

**MORROW COUNTY  
PREVENTION, RETENTION, CONTINGENCY (PRC) PLAN**

**A. PRC SERVICES ARE SERVICES:**

1. that are not forms of ongoing OWF (TANF) assistance.
2. that have no direct monetary value to an individual family and that do not involve implicit or explicit income support, or
3. that are initiated to help stabilize a family's employment, whether ongoing or new, or help them to meet participation rates by removing barriers. The maximum time period in a period of eligibility that a service can be authorized for a family which covers their ongoing basic needs, such as food, clothing, shelter, utilities, household goods, personal care items and general incidental expenses, is four (4) months without it being considered ongoing assistance.
4. The maximum assistance that can be authorized is listed in Appendices I and II, not to exceed a total of \$4500.00 unless otherwise specified.
5. PRC is funding of last resort and will be authorized only after other options are exhausted.
6. Where other plans have a similar policy, a coordination of benefits will be attempted.
7. When a coordination of benefits cannot be approved, the Director has the authority to wave number 5 above.

**B. PRC ASSISTANCE GROUPS:**

1. A PRC Assistance Group (PRC AG) is a group of individuals containing at least one minor child (including a minor child under age 18 unless in high school, who is then eligible up to age 19) and treated as a unit for the purposes of determining eligibility for the PRC Program. Pregnant women with no other children are also eligible. We will use the two-person Federal Poverty Guidelines (FPG) for a pregnant women with no other children. A non-custodial parent who has responsibility for the support of one or more minor child(ren) who are Morrow County residents and/or has a Morrow County child support order will be eligible if their county of residence does not offer the needed service. Child-only OWF Assistance Groups are eligible. AGs under a sanction will be considered for Work-Related PRC only if they have obtained employment.
2. Targeted Assistance Groups for Help Me Grow: Families being terminated from OWF cash assistance, Medicaid, or Food Stamps with a first child under the age of six months, who were recipients of OWF, Medicaid or Food Stamps at the time of enrollment into the Help Me Grow Program, may continue to receive Help Me Grow services until their first child turns the age of six months. All continued Help Me Grow services will be funded through the Help Me Grow Grant funds.

**C. ELIGIBILITY AND APPLICATION:**

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below specified percentages of the Federal Poverty Level (FPL) updated annually. PRC is available to assistance groups until they receive the monetary cap OR 24 months from date of application, whichever comes first. Families receiving assistance under another program may receive PRC assistance, with the exception of those PRC services for which specific restrictions apply.

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applications available prescribed by the Secretary of State under section 3503.10 of the Revised Code to those applying for or participating in the Prevention, Retention, and Contingency Program. The voter registration application is contained within the PRC application distributed to each applicant.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within five (5) business days after the receipt of all verifications and determination of eligibility. The application process will be completed in a fair and equitable manner and eligibility will be carefully evaluated on a case-by-case basis. If the verifications are not obtainable due to loss from disasters (such as fire or flood), good cause may be given and client statement will be used as a statement of fact. Immediate needs, and whether or not the PRC Program can be of benefit, will be determined by the County Job and Family Services (CJFS). Under this program, an assistance group, that includes at least one minor child or a pregnant woman, and meets the program's eligibility requirements, may receive customized assistance, goods, or services, as determined by the CJFS. This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF, or DA assistance group is active is not a determining factor in the consideration of eligibility for the PRC Program, except as restricted in the definitions of programs and services. In addition, the CJFS will inform individuals about other programs, i.e. Medicaid and Food Stamps, that are available and hearing rights that are applicable.

PRC assistance will be authorized with the expectation that the PRC AG's family situation will be stabilized due to services provided. These services will prevent them from reliance on, and divert them from, ongoing cash assistance, helping them to retain the employment they have or assist them at the point of new employment to make the need for ongoing cash unnecessary and to achieve self sufficiency. Assistance issued can also start them in a job that reduces their cash benefits and helps them to meet participation rates.

All income which has been received by any member of the PRC AG during the 60-day budget period is considered when determining financial need. An income exemption to be considered is earned income received by minor dependent children under age 18, or under age 19 if they are full-time students and have not yet graduated from high school. Also per OAC 5101:1-24-20 (PRC - Excludable Income and Resources) Child Support distributions made by the Ohio Department of Job and Family Services(ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124<sup>th</sup> General Assembly(10/25/2001), Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act(12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program, and Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the Veteran's Administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975. The 60-day budget period begins 30 days prior to the date of application and extends 30 days beyond the application date. The income received during this period is used in the computation of financial eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF, DA or Medicaid. For victims of domestic violence who have no income on the date of application and who do not have access to bank accounts, as determined on a case-by-case basis, the budget period will be the date of

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application.

