

*Commissioners:*  
*Brian S. Stewart*  
*Harold R. Henson*  
*Jay H. Wippel*

*Administrator:*  
*Brad Lutz*  
*Clerk:*  
*Patricia Webb*

*Pickaway County*  
**Board of County Commissioners**  
*139 West Franklin Street*  
*Circleville, Ohio 43113*  
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The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio, on Tuesday, September 22, 2015, with the following members present: Mr. Brian S. Stewart, Mr. Harold R. Henson, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was also in attendance.

During business conducted while in session, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

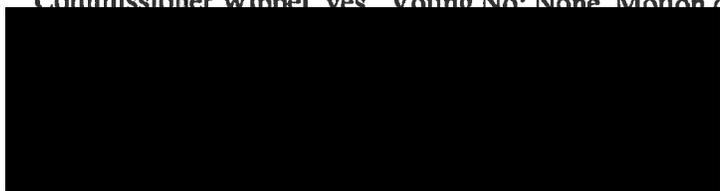
**Resolution No.: PC-092215-3**

WHEREAS, pursuant to Ohio Revised Code 5108.07, the Board of County Commissioners is required to certify that the Pickaway County Department of Job and Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies governing the Pickaway County Prevention, Retention, and Contingency Plan; and,

WHEREAS, the Board is satisfied that the Pickaway County Department of Job and Family Services has complied with said chapter: then,

THEREFORE BE IT RESOLVED that the Board of County Commissioners certifies that the Pickaway County Department of Job and Family Services has complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies governing the Pickaway County Prevention, Retention, and Contingency Plan to be implemented on October 1, 2015.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.



# **STATEMENT OF POLICIES GOVERNING THE PICKAWAY COUNTY JOB AND FAMILY SERVICES PREVENTION, RETENTION AND CONTINGENCY (PRC) PROGRAM**

## **INTRODUCTION**

Pickaway County Job and Family Services acting under Ohio Revised Code (ORC) Chapter 5108, established a Prevention, Retention, and Contingency program. The Pickaway County PRC program is a combination of goods and services designed to support economically needy families in seeking, maintaining and keeping employment leading to family self-sufficiency or overcoming barriers keeping families from being self-sufficient. PRC is not ongoing Ohio Works First (OWF)/ Temporary Assistance to Needy Families (TANF) assistance. A PRC Assistance Group (PRC AG) is a group of individuals containing at least one minor child and/or a pregnant individual and treated as a unit for the purpose of determining eligibility for the PRC Program. A PRC assistance group of a non-custodial parent would include the non-custodial parent's household exclusively. PRC for non-custodial parents without other minor children is limited to those who have can show a current payment history of paying child support or if not paying support, has prospective employment as defined in this plan, or those who are court ordered to seek work and are participating in work activities through OhioMeansJobs-Pickaway County. A family may be eligible for PRC services when a child is temporarily absent from the home of a custodial parent, specified relative, legal guardian or legal custodian as per OAC section 5101:1-3-04.

This modified PRC Plan outlines services, eligibility requirements, and other definitions specific to Pickaway County for Pickaway County residents. The PRC Plan is first approved by the Pickaway County Family Services Planning Committee and then approved by the Board of Commissioners. The Board of Commissioners certifies that Pickaway County Job and Family Services complied with ORC Chapter 5108 in adopting the statement of policies. The plan must be updated at least every two years and can be amended at any time.

## **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 200% of the Federal Poverty Guidelines (FPG) in effect July 1 and updated annually or all members of the PRC assistance group must be on OWF, Food Stamps, or Medicaid at the time of application (except where otherwise identified in the plan). PRC AG's containing members receiving assistance from other programs, but meeting all current eligibility criteria for PRC, shall be eligible for PRC services. PRC benefits are only available to members who have not received PRC assistance above the monetary caps during the previous 24 consecutive months. Receipt of PRC in another county will count toward the limits for receipt of PRC in Pickaway County. A PRC AG must reside in Pickaway County to receive PRC from Pickaway County, except where otherwise stated in the plan.

The PRC program provides non-recurring, short term supports to needy and low-income families in Pickaway County. These supports, which can lead to a family becoming self sufficient, are directly

related to one of the four purposes of the TANF (Temporary Assistance for Needy Families) program as defined in 45 C.F.R. 260.20.

The four purposes are:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the 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 families.

The PRC AG's members must complete the Prevention, Retention and Contingency Program Application form to request PRC assistance (except where otherwise identified in the plan).

The services provided in TANF Purpose 1 and/or 2 require an application and both are dependent upon the PRC AG's members income and other eligibility factors. TANF Purpose 3 and/or 4 provide services without an application and without regard to the PRC AG's members income.

