Job Training

**TANF/PRC On-The-Job-Training Program (OJT):** On-The-Job- Training (OJT) is a subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers who participate in the program will be reimbursed up to fifty percent (50%) of the eligible trainee's wage during the established training period, not to exceed **\$5,000** per eligible participant.

OJT meets the purpose of TANF: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. (TANF Purpose 1 and 2)

**AG definition for OJT:** For the purpose of determining eligibility, a PRC Household is a group of individuals living at the same address in Logan County and containing at least one minor child who has not attained the age of 19. In order to receive PRC assistance in Logan County a family **must** have been a resident of Logan County, Ohio for at least thirty (30) consecutive days.

However, two exceptions exist to this requirement. When assistance is sought to obtain permanent housing, only the income of the *Assistance Group* (as defined in Section 4150 of the Public Assistance Manual) will be utilized in determining eligibility, not the income of the entire household. Similarly, when assistance is sought to obtain items required to accept employment or participate in a work activity authorized by the Employment and Training Unit, only the income of the *individual* will be utilized in determining eligibility.

**Eligibility:** At or below **200%** FPG, eligibility is based on information gathered in Application.

**Non-Custodial AG definition:** includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide support as verified through CSEA. The non-custodial parent must reside in Logan County and must be working at least 20 hours per week, or the equivalent of 20 hours per week at minimum wage, in an effort to provide financial support to his/her children, have made payments of at least 60% of current monthly obligation in the past 12 months, as verified by CSEA Administrator.

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

- The applicant is not a U.S. Citizen or legal Alien or is not allowed to work in the U.S.
- Any member of the AG are fugitive felons or probation/parole violators
- Any members of the AG who have an outstanding OWF or PRC fraud overpayment

balance must be paid in full prior to authorizing PRC services.

Qualifying OJT Activities	Description	Eligibility At or below 200% FPG	Cap Per rolling twelve (12) month period
<p>Payments to employers to help cover up to 50% of the eligible trainee's wage during a specified training period not to exceed \$5000 per eligible participant/employee.</p> <p>Pre-employment assessments as required by the employer.</p> <p>Recruitment and development of employers for the program.</p> <p>Supervision of the OJT program</p> <p>Case management activities related to the program.</p> <p>PRC funding cannot be used to reimburse for medical benefits, over time or holiday pay.</p>	<p>OJT is designed to provide <b>qualified/eligible</b> employers an incentive to hire PRC eligible participants.</p> <p>Job seekers must be determined eligible <b>PRIOR</b> to being hired by the employer.</p> <p>The employer is expected to hire the job seeker for full time, non-seasonal employment.</p> <p>The length of the training period will be based on the trainee's skill level and aptitude and the skills required for the position as determined by the employer and agreed upon in the training plan.</p> <p>Employers are required to offer the OJT participant the same compensation and benefits as workers in similar positions.</p>	<p>Participant/employee must be PRC eligible, which means they must meet family composition and income guidelines <b>PRIOR</b> to entering into an OJT agreement with the employer.</p>	<p>Caps are negotiated through contractual agreements between Logan County Dept. of Job &amp; Family Services and participating OJT employers based upon the PRC participants knowledge level, training needs, wages and benefits, <b>not to exceed \$5,000.</b></p>

## Section 6 PRC Youth Services and Programs

**TANF/PRC Youth Programs:** meets the purpose of TANF: to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. (TANF Purpose 2)

**AG definition for Youth Programs:** In order for youth to meet family composition guidelines they must meet any one of the following guidelines:

- Youth ages 14-17, as long as the youth is a minor child\* in a needy family and is in school (youth may be 18 if they are a full time student in secondary school).

\*For TANF/PRC eligibility, the definition of Minor child is as follows: An individual has not attained age eighteen (18) or an individual who is eighteen (18) and is a full-time student in a secondary school or enrolled in a high school level of vocational or technical training(JVS).

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

**Eligibility for Foster Children:** Logan County youth in the temporary or permanent custody of Logan County Children Services who are placed in a licensed foster care setting between the ages of 14 and 17 or 18 years of age and are enrolled full time in secondary school are not subject to family composition or income guidelines. Eligibility determined in PRC Application.

Youth in the temporary or permanent custody of another Public Children Services Agency who are placed in a licensed foster care setting in Logan County between the ages of 14 to 17 or 18 years of age and are enrolled full time in secondary school are not subject to family composition or income guidelines. Eligibility gathered in Application.

