

DPCJFS PRC PLAN AMENDMENT

Effective July 1, 2016, PRC funds may be expended to provide supportive services, tools, equipment, services, training, supplies, fees, and all other needed costs for a CCMEP eligible mandatory or voluntary participant, who completes a PRC application, and is found eligible for PRC in accordance with Section 400 of the existing PRC Plan. Eligibility for CEMP related costs shall be based upon 200 % FPL for the appropriate household size. Eligibility shall be determined by agency CCMEP/WIOA staff, rather than any CCMEP subrecipient staff.



Corey Walker, Director

5/9/16

DEFIANCE/PAULDING COUNTY CONSOLIDATED JOB & FAMILY SERVICES BOARD

RESOLUTION: IN THE MATTER OF: APPROVAL OF DEFIANCE PAULDING CONSOLIDATED JOB AND FAMILY SERVICES PRC PLAN

DATE: MONDAY, SEPTEMBER 14, 2015

The Defiance/Paulding County Consolidated Job & Family Services Board, State of Ohio, met in regular session on Monday, the 14th day of September, 2015, at the Paulding County Commissioners' Office with the following members present:

Thomas L. Kime: PRESENT
Ryan Mack: PRESENT
Roy Klopfenstein: PRESENT

Otto L. Nicely: PRESENT
Mark Holtsberry: PRESENT
Tony Zartman: PRESENT

Mr. Klopfenstein moved the adoption of the following Resolution:

WHEREAS, the Defiance Paulding Consolidated Job and Family Services has requested the Board to approve the PRC Plan effective October 1, 2015 to September 30, 2017; and

WHEREAS, the PRC (Prevention, Retention, and Contingency) Plan is short-term assistance to assist Defiance and Paulding County families with growth and financial well-being, and may be used to achieve one or more of the following TANF purposes: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives; and

WHEREAS; to end the dependence of needy parent on government benefits by promoting job preparation, work, upgrading job skills, and marriage; and

WHEREAS, to prevent and reduce the incidence of out-of-wedlock pregnancies; and

WHEREAS, to encourage the formation and maintenance of two-parent families; and

WHEREAS, PRC and/or other available resources will be used either singularly to address the presenting need, or in conjunction with case management services, to prevent a recurrence of the same or other need. Staff will explore the current request for PRC, events and circumstances causing the need, and the probability of another need arising in the coming months. The worker will also explore the family's capacity for self-help and greater future independence, and may offer case management services in addition to PRC; and

WHEREAS, the adult member(s) of the PRC AG may be encouraged to participate in Job Search or Job Retention activities, Parenting Skills, Budgeting classes, Mental Health services, or other supportive services determined necessary by the Job and Family Services agency; and

WHEREAS, funding, PRC assistance will be available to the extent of availability of State and Federal funds; and

DEFIANCE/PAULDING COUNTY CONSOLIDATED JOB & FAMILY SERVICES BOARD

RESOLUTION: IN THE MATTER OF: APPROVAL OF DEFIANCE PAULDING CONSOLIDATED JOB AND FAMILY SERVICES PRC PLAN

WHEREAS, PRC benefits and services are available to needy families so that children may be cared for in their own home or in the homes of relatives, or, to end the dependence of needy parents on government benefits by promoting job preparation, work or marriage; and

THEREFORE, BE IT RESOLVED, that the Defiance Paulding Consolidated Job and Family Services Board does hereby approve the Defiance Paulding Consolidated Job and Family Services PRC Plan, allowing reimbursement for PRC-provided services to eligible Defiance and Paulding County residents.

THEREFORE, BE IT FURTHER RESOLVED, that it is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were so adopted in an open meeting of this Board and that all deliberation of this Board or any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Mr. Zartman seconded the above Resolution and the roll being called upon the question of its adoption, the vote resulted as follows:

THOMAS L. KIME

RYAN MACK

ROY KLOPFENSTEIN

OTTO L. NICELY

MARK HOLTSBERRY

TONY ZARTMAN

MOTION CARRIED

ATTEST

, CLERK

**Defiance/Paulding Consolidated Job and Family Services PRC Plan
For October 1, 2015-September 30, 2017**

INTRODUCTION

PRC is short term assistance to aide families with growth and financial well being, and may be used to achieve one or more of these federally defined TANF purposes below:

1. To provide assistance to needy families so that children may be cared for in their own home, or the home of relatives.
2. End the dependence of needy parents on government benefits by promoting job preparation, work, upgrading job skills, and marriage.
3. Prevent and reduce the incidence of out of wedlock pregnancies
4. Encourage the formation and maintenance of two parent families

100 Family Stability

- (A) The basis for all PRC services and expenditures is the reasonable expectation that directly or indirectly, family stability will be advanced through the use of this program. PRC and/or other available resources will be used either singularly to address the presenting need, or in conjunction with case management services to prevent a recurrence of the same or other need. Staff will explore the current need for PRC, events and circumstances causing the need, and the probability of another need arising in the coming months. The Worker will also explore the family's capacity for self-help and greater future independence, and may offer case management services in addition to PRC.
- (B) The adult member(s) of the PRC AG may be encouraged to participate in Job Search, Parenting Skills, Budgeting Classes, Mental Health services, or other supportive services determined necessary by the Job and Family Services agency.
- (C) Funding for PRC assistance is determined by the availability from State and Federal sources.