With the above exceptions, the total gross income, both earned and unearned, of all the PRC AG members must be counted. There are no deductions or exclusions allowed from any type of countable income. Written or verbal verification of income 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 the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification.

The gross amount of the PRC AG's countable income is totaled and compared to the amount which is the applicable maximum percentage of the FPG for each program component for the PRC AG size. If the total PRC AG income is equal to or less than the percentage of the FPG for the PRC AG size, the PRC AG meets the income requirement.

PRC AGs who contain these individuals are ineligible:

- 1) Individuals with any outstanding fraud overpayment balance, or who are currently disqualified due to Intentional Program Violation;
- 2) Families who do not use their own resources to help meet their need;
- 3) PRC AGs which include individuals who have quit a job without a good cause and as defined by the CJFS, within 30 days prior to the date of the PRC application;
- 4) PRC AGs who indicate a pattern of application for assistance for PRC payments;
- 5) Individuals who falsify a PRC Application;
- 6) Individuals who fail to cooperate with any service plan connected to their PRC Assistance;
- 7) Individuals who are on strike.
- 8) AGs under a sanction(unless it is work related)

The PRC AG's members must complete, sign and date the application form for Prevention, Retention, and Contingency to request PRC. The PRC AG will also sign an Agency-created PRC contract detailing their rights and responsibilities at the time of approval for PRC services.

**D. EXPLORING COMMUNITY RESOURCES:**

Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of PRC, the community could be defined to include areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be utilized to help meet the need. The PRC application provides a section for written documentation of the agency's attempt to locate and utilize community resources.

**E. FAMILY PRESERVATION AND REUNIFICATION SERVICES:**

MCJFS may provide the following family preservation and reunification services to a child and his parent, guardian or custodian as the agency determines necessary, and subject to the availability of funds:

Diagnostic Services	Emergency Assistance	Case Management
Therapeutic Counseling (not medical)	Parent Education	Transportation
Placement Prevention	Home-based Services	Day Treatment
	Post-finalization Services	Emergency Caretakers,

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and other services which, in the judgment of the Morrow County staff, will prevent the need to remove a child from his or her home, or to facilitate reunification of a child with his or her family.

**F. AMOUNTS AND TYPES OF ASSISTANCE:**

PRC payments are limited to the amount actually required to meet the presenting need. Any number of payments can be made as long as they are made to meet distinctive, nonrecurring needs.

Once eligibility for PRC is established, the worker designated by the CJFS to determine eligibility for PRC will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the MCJFS. All PRC payments are made by the CJFS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.

All PRC services are dependent upon the availability of funds.

Notice of Approval/Denial: If it is determined that an application for PRC is approved, the CJFS shall mail, or otherwise deliver, the ODHS 4074, Notice of Approval of Your Application for Assistance. And if it is determined that an Application for PRC is denied, the CJFS shall mail, or otherwise deliver the ODHS 7334, Notice of Denial of Your Application for Assistance.

**G. DISASTER ASSISTANCE FOR FAMILIES:**

If Morrow County is declared a disaster county by the Governor, Disaster Assistance in Morrow County may be available to families with children under age 19 under the county PRC Program and Federal Disaster Program, if money is allocated to the agency.

*Special note regarding TANF/PRC disaster assistance:* The agency's PRC plan addresses disaster assistance for TANF-eligible families when state guidance is issued. TANF/PRC disaster assistance benefits are limited to a maximum of \$1500 per family to assist with damage or loss sustained as a result of natural disaster upon declaration by the Governor, and approvals are contingent upon available funding. Eligibility will be determined using 200% of the Federal Poverty Level as the need standard. TANF/PRC disaster approvals will be on a first come/first served basis due to funding limitations.

Eligibility of an assistance group who has been adversely affected by the emergency condition is consistent with eligibility for other PRC services.

Assistance under PRC will supplement what Red Cross or Federal Disaster Assistance, allocated to the Agency, does not cover.

Income limits and maximum amounts of expenditures are listed in Appendix II. The PRC yearly cap shall be waived for Disaster Assistance for Families/TANF funds (Disaster Assistance shall not exceed \$1,500). Eligibility will be determined using 200% of the Federal Poverty Level as the need standard.

Notification of approval/denial will be sent using the generic forms in attached Appendixes IV and V.

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**H. NON-TANF ADULT DISASTER ASSISTANCE:**

**(Contingent upon available funding)**

This section is written regarding non-TANF funding for adult disaster assistance for the current state of emergency.