**Eligibility:** At or below **200%** FPG- Eligibility based upon information gathered in application. Presumptive financial eligibility for youth who are a part of an OWF or Food Assistance AG can be used in lieu of income verification. Foster Child verification of custody by Logan County Children Services or other Public Children Services Agency may be used in lieu of required verifications.

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

- The youth is not a U.S. Citizen or legal alien.
- Any members of the AG are fugitive felons or probation/parole violators.
- Any members of the AG who have an outstanding OWF or PRC fraud overpayment balance must be paid in full prior to authorizing PRC services.

Qualifying Youth Activities	Description	Eligibility at or below 200% FPG	Cap Per rolling twelve (12) month period
<p>Youth wage subsidies (up to \$10.00 per Hr.)</p> <p>Payments to third parties to provide summer youth programs.</p> <p>Recruitment and development of employers.</p> <p>Ancillary services such as: uniforms, tools, licenses or certifications, program related case management, training, job coaches and mentors.</p> <p>Workers compensation for summer employment (SEO).</p> <p>Transportation assistance to and from youth programing, including employment.</p>	<p>Program to help low income PRC eligible youth gain valuable work experience while earning a paycheck/ stipend to help meet basic needs.</p> <p>Summer wages earned by minor youth through the TANF summer youth program <b>ARE NOT</b> included in household income calculated to determine OWF Cash Assistance or Food Assistance.</p> <p>Summer wages earned by non-minor youth or a minor parent ARE included in household income calculations for OWF Cash Assistance and Food Assistance.</p>	<p>Minor children 14-17 (or 18 and still enrolled in secondary school)</p> <p>Logan County Foster Children age 14-18.</p> <p>Foster children placed in Logan County by another Public Children Services Agency age 14-18.</p>	<p>Program time period determined by ODJFS policies.</p> <p>Training may be available as part of the Youth Program.</p>

Background checks as required for youth programing, including employment.			
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## Section 7

### PRC Programs and Services for OWF Diversion

**OWF Diversion:** OWF Diversion meets the purpose of TANF: to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. (TANF Purpose 1 and 2)

**AG definition for OWF Diversion Services:** Follows the AG definition for OWF Cash Assistance as defined in section 5101 of the Ohio Administrative Code.

**Eligibility:** Eligibility for Diversion Subsidies is based upon information gathered in the Request for Cash Assistance Form JFS7200: and based upon OWF eligibility as defined by section 5101 of the Ohio Administrative Code.

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

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

OWF Diversion Services	Description	Eligibility	Caps Per rolling twelve (12) month period
Short term payments, equivalent to the eligible cash assistance grant, to assist individuals with short term need due to short term medical conditions or other extenuating circumstances as determined and verified by LCDJFS.	OWF eligible Families experiencing a short term break of employment due to a documented medical condition, or other verified extenuating circumstances, can receive up to four (4) monthly payments equivalent to their	Individuals must be employed but unable to work because of a short term medical condition/extenuating circumstances and eligible for OWF Cash Assistance. Participant must demonstrate an emergent need for assistance.	Up to four (4) months within a rolling twelve (12) month period.  Monthly payments shall not exceed the maximum OWF Cash Assistance grant amount for the AG size.

	<p>potential monthly cash assistance grant.</p> <p>Payments are made in lieu of receiving OWF cash assistance.</p>	<p>Employer must verify that employment will continue after leave is completed.</p> <p>Eligibility is based upon eligibility for OWF Cash Assistance.</p> <p>Verification of the medical condition or the extenuating circumstance by a qualified professional, such as a licensed physician is required. Verification must include the estimated return to work date.</p>	
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## Section 8

### PRC Programs and Services for Workforce Development

**TANF Workforce Services:** AG definition for TANF Workforce Services For the purpose of determining eligibility, a PRC Household is a group of individuals living at the same address in Logan County and containing at least one minor child who has not attained the age of 19. In order to receive PRC assistance in Logan County a family **must** have been a resident of Logan County, Ohio for at least thirty (30) consecutive days.

However, two exceptions exist to this requirement. When assistance is sought to obtain permanent housing, only the income of the *Assistance Group* (as defined in Section 4150 of the Public Assistance Manual) will be utilized in determining eligibility, not the income of the entire household (See Section IV.D ). Similarly, when assistance is sought to obtain items required to accept employment or participate in a work activity authorized by the Employment and Training Unit, only the income of the *individual* will be utilized in determining eligibility.