Pickaway County Job and Family Services provides all customers with the opportunity to register to vote. The voter registration application are made available to persons applying for, receiving assistance from, or participating in the PRC Program as prescribed by the Secretary of State under Section 3503.10 of the ORC.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 4 business days after completion of the application process in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC Program can be of benefit will be determined by Pickaway County Job and Family Services. Under this program, an assistance group that includes at least one minor child and/or a pregnant individual meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the county department of human services. This program is designed to help people overcome emergent needs and immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing and/or limiting the ongoing need for public assistance. However, the fact that an ongoing Medicaid, OWF, Food Stamp, or Disability Assistance assistance group is active is not a determining factor in the consideration of eligibility for the PRC Program. In addition, Pickaway County Job and Family Services (PCJFS) must inform individuals about other programs (i.e., Medicaid and Food Stamps) that are available and hearing rights that are applicable. Assistance groups authorized to receive benefits under PRC are categorically eligible for food stamps. Any benefit or service authorized under this plan would confer categorical eligibility to a food stamp applicant/recipient assistance group.

PRC assistance will be authorized with the goal of the PRC AG to demonstrate the ability to function with no or limited additional agency help. Services are provided to an assistance group to prevent them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC AG to help members retain employment and, thereby, to achieve or continue self-sufficiency. In

addition, services are provided to a PRC AG to meet a presenting or contingent need that, if not satisfied, creates barriers to achieving or maintaining self-sufficiency and personal responsibility.

Former Family Emergency Assistance (FEA) program policies and benefits are replaced by the PRC Program. The Pickaway County Department of Job & Family Services shall enter the PRC AG into CRIS-E for statewide clearance and PRC authorization.

All income, which has been received by any member of the PRC AG during the 30-day budget period, is considered when determining financial need. The 30-day period begins 30 days prior to the date of application and ends on 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 or DA. The receipt of foster care payments will not count toward the family's income eligibility for PRC assistance. The receipt of part-time or full-time employment income of a high school student living in the home will not count toward the family's income eligibility for PRC assistance. A lump sum payment received within 60 days preceding the date of application may result in a request by PCJFS for verification of income and expenditures during the 60 day period prior to the date of application. A PRC application may will be denied if it is determined that the assistance group created an emergent need by not using the lump sum to alleviate or prevent the emergent need.

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, except that easily identifiable costs of doing business are excluded from self-employment 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 that is 200% of the Federal Poverty Guidelines amount for the PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement. Assistance groups in which all members are receiving OWF, Food Stamps or Medicaid will be considered to meet the income eligibility requirement.

Applicants who are ineligible include:

- 1) Individuals with any outstanding OWF or PRC fraud overpayment balance; or
- 2) A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years.

Once eligibility for PRC is established, the PCJFS director or designee 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 Pickaway County Job and Family Services through the Pickaway County Auditor's Office. All PRC payments are made by Pickaway County Job and Family Services to the vendor or PRC AG. Pickaway County Job and Family Services will ensure that its policies meet all auditing requirements. Pickaway County Job and Family Services will pursue repayment of PRC

overpayments caused by the assistance group and the assistance group will be ineligible for future PRC payments until the PRC overpayment balance is repaid. Overpayments involving fraudulent receipt of PRC may be referred to the local prosecutor for possible prosecution.

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

### **EXPLORING COMMUNITY RESOURCES**

Every effort should be made to explore the availability of resources within the local community to use in combination with PRC. For the purposes of PRC, the "community" could be defined to include areas beyond the county's boundaries. A PRC AG will be encouraged to apply for and utilize any program, benefit, or support system that may reduce or eliminate the barriers to achieving or maintaining self sufficiency and personal responsibility. County personnel determining eligibility for PRC should be aware of community resources that may be contacted and/or contracted for or otherwise 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.

### **AMOUNT AND TYPES OF ASSISTANCE**

#### **Definitions:**

*Current Employment.* Employment of at least 30 hours per week paid work that will enable a person to achieve or move toward self-sufficiency. Employment must be verified by a pay stub or other employer verification.

*On Approved Medical Leave.* Individuals who are on temporary medical leave from work and expected to return to the same job within 3 months. The medical leave may be due to their own medical condition or that of a family member. Verification is required from the employer that the person is on an approved medical leave and that they have a job to return to with that employer.

*Prospective Employment.* Employment, as defined above, that is expected to start within 7 days following the date the request for services is made. A written employer statement, phone call, or orientation packet is required to verify the start date for prospective employment.

*In Receipt of Unemployment Compensation.* Individual is in receipt of or has been approved for Unemployment Compensation benefits.