Non-TANF disaster assistance approvals will be on a first come/first served basis due to funding limitations.

Morrow County DJFS will accept applications for non-TANF Adult Disaster Assistance using the agency's current PRC application with specific notation that it is for Adult Disaster Assistance. Applications will be processed with reference to the current PRC plan, except that applicants need not have minor children but must be age 55 or older *or* in receipt of a disability benefit. Non-TANF Adult disaster assistance benefits are limited to a maximum of \$1500 per dwelling to assist with damage or loss sustained as a result of natural disaster upon declaration by the Governor, and approvals are contingent upon available funding. Eligibility will be determined using 200% of the Federal Poverty Level as the need standard.

Notification of approval/denial will be sent using the generic forms in attached Appendixes IV and V. Weekly reports of applications, approvals, and expenditures will be sent to the Office of Family Assistance.

Available insurance must be utilized before non-TANF assistance can be approved. Cost-sharing may be required where the non-TANF payment does not meet the entire need. The agency will make payments to authorized vendors except in cases where the eligible service has already been completed. Reimbursement may be made with appropriate documentation.

The program is limited to one payment per dwelling. If a disaster-related PRC payment has been made on behalf of a resident of the same dwelling, there is no eligibility for non-TANF assistance.

Income limits and maximum amounts of expenditures are listed in Appendix III

**H. AMENDMENT:**

This agreement can be amended upon recommendation of the Director of the Morrow County Job and Family Services. The amendment will be effective immediately, unless another date is specified in the amendment.



Director



Date

PREVENTION, RETENTION AND CONTINGENCY PLAN

SERVICE OR BENEFIT	PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p>Job Readiness/Work Support-Retention                      Pre-employment drug testing/health assessments                      Short term education expenses (books, manuals, tuition)                      TB/Hepatitis tests, agility tests, work physicals, etc. for Non-WIA and Non-OWF clients                      Adult Basic Education &amp; GED preparation and testing fees                      Clothing for Interviews/job placements, uniforms, equipment, tools                      Financial literacy/budgeting classes                      Case management services                      Pre-paid phones                      Background Checks</p>	1 & 2	<p>Per PRC Plan</p> <p>Referral to WIA is made first</p> <p>Any services not covered could be considered within the PRC Plan cap</p>	<p>Parents and or specified relatives with minor children</p> <p>Non-custodial parents</p>	200% FPG*	<p>Unemployed and under employed individuals</p>
<p><u>Transportation Services and Benefits</u> – (for Employed AGs or with a referral from Children Services)                      Car payment – limit of 1 per year for Wheels to Work Plus participants only                      Wheels to Work Plus down payment assistance                      Gasoline vouchers/coupons for work related needs                      Services through Morrow County Transportation Collaborative</p>	1 & 2	<p>Cap for Wheels to Work is \$1,500</p>	<p>Parents and/or specified relatives with minor children and all other household members</p>	<p>200% of FPG up to \$1,000 every 24 months</p>	<p>Employed or under employed individuals</p>

SERVICE OR BENEFIT	PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
Arrangement for van pools Auto insurance payments Vehicle tags & driver's license fees Auto maintenance instruction Auto repairs – If vehicle has been deemed unrepairable by the Wheels to Work Service Shop the remaining amount of PRC left may be used towards the purchase of a different vehicle (pending a vehicle inspection from the Wheels to Work Service Shop and approval from JFS appointing authority). If client has access to a running vehicle in the home, car repairs will not be issued unless both vehicles are used for transportation to employment.		For car repairs, not to exceed \$1,500. (Wheels to Work Plus participants \$1,500)			
***When PRC is used in conjunction with JARC for clients to be able to go to employment, that total of the PRC portion will not be included in the total amount allowable for transportation services***  ***When a client is eligible for car repairs and JARC is not available, they can receive up to an additional \$500 for transportation services. This total will not be counted towards their PRC***					
<u>Developmental Services</u> Help Me Grow School readiness programs Prevention services for at-risk students Alternative school programs (not education) School truancy mediation services Benefits for children including school/sport fees, camping, graduation expenses	1, 2 & 3	Cap is program specific	Families and/or specified relatives with minor children Non-custodial parents	300% FPG	Children (under six months of age for Help Me Grow)
<u>Child Welfare Services</u> (not Medicaid covered) Case management and wrap-around services for families at risk of child abuse or neglect Family preservation and reunification services Domestic violence services Day treatment services for youth with serious behavior	1 & 2	No cap on services (as needed)		200% FPG*	Families with children at risk of abuse or neglect