**TANF Workforce Services** meets the purpose of TANF: to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. (TANF Purpose 1 and 2)

**Eligibility:** At or below **200%** FPG. Eligibility is based on the information gathered in the application.

**Non-custodial AG definition:** Includes the non-custodial parent and one or more minor children for whom the non-custodial parent required to provide financial support as verified through CSEA. The non-custodial parent must reside in Logan County and must be working at least 20 hours per week, or the equivalent of 20 hours per week at minimum wage, in an effort to provide financial support to his/her children, have made payments of at least 60% of current monthly obligation in the past 12 months, as verified by CSEA Administrator.

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

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

TANF Workforce Employment Services	Description	Eligibility	Caps Per rolling twelve (12) month period
Workforce services allowable under the TANF program include but not limited to: TANF Administration/Eligibility, Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment	TANF Workforce Services provide an opportunity for the Logan County Department of Job & Family Services Workforce team to provide services to assist TANF Administration/Eligibility, Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment (See definitions of eligible TANF Workforce Services)	At or below 200% FPG	N/A

**Definitions of Eligible TANF Workforce Services:** Eligible services for TANF/PRC include certain direct services and case management or supportive services. The following services are also allowable TANF Workforce Services under the Logan County PRC Plan:

**TANF Administration/Eligibility Determination:** Includes activities related to general administration and coordinator of TANF programs, including eligibility determinations, administering sanction, eligibility screening interviews, intake review of household reports, eligibility review, benefit changes, appeal hearings, recordkeeping changes, overpayment preparation, and IEVs activity.

**TANF Case Management:** Activities related to case management, including providing information to clients and screening for barriers to employment and assessments.

**TANF Work Activities:** Includes all work activities that include work activity programs, development of employability plans, community service activities, on-the-job-training, job search and job readiness, job skills training, employment counseling, coaching, job development, information and referral, and outreach to business and community organizations.

**TANF Education and Training:** Services provided to improve knowledge of daily living skills and enhance opportunities. Education and training may include, but not limited to, instruction in consumer education, health education, community protection, literacy education, or English as a second language. Also includes services or activities related to screening, assessment, testing, individual or group instruction, counseling, and referral to community resources.

**TANF Work Subsidies/ Subsidized Employment:** Activities related to work subsidies and subsidized employment.

#### **A. Employment Services/Work Support:**

**Employment Services:** Employment services can be authorized to those individuals who meet the definition of employment. Employment services meets the purpose of TANF: to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. (TANF Purpose 1 and 2)

**Employment definition:** The AG meets the definition of employment if at least one adult member of the household is working a minimum of twenty (20) hours per week or is working fewer than twenty (20) hours per week but receives compensation equal in value to working twenty (20) hours per week at minimum wage. If a member of the AG has received a bona-fide offer of employment, the AG must provide verification of hours to be worked and must demonstrate that the employment opportunity is expected to last a minimum of thirty (30) days (e.g., a one week temporary assignment does not qualify) and provide at least twenty (20) hours per week of paid employment or compensation equal in value to working twenty (20) hours per week at minimum wage. Self-employed must provide proof of business, included but not limited to tax records, 1099 or business ledgers. Failing proof of income minimum wage will be imputed.

**AG definition for Employment Services:** For the purpose of determining eligibility, a PRC Household is a group of individuals living at the same address in Logan County and containing at least one minor child who has not attained the age of 19. In order to receive PRC assistance in Logan County a family **must** have been a resident of Logan County, Ohio for at least thirty (30) consecutive days.

However, two exceptions exist to this requirement. When assistance is sought to obtain permanent housing, only the income of the *Assistance Group* (as defined in Section 4150 of the Public Assistance Manual) will be utilized in determining eligibility, not the income of the entire household. Similarly, when assistance is sought to obtain items required to accept employment or participate in a work activity authorized by the Employment and Training Unit, only the income of the *individual* will be utilized in determining eligibility.

**Eligibility:** Eligibility for Employment Services must be at or below **200%** FPG for AGs which meet employment. Eligibility for employment is based on information gathered in the application. Total approved requests for Employment Services shall not exceed **\$1,000** per rolling twelve (12) months. Can only be authorized to support the adult household member(s) who meet the definition of employment.