*Homeless.* Living on the street, in a car, tent, garage or any place not designed for or ordinarily used as a regular living accommodation for human beings; housed on a temporary basis in a shelter, hotel, or motel because they have nowhere else to live; living in an accommodation with friends or others that is understood by both parties to be a last resort; being released from or leaving hospitals, jails, residential programs or emergency shelters with nowhere to go; or in a documented unstable and/or unsafe living situation.

**Emergency and Contingency Services:**

Emergency and Contingency Services meet TANF Priorities 1 and 2. TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives and TANF Purpose 2: To end the dependence of need parents on government benefits by promoting job preparation, work and marriage. Prevention, Retention and Contingency payments for Emergency and Contingency Services are limited to the monetary amount described in each of the following categories, not to exceed a total of \$500 in all categories collectively, in a twenty-four (24) consecutive month period of eligibility, except for responding to disaster relief as detailed in the PCJFS Disaster Relief Policy. The number of payments that may be made to or on behalf of the eligible assistance group during the period of eligibility is limited to the number allowed in each category as long as they are distinctive occurrences.

The application process for assistance groups found eligible for PRC in these emergency and contingency service categories will include a plan toward self-sufficiency including but not limited to the exploration of and filing for the IRS Earned Income Tax Credit and Advanced Earned Income Tax Credit, for employed members.

Non-custodial parents without minor children in the home must show a current payment history of making child support payments or have prospective employment as defined above, which will allow them to start making child support payments, to be considered eligible for payment of Emergency or Contingency Services.

- ***Household and Shelter***

Payment may be made for utilities, rent, deposit, or mortgage and is limited to a collective total of \$500 in a 24 consecutive month period. The assistance group must demonstrate the ability to pay these expenses in the future to be eligible. To be eligible, an assistance group member must be currently employed, or in receipt of Unemployment Compensation, or on temporary medical leave.

Payment for utilities is limited to a 24 consecutive month period, not to exceed \$500.

Payment for rent or deposit is limited to a 24 consecutive month period, not to exceed \$500. To be eligible the assistance group must be homeless, have a court-ordered eviction notice, or be moving into HUD housing. A notice from the court with a date to appear in court will be considered a court-ordered eviction notice. If both rent and deposit are requested, payment from PRC will pay for rent first, then for deposit. If a deposit is paid from PRC, the assistance group will be required to sign a deposit repayment agreement agreeing that when the deposit is refunded, PCJFS will receive their portion of the deposit refund first.

Payment for mortgages is limited to a 24 consecutive month period, not to exceed \$500. To be eligible the mortgage payment must be at least 30 days in arrears.

- ***Transportation***

Payment is limited to car repairs and gas cards. Any number of payments may be made, but are limited to a collective total of \$150 in a twenty-four (24) consecutive month period for gas cards and \$500 in a twenty-four (24) month period for car repairs. To be eligible the assistance group member must be currently employed or prospectively employed. Payment for car repairs is limited to situations in which the car repair is necessary for employment or prospective employment.

- ***Employment-Related Supportive Services Excluding Transportation***  
(items including but not limited to work boots, uniforms/clothing, interview clothes, tools of the trade, licensing/certification fees, driver's education training, or driver's license registration/plate fees). Any number of payments may be made, but are limited to a collective total of \$250 in a twenty-four (24) consecutive month period. To be eligible the assistance group member must be currently employed or prospectively employed.

### **Ohio Works First Incentive**

Ohio Works First Incentive Program meets TANF Purpose 1 and 2. TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. The Ohio Works First Incentive Program can be authorized to those individuals who reduce or eliminate their Ohio Works First (OWF) assistance due to gaining or increasing employment in an effort to help families cover expenses associated with gaining employment.

Eligibility for the Ohio Works First Incentive program is based upon information gathered in the Request for Cash Assistance Form JFS 7200 and families in receipt of the Ohio Works First Program as defined by Ohio Administrative Code Section 5101. Incentives for gaining or increasing employment will be issued in accordance with the Tracks as listed below.

Track 1: An incentive of \$250 is issued to an OWF assistance group member for gaining or increasing employment that reduces or eliminates Ohio Works First Assistance cash assistance.

Track 2: An incentive of \$250 is issued to an OWF assistance group member for maintaining gained or increased employment for 30 days that reduces or eliminates OWF cash assistance.

Track 3: An incentive of \$250 is issued to an OWF assistance group member for maintaining gained or increased employment for 90 days that reduces or eliminates OWF cash assistance.

Track 4: An incentive of \$250 is issued to an OWF assistance group member for maintaining gained or increased employment for 180 days that reduces or eliminates OWF cash assistance.

Eligibility for the Ohio Works First Incentive Program is based on verification of employment resulting in a reduction or elimination of OWF eligibility. The Ohio Works First Incentive program is limited to \$1,000 in a 24 month period. The receipt of PRC payments under this category does not count toward the family's eligibility limit for other PRC assistance.