200 Eligible Assistance Groups

- (A) PRC benefits and services are available to needy families so that children may be cared for in their own homes or in the homes of relatives, or, to end the dependence of needy parents on government benefits by promoting job preparation, work, or marriage. PRC assistance groups follow TANF standard filing unit (aka assistance group) procedures.
- (B) An eligible family must consist of a minor child who resides with an emancipated parent, caretaker relative, legal guardian or legal custodian. Visiting with plans to return home (vacation, summer or parental visitations) do not constitute residing.
- (C) A child may be temporarily absent from the home in accordance with the time frames established in rule 5101:1-3-01 of the Ohio Administrative Code (though no longer than six (6) months) and still qualify for PRC usage. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian, legal custodian, (i.e. temporary removal by Children's Services with a plan to return home.)
- (D) An eligible family may also consist of a minor child residing with an emancipated parent, caretaker relative, legal guardian or legal custodian, and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.

- (E) PRC issuances made by other Counties will not be considered when determining eligibility by Defiance/Paulding Consolidated JFS.

300 Definitions

- (A) Assistance group means a group of individuals treated as a unit for purposes of determining eligibility for the PRC program. (ORC 5108.1)
- (B) Minor child means either of the following:
1. An individual who has not attained age eighteen (18), or
 2. An individual who has not attained age nineteen (19) and is a full time student of a secondary or vocational school

400 Determining Eligibility for PRC Services and Benefits

- (A) To be found eligible for PRC, the AG must meet all of the following eligibility factors:
1. Assistance Group: The individual or group of applicants must comprise an eligible assistance group. Only assistance groups consisting of parents, specified relatives, legal guardians or legal custodians living with minor children may receive PRC benefits. Assistance groups may also contain a single pregnant female, with no minor children, as long as she is at least six (6) months pregnant (verification required).
 2. Citizenship: At least one PRC assistance group member must be a US citizen or legal resident in order to be potentially eligible for PRC benefits.
 3. Residence: Residence in Defiance or Paulding County is a requirement.
 4. Countable Income: If an assistance group's countable income is equal to or less than the applicable standard for the PRC assistance group's size, the assistance group is income eligible. All income which is received or expected to be received during the budget period is considered when determining financial need with two exceptions:
 1. The gross earnings of a minor child in the assistance group, who is a full time student as defined by the school, unless the minor is a parent, are excluded as income to the assistance group.
 2. Child support payment distributions made by ODJFS pursuant to (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly and rules 5101:1-29-31.1 and 5101:1-29-21.2 of the Administrative Code are excluded as income and are not countable in determining eligibility for PRC benefits and services.
- (B) The budget period begins from the date of the PRC application, and includes all gross countable income which can be reasonably anticipated to be received for a 30 day period following the date of the application.
1. The total gross countable income, both earned and unearned, of all the PRC assistance group members shall be included in determining eligibility for PRC. There are no deductions or exclusions allowed, other than those noted in numbers 1 and 2 above, once countable income is determined.

2. Average weekly income will be multiplied by 4.3 to determine monthly income, bi weekly income will be multiplied by 2.15 to determine monthly income. The gross amount of the PRC assistance group's countable income is totaled and compared to the county's PRC standard for benefits or services requested, for the appropriate assistance group size. If the total countable PRC assistance group income is equal to or less than the standard for the applicable PRC assistance group's size, the PRC assistance group meets the income requirement.
 3. The economic need standards are based on the Federal Poverty Guideline measures, which are updated periodically. A copy of the current standards is included in this plan and will be used as long as it is current.
- (C) Disqualified applicants: No PRC applicant may be one or more of the following, or the entire assistance group is ineligible for PRC:
1. Fugitive felon
 2. Person in violation of parole or probation
 3. Person living in a public or medical institution
 4. Assistance group member on strike or work stoppage
- (D) PRC funds cannot be used to cover child care costs or to pay for Medicaid eligible covered medical expenses.