**Non-custodial AG definition:** Includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA. The non-custodial parent must reside in Logan County and must be working at least 20 hours per week, or the equivalent of 20 hours per week at minimum wage, in an effort to provide financial support to his/her children, have made payments of at least 60% of current monthly obligation in the past 12 months, as verified by CSEA Administrator.

**Disqualifiers:**

- The applicant loses employment prior to PRC approval.
- Recurring requests for PRC services will be evaluated on a case by case basis. An application will be subject to denial if an abusive pattern is established.
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens can apply on behalf of their eligible children)
- Any members of the AG are fugitive felon or probation/parole violators.
- Any members of the AG who have an outstanding OWF or PRC fraud overpayment balance must be paid in full prior to authorizing PRC services.

Employment Services	Description	Eligibility at or below 200% FPG
Rent (excludes late fees)	To prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into subsidized housing program, or employment related out of county relocation	Rent limited to a maximum of four (4) consecutive months.
Mortgage	To prevent foreclosure Mortgage assistance is limited to a maximum of four (4) consecutive months.	Deed and Mortgage to be in applicants name, and must be the primary residence of the AG.
Security Deposit	For necessary relocation, to alleviate an overcrowded situation. Out of county relocation, must be employment related. If deposit is	Unsubsidized and subsidized housing. Mortgage Assistance is limited to a maximum of

	refunded, refund shall be returned to LCDJFS (see attached form)	four (4) consecutive months.
Utilities/deposits for utilities	Gas/heating fuel, cooking fuel, electric, water, sewage, trash, and basic home telephone service. Must to apply HEAP, when applicable.	Utilities must be in applicants name and for the AG's residence. Limited to a maximum of four (4) consecutive months.
Automobile Insurance	To pay for insurance coverage required to operate vehicle for employment, training, or health related transportation.	The vehicle must be owned or leased by the applicant. Not to exceed four (4) consecutive months.
License plate & vehicle registration fees	To cover costs associated with vehicle registration for employment, training, or health related transportation.	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and valid vehicle insurance.
Vehicle repair	To pay for vehicle repair required to operate vehicle for employment, training, or health related transportation.	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and valid vehicle insurance, if cost of repair exceeds the value of the vehicle approval must be made by Director. Repair shop must complete attached form for safety vehicle check. Repair cap max \$1000.00 per rolling 12 months.
Gas Cards	To pay for gas for a new hire for a period of time until the applicant receives their first paycheck, not to exceed 30 days. The applicant can request one \$20.00 gas card per week. A second gas card will not be provided until the first gas card is returned with receipts showing that the entire \$20.00 has been spent.	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and valid vehicle insurance.

	This program will only be available if the Agency is able to obtain gas cards from a state allowed vendor, the cards are limited to gas purchases only, and the state contains to allow the use of the gift certificates.	
Work tools/equipment	Tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources.	Applicant must obtain two (2) price bids for such tools/equipment, if higher bid requested, reason must be documented. Excludes firearms.
Short-term payment of auto loan or lease	To keep auto from being repossessed. Auto needed for employment, training or health related transportation. Payment history and budget to show on going ability to maintain auto.	Vehicle must be owned or leased by the applicant. Maximum not to exceed four (4) consecutive months. Applicant must have valid driver's license and vehicle insurance.
Short term Training	Short term training includes: pre-employment skills training, educational training, non-degreed or certification programs.	6 months or less and leads to full time employment. Field must be on the state in-demand list. (see OMJ.com)
Household Items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens, or any other necessary household item	Applicant must obtain two (2) price bids for such household items, if higher bid requested, reason must be documented.
Youth educational and socialization activities	Activities that encourage education and community participation.	Includes but not limited to In-School youth programs, and independent living classes.
Transportation Services	To provide short term transportation to and from employment.	Must have long term transportation plan to meet future need.
Employment Licensing Fees	To pay for licensing as required by an employer.	Excludes self-employment
Work Clothes/uniforms	Clothing necessary and required for employment (employer must verify)	Applicant must obtain two (2) price bids for such clothes/uniforms

**Maximum Approved Requests for Employment Related Services May Not Exceed \$1000.00 per rolling twelve (12) months.**

## **B. Employment Related Short-Term Training:**

Employment related Short-Term Training can be authorized to assist eligible individuals with employment related short-term training. Employment Services meet the purpose of TANF: to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. (TANF Purpose 1 and 2)

**AG definition for Employment Related Short-Term Training Services:** For the purpose of determining eligibility, a PRC Household is a group of individuals living at the same address in Logan County and containing at least one minor child who has not attained the age of 19. In order to receive PRC assistance in Logan County a family **must** have been a resident of Logan County, Ohio for at least thirty (30) consecutive days.