problems	PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b>SERVICE OR BENEFIT</b></p> <p>Contingency Services (An emergent need that threatens the health, safety or decent living arrangement of children to the extent that it prohibits them from being cared for in their own home) or a service needed to retain employment            Utility shut-offs            Purchase of bulk fuel for heating (November 1<sup>st</sup> – March 31<sup>st</sup>)            Security deposits for utilities            Eviction notices            Emergency shelter            Purchase of furniture/appliances/household items</p>	1 & 2	Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$250 per assistance group per 24 month period	Parents and/or specified relatives with minor children and all other household members	100% of FPG	Families with children at risk of abuse or neglect Victims of domestic violence
<p><b>SERVICE OR BENEFIT</b></p> <p><u>***School Clothing Program***</u>            Program period is from late summer through early fall            Basic school clothing and shoes for children kindergarten through 12<sup>th</sup> grade.  <i>*This program will not count towards the amount and time limits of the regular PRC program*</i></p>	1 & 2	No cap \$100 per eligible child	Parents and/or specified relatives with minor children and all other household members	150% of FPG	Income eligible households
<p><b>SERVICE OR BENEFIT</b></p> <p><u>Services for OWF recipients</u>            Gasoline vouchers to travel to WEP site/Job Seeking            Activities or new employment            Clothing vouchers to purchase work appropriate clothing for WEP sites, job interviews or new employment            Car insurance payments, car repairs (after regular PRC is exhausted), MCTC transportation, license reinstatement fees, vehicle tags and driver's license fees            Background checks            Physicals or tests needed to be able to start employment (services can be issued until client stops receiving OWF)</p>	1 & 2	No cap as long as client is receiving OWF	Parents and/or specified relatives with minor children	Must be OWF eligible	Clients receiving OWF

SERVICE OR BENEFIT	PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Services to Eliminate Legal Barriers</u>  Expunging of criminal records  Driver's license reinstated  Payment of court fees  Agreed changes of custody/abandonment</p>	1 & 2	Per PRC Plan		150% of FPG	Unemployed and under employed individuals
<p><u>Diversion Benefits</u> – Up to four months of cash payment to assist with basic needs, such as rent, utilities and incidentals  (Must also apply for Food Stamps, Medicaid and Child Care and attend money management classes) These services will help the individuals or families through an emergent need or a one-time occurrence.</p>	1 & 2	Up to four times the OWF payment standard	Parents and/or specified relatives with minor children Non-custodial parents		Employed individuals up to 1 year Unemployed individuals in education or training for up to 4 months
<p><u>Summer Youth Employment Program</u>  Includes contract/administrative cost, youth wages, work related items, case management, supervision cost and transportation</p>	2	Dependent on Available funding	Parents and/or specified relatives with minor children Non-custodial parents Families with minor children	200% FPG	Youth ages 14-24 (according to stated eligibility)
<p><u>TANF/PRC On-The-Job Training Program (OJT)</u>  On the job training (OJT) is a subsidized employment program that offsets employer training cost for hiring TANF eligible job seekers. Employers who participate in the program will be reimbursed up to 50% of the eligible trainee's wage during the established training period, not to exceed \$4,500 per eligible participant in a rolling 12 month period</p>	2	\$4,500 per eligible participant or employee per rolling 12 month period	Parents and/or specified relatives with minor children and all other household members	200% FPG	Unemployed and under employed individuals

SERVICE OR BENEFIT	PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p>Pre-employment assessments as required by the employer</p> <p>Recruitment and development of the employers for the program.</p> <p>Supervision of the OJT program</p> <p>Case Management activities related to the program</p> <p>OJT is designed to provide employers an incentive to hire PRC eligible participants</p> <p>Job Seekers must be determined eligible prior to being hired by the employer. The employer is expected to hire the job seeker to 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</p> <p>Employers are required to offer the OJT participant the same compensation and benefits as workers in similar positions. PRC funding cannot be used to reimburse employers for medical benefits</p>	2	<p>Caps are negotiated through contractual agreements between MCJFS and participating OJT employers based upon the PRC participants knowledge, training needs, wages and benefits</p>	<p>Parents and/or specified relatives with minor children and all other household members</p>	200% FPG	<p>Unemployed and under employed individuals</p>

See page 2 \*A waiver may be granted up to 300% if the PRC service (approved on a case-by-case basis, case narration will document the specific need)

1. Would prevent the removal of a child from their home.
2. Would prevent the loss of employment.

**The decision to grant a waiver will be made by the Director and Managers of the Fiscal Department, Family and Children Services Unit, Child Support Unit, IM Unit and WIA Unit.**

**The TANF program has the following four purposes**

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

Don Wake, Director