500 Application Process

- (A) Applicant Responsibility: A potential recipient of PRC is responsible for assisting with the completion of all necessary documents, furnishing all available facts and information, providing requesting verifications, and cooperating in the eligibility process. If it is determined that false, incomplete, or misleading information was knowingly provided by applicants of PRC, a referral will be made for a Fraud Investigation internally. If it is determined that PRC benefits were provided based on intentionally incorrect information, an over payment will be pursued, requiring repayment to the agency for the amount issued fraudulently. Additionally, a referral may be made to law enforcement for criminal prosecution.
- (B) Application Requirement: The PRC application form is listed included in this document.
- (C) Verification Requirements: A verification checklist may be given to the applicant in order to obtain information needed to determine eligibility. Any verification which is obtained by telephone (i.e. wage verification by an employer) must be documented clearly in the PRC assistance group record with the name and title of the information supplier, the date the verification was obtained, the phone number called, the data provided, and the name of the person who obtained the information for the agency.
- (D) The following will be verified prior to approval of PRC benefits, as noted in the attached matrix:
1. Need (i.e. eviction notice, utility disconnection notice)
 2. SSN (to be verified only if questionable—matches someone else's)
 3. Income (unless PRC is initiated by Children's Services)
- (E) A Voter Registration Form will be made available to PRC applicants or recipients upon request.

- (F) Notice of Approval or Denial: A Notice of Approval or Denial shall be mailed or delivered to the applicant of PRC benefits if appropriate. If PRC benefits are initiated by Children's Services to prevent removing a child or children from their home, or in order to return a child or children to their home, then such notice would not be necessary. Also, if a request for a service or benefit was made to the agency to use PRC monies for a particular payment or purchase, and another agency funding source was utilized to cover the cost rather than PRC, a notice would not be required.
- (G) In PRC services initiated by Children's Services, the eligibility will be determined based on the income of the child(ren's) original home-not that of foster or kinship placement homes.

APPEAL RIGHTS: Applicants will be informed in writing of their State Hearing and County Conference Rights through which they can appeal their PRC decision. Requests can be submitted verbally, in writing face-to-face, or by any means they appellant wishes.

600 Documentation

- (A) PRC services (those without a cash value) are reported through the PRC Web Reporting Tool (WRT). Documentation should include a written record of provided services. See APMTL 224 for additional information.
- (B) Case Record Requirements: Upon completion of the eligibility determination process, the PRC documentation will include: PRC application/worksheet; copy of verification checklist (if needed to be used); copies or required verifications (utility disconnection notices, eviction notices); documentation of an in home need (lack of beds, need for an exterminator); copy of the voucher, copy of the approval or denial notice (if needed to be used); a narrative summary of the need and reason the service or benefit was provided.



Corey Waken
 Agency Director
 Defiance/Paulding Consolidated JFS

DPCJFS Board

We certify by our signatures below that DPCJFS has complied with Chapter 5108

 Date

 Date

 Date

_____ Date

_____ Date

_____ Date

Approved as to form:



RUSSELL R. FLETCHER

_____ Date

Defiance Co. Assistant Prosecutor

Prevention Activities	Benefit and Service Description	Economic Need current Federal Poverty Level	Targeted Group	Maximum Benefits	Normally Issued by:	Income Verified
	<p><u>Child Welfare Services: Programs, services, and products that provide safety or stability for vulnerable children and their families. Includes the prevention of child abuse and neglect, the promotion of family stability and family reunification, and home safety.</u></p>	<p><200% (Based on child(ren)'s family, if child has been placed in care of others by the agency)</p>	<p>Families with children at risk for abuse, neglect or dependency</p>	<p>No Maximum</p>	<p>Children Services</p>	<p>Self declared unless we have information that contradicts</p>
	<p><u>Wrap Around Services, in home parent mentoring, Budgeting, Intensive in Home Services and services to victims of Domestic Violence.</u></p>	<p><300%</p>	<p>Families with children at risk for abuse, neglect or dependency</p>	<p>No Maximum</p>	<p>Children Services</p>	<p>Same as above</p>
	<p><u>Kinship Care Services: A lump sum payment to assist relatives defray the initial placement cost for assuming the responsibility of a relative minor child who was determined to be at risk of abuse, neglect, or dependency. Relative caretaker does not need to be a Defiance or Paulding County Resident.</u></p>	<p><200% (Based on child(ren)'s original, not Kinship Family Income</p>	<p>Relative Caretakers</p>	<p>\$500 per child</p>	<p>Children Services</p>	<p>Yes</p>
	<p><u>ABC Initiative: Non-behavioral services to multi-need children who do not have substance abuse or mental health conditions.</u></p>	<p><300%</p>	<p>Families with multi need children</p>	<p>No Maximum</p>	<p>Children Services</p>	<p>Same as above</p>
	<p><u>In Home and out of Home Diversion Services for youth at risk of being involved in the criminal justice system.</u></p>	<p><300%</p>	<p>Relative Caretakers</p>	<p>No Maximum</p>	<p>Children Services / Juvenile Justice</p>	<p>Same as above</p>