However, two exceptions exist to this requirement. When assistance is sought to obtain permanent housing, only the income of the *Assistance Group* (as defined in Section 4150 of the Public Assistance Manual) will be utilized in determining eligibility, not the income of the entire household. Similarly, when assistance is sought to obtain items required to accept employment or participate in a work activity authorized by the Employment and Training Unit, only the income of the *individual* will be utilized in determining eligibility.

**Eligibility:** For Employment Related Short-Term Training must be at or below **200%** FPG for AG's. Eligibility for Employment Related Short-Term Training is based on information gathered in the Application.

Total approved requests for Employment Related Short-Term Training shall not exceed **\$5,000** per rolling twelve (12) months.

Can only be authorized to support in-demand occupations as determined by LCDJFS utilizing [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) in-demand lists. Short-Term training is defined as lasting less than twelve (12) months.

**Non-custodial AG definition:** Includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA. The non-custodial parent must reside in Logan County and must be working at least 20 hours per week, or the equivalent of 20 hours per week at minimum wage, in an effort to provide financial support to his/her children, have made payments of at least 60% of current monthly obligation in the past 12 months, as verified by CSEA Administrator.

**Disqualifiers:**

- AG has not reasonably used existing resources or income to meet or prevent the occurrence of need.
- The applicant loses employment prior to PRC approval.
- Recurring requests for PRC services will be evaluated on a case by case basis. An application will be subject to denial if an abusive pattern of usage is established.
- The applicant is not a U.S. Citizen or Legal Alien (ineligible Aliens can apply on behalf of their eligible children).
- Any member of the AG is a fugitive felon or probation/parole violator.
- Any members of the AG who have an outstanding OWF or PRC fraud overpayment balance must be paid in full prior to authorizing PRC services.

Employment Services	Description	Eligibility At or below 200% FPG	Limitations Per rolling 12 months
Short-Term Employment related training	Provides training needed to gain, maintain, or advance in employment.	Must demonstrate that training will increase chances for obtaining employment, maintain employment, or advancing in employment.	<b>\$5,000</b> , excluded from cap associated with other Employment Services/Work Supports.

Maximum Approved requests for Employment Related Training Services may not exceed **\$5,000** per rolling twelve (12) months.

**C. Employability/Self-Sufficiency Assessment and Planning:**

Employability/Self-Sufficiency Assessment and Planning include the testing, evaluation, assessment, and planning of adult household members seeking public assistance. The assessment and planning process may include foundational skills assessments, TABE, career interest inventories, and industry specific testing as determined and recommended by LCDJFS Workforce team and/or employers.

**AG definition for Employability/Self-Sufficiency Assessment and Planning:** For the purpose of determining eligibility, a PRC Household is a group of individuals living at the same address in Logan County and containing at least one minor child who has not attained the age of 19. In

order to receive PRC assistance in Logan County a family **must** have been a resident of Logan County, Ohio for at least thirty (30) consecutive days.

However, two exceptions exist to this requirement. When assistance is sought to obtain permanent housing, only the income of the *Assistance Group* (as defined in Section 4150 of the Public Assistance Manual) will be utilized in determining eligibility, not the income of the entire household. Similarly, when assistance is sought to obtain items required to accept employment or participate in a work activity authorized by the Employment and Training Unit, only the income of the *individual* will be utilized in determining eligibility.

**Non-custodial AG definition:** Includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA. The non-custodial parent must reside in Logan County and must be working at least 20 hours per week, or the equivalent of 20 hours per week at minimum wage, in an effort to provide financial support to his/her children, have made payments of at least 60% of current monthly obligation in the past 12 months, as verified by CSEA Administrator.

**Employability/Self-Sufficiency Assessment and Planning** meet the purpose of TANF: to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

**Eligibility:** At or below **200%** FPG. Eligibility is based on the information gathered in the Application.

<b>Assessment and Planning</b>	<b>Description</b>	<b>Eligibility</b>	<b>Limitations Per rolling 12 months</b>
Assessments and planning as recommended by Workforce team/employers.	Provides assessment and planning associated with gaining, maintain, or advancing in employment	At or below 200% FPG with a minor child(ren)	N/A

## Section 9

### PRC Programs and Services for Disaster Relief for Residents of Logan County

**Disaster Services for Logan County Residents:** Disaster Services are Contingent upon the Governor or ODJFS Director declaring a disaster and/or provision of disaster funds in Logan County. The assistance group will not receive disaster assistance for an item already provided by another agency, program or insurance benefit.

Disaster Services meet the purpose of TANF: to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. (TANF Purpose 1 and 2)

**NOTE: Funds are limited. Services will be offered until funds are fully expended or end date has been reached on the special funding.**

#### **AG definition for Disaster Services for Logan County Residents:**

**PRC:** For the purpose of determining eligibility, a PRC Household is a group of individuals living at the same address in Logan County and containing at least one minor child who has not attained the age of 19. In order to receive PRC assistance in Logan County a family **must** have been a resident of Logan County, Ohio for at least thirty (30) consecutive days.

However, two exceptions exist to this requirement. When assistance is sought to obtain permanent housing, only the income of the *Assistance Group* (as defined in Section 4150 of the Public Assistance Manual) will be utilized in determining eligibility, not the income of the entire household. Similarly, when assistance is sought to obtain items required to accept employment or participate in a work activity authorized by the Employment and Training Unit, only the income of the *individual* will be utilized in determining eligibility.

**Eligibility:** At or below 200% FPG. Eligibility is based on information gathered in the Application; verification of income sources will be required.

#### **Disqualifiers:**

- The applicant is not a U.S. Citizen or legal Alien (ineligible Aliens may apply on behalf of their eligible children).
- Any member of the AG is a fugitive felon or probation/parole violator.
- Any members of the AG who have an outstanding OWF or PRC fraud overpayment balance must be paid in full prior to authorizing PRC services.

**GRF:** For elderly and/or disabled residents of Logan County without minor child(ren). Individuals must be age 55 or older AND at or below **200%** FPG, or Recipient of a disability benefit (Supplemental Security Income, Social Security Disability, Veterans Administration payment, Public Employees Retirement System, Black Lung, Railroad Disability, etc.) AND at or below **200%** FPG.

<b>Disaster Service</b>	<b>Description</b>	<b>Eligibility</b> At or below 200% FPG	<b>Cap</b> Per rolling twelve (12) month period
<p><b>Maximum amount available per service per household will be determined by LCDJFS based upon the availability of disaster funding.</b></p> <p><b>Emergency Shelter</b></p> <p><b>Rent/Security Deposits-</b> Needed for necessary relocation due to disaster damage.</p> <p><b>Transportation-</b> Assistance due to loss of transportation caused by disaster.</p> <p><b>Homeowners Insurance Deductibles-</b> To offset repairs needed to the primary dwelling due to disaster damage (requires proof of home ownership &amp; primary residence)</p> <p><b>Tree/debris removal</b></p>	<p>To provide financial assistance to low income families for specific damages caused by a declared disaster.</p> <p>Applicant must provide documentation to verify income eligibility. Self-declaration of disaster related loss will be accepted for individuals/families included in the declared disaster area.</p>	<p>Verification of income 30 days prior to the date of application (pay check stubs, verification of assistance or disability benefits, etc.) If records were lost or destroyed due to the disaster and cannot be verified from other sources, self-declaration of income based on the past 30 days will be accepted.</p> <p>Assistance will only be provided for the services listed to help offset costs for direct damage caused by a declared disaster.</p> <p>Applicants must provide proof of Residence (rent stub, electric bill, gas bill, etc.) Household</p>	<p><b>To be established by LCDJFS contingent upon the availability of funding.</b></p> <p>Caps established are per household.</p> <p>Previous PRC expenditures are excluded.</p>

<p><b>Alternative energy source-</b> flash lights, batteries, fuel for generators, propane for cooking, Ice, Food replacement</p> <p>NOTE: Individuals/families receiving Food Assistance- PRC funds can be used to reimburse the difference between the losses of food minus the amount of their maximum food replacement amount not to exceed the maximum cap established for Food Assistance.</p>		<p>must have sustained disaster-related damage or loss to be eligible for services.</p> <p>The assistance group will not receive disaster assistance for a service provided by another agency program or insurance benefit.</p> <p>Applicants will be required to provide the Logan County Department of Job &amp; Family Services any records they can produce necessary to process the request for assistance.</p>	
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