<p><u>Diversion payments. A one time payment to defer families from OWF participation where a family is experiencing a temporary situation putting them at risk of becoming an OWF recipient</u></p>	<p><100%</p>	<p>Families or Parents with minor children</p>	<p>\$750.00 per family-one time only.</p>	<p>Income Maintenance and Workforce Development</p>	<p>Yes</p>	
<p><u>Full Year Youth Program: Study skill training and instruction leading to secondary school completion including dropout prevention strategies. Summer employment opportunities, directly linked to educational and academic learning. Paid and unpaid work experience, including internships and job shadowing, occupational skill training, independent living etc. Follow up services and comprehensive guidance and counseling</u></p>	<p><200%</p>	<p>14-21 year old eligible minors</p>	<p>No Maximum</p>	<p>Workforce Development</p>	<p>Same as above</p>	
<p><u>Individual Development Account (IDA). Similar to savings accounts. IDAs allow participant to receive matching funds which allow them to save for the purchase of a home, educational costs, or for starting a business.</u></p>	<p>150%</p>	<p>Families or parents with minor children</p>	<p>Determined by State/Feds - OPCJFS will match the funds the eligible client contributes to their IDA</p>	<p>Workforce Dev't., Income Maint., Children's Services</p>	<p>YES</p>	
<p>Prevention/Retention Services Benefit and Service Description</p>						
<p><u>Employment and Training Services includes seminars, work shops, classes and programs that will help customers prepare for or maintain employment. Required Books, materials and supplies.</u></p>	<p><200%</p>	<p>Families or Parents with minor children</p>	<p>Advanced amount shall not exceed an aggregate of \$8,000.00 for a maximum of a 24 month period</p>	<p>Workforce Development for Adults, Children's Services for children.</p>	<p>Yes</p>	
<p><u>Customized Training: training provided on the job to improve or upgrade a employee skill level for a Defence or Paulding County employer.</u></p>	<p><300%</p>	<p>Employed, underemployed or unemployed individuals</p>	<p>Maximum benefit per employee is \$2,000.00 per period of eligibility</p>	<p>Workforce Development</p>	<p>Same as above</p>	

<p><u>On The Job Training: An incentive payment to Defiance or Paulding County Employers to hire and train a Defiance or Paulding County employee.</u></p>	<p><200%</p>	<p>Employed, underemployed or unemployed individuals</p>	<p>Maximum reimbursement to the employer is 50% of the employee's wages, up to a maximum of \$3,000.00 per period of eligibility</p>	<p>Workforce Development</p>	<p>Same as above</p>	
<p>Supportive Services Benefit and Service Description</p>	<p>Economic Need current Federal Poverty Level</p>	<p>Targeted Group</p>	<p>Maximum Benefits</p>	<p>Normally issued by:</p>		
<p><u>Transportation-Gas vouchers not to exceed \$50.00 per week for a total of \$500.00 Transportation provided by a vendor or other means has a \$500.00 per calendar year cap. Car Repairs, insurance, drivers license (reinstatement-except for loss due to DUI), plates or any other transportation need, including arranging and providing transportation.</u></p>	<p><200%</p>	<p>Families or Parents with minor children who have no transportation and have a FI job outside the home which pays at least min. wage</p>	<p>Total for all transportation services is \$1,000.00 per period of eligibility (12 months)</p>	<p>Workforce Development</p>	<p>YES</p>	
<p><u>Summer Youth Program Employment opportunities for low income youth including wages, fringes, required uniforms, tools, and certifications, case management, job coaching, direct supervision and training, transportation costs to and from work site, employer recruitment costs, FICA</u></p>	<p>< 200%</p>	<p>Low Income Youth Ages 14-17 or 18 if still in school FI, and Low Income Youth 17/18-24 in a family with a minor child, or 18-24 are low income AND have a child.</p>	<p>Based on allocation from State, Youth hourly pay cannot exceed \$10/hr.</p>	<p>Workforce Development</p>	<p>YES</p>	

<p>Pre-employment drug testing and physical exams, state licensure testing, drivers education classes, work clothing, Tools, Books or supplies needed for educational and training services</p>	<200%	Families or Parents with minor children	\$500.00 per family-one time only.	Workforce Development	YES	
<p>Contingency Services</p>						
<p>Benefit and Service Description</p>						
	<p>Economic Need current Federal Poverty Level</p>	<p>Targeted Group</p>	<p>Maximum Benefits</p>	<p>Normally Issued by:</p>	<p>Income Verified</p>	
<p>Disaster Services: Services to families who have been affected by a natural disaster as called by the Ohio Governor. Services may include and are not limited to: rent, repair, mortgage, replacement of household items, food, clothing, shelter etc.</p>	<p><200% or determined by governor</p>	<p>Families or Parents with children</p>	<p>\$1000.00 per family-one time only, or determined by governor</p>	<p>Income Maintenance and Workforce Development</p>	<p>Yes</p>	