### **Child Protective and Kinship Caregiver Services**

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

Families being assisted through the provision of child protective services in Pickaway County, who are receiving OWF, Food Stamps, or Medicaid, or whose income is at or below 200% of the Federal Poverty Guidelines (FPG) in effect July 1 and updated annually, may be eligible for PRC child welfare services. Pickaway County Job & Family Services is committed to help alleviate a family crisis that could lead to the removal of children from their home, or help a family so that the children can be safely returned to their family. The receipt of PRC child protective services will not count toward the family's eligibility limit for other PRC assistance.

As per ORC section 5153.165, if the public children service agency determines that a child could remain safely with, or be safely returned to the family, the agency may provide PRC payment or services necessary to prevent the removal of the child from the home or to permit the child's return to the home.

Payment for emergent needs under this category may be made if it certified by Pickaway County Children Services that the PRC payment will prevent the removal of a child from the child's home or to safely return a child to their home, or if it necessary to stabilize a kinship placement made by Pickaway County Children Services. Residency in the county is not a condition of eligibility for this category. Any number of payments may be made but are limited to a collective total of \$1500 per assistance group, in a twenty-four (24) consecutive month period. The receipt of PRC emergent need payments under this category does not count toward the family's eligibility limit for other PRC assistance. The PRC application will be used to determine eligibility for emergent need payments under this section. The PRC assistance group for kinship placements includes the kinship family and the children placed with the family. A child may be included in both the kinship family's assistance group and in the parent's assistance group if PRC assistance is needed in both assistance groups as identified by Children Services.

#### **PRC Direct Child Welfare Case Management Services**

PRC Direct Child Welfare Case Management Services meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the home of relatives. Pickaway County Job & Family Services provides PRC direct child welfare case management services to PRC or OWF eligible, child welfare cases. These case management services include:

**Family Preservation Activities:** This includes activities performed on behalf of a child and their family if there is not an in-home case or a custody case established. Activities include: screening and assessment of needed services, providing program information and referral and linking to services such as family preservation services, domestic violence services, parenting training, substance abuse treatment, counseling, etc.

**Custody Case Management:** This includes activities related to family preservation to reunite a child with the child's family if a custody case has been established, a reunification plan is in place and the child is expected to be reunified with the family within six months of placement.

**Non-Custody Case Management:** This includes activities related on behalf of a child and their family where an in home case is established, Activities include: development and implementation of a regimen of reasonable efforts which are undertaken to prevent the removal of the child into placement, and/or activities related to the development and implementation of a regimen of services for an adopted child and/or the child's family

which are undertaken to support the maintenance of the adoption and/or prevent the disruption of the adoption. Such activities include supporting the management of care or services referral to, or arranging for, care of services; planning or supervising care or services; supporting access to care or services; assessing results of care or services; and performing a case assessment.

Children and families who are receiving of OWF, Food Stamps, or Medicaid are considered to meet the income eligibility criteria for PRC direct Child Welfare Case Management services. Either an approved application form for OWF, Food Stamps, or Medicaid assistance or the PRC application will serve as the eligibility application for these services and will be maintained in the OWF, Food Stamp, or Medicaid case file. The receipt of PRC direct Child Welfare services will not count toward a family's eligibility limit for any other PRC services. PRC services in this category may also be used to pay for visitation or mediation services for referrals made by Pickaway County Children Services. Services may include, but are not limited to respite care, day treatment, diagnostic services (but not medical treatment), emergency caretakers, homemaker services, parent education, in home services, special services for drug and/or alcohol abusers, transportation, unmarried parent services, domestic violence, post-finalization services, counseling, placement prevention, and family reunification.

TANF funds cannot be used for:

1. Placement costs for residential, out of home, emergency shelter, or substitute care.
2. Medical expenses (except for pre-pregnancy family planning).

#### **Non-Custodial Parent Seek Work Services**

Non-Custodial Parent Seek Work Services meet the TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage. Services are available to non-custodial parents who are ordered through the Pickaway County courts or a Pickaway County Child Support Administrative hearing to seek work and participate in job search or job readiness activities through the Pickaway County Jobs One Stop (Workforce Investment Network). The non-custodial parent does not need to be a resident of Pickaway County, providing they are ordered to seek work by Pickaway County courts or a Pickaway County Child Support Administrative hearing. Services will assist the non-custodial parent to obtain, maintain, and/or improve their employment opportunities, and promote the payment of child support, thus enhancing the self-sufficiency of the family. Services may include payment for participation in Job Search or Job Readiness programs and Case Management. In order for the PRC assistance group to be found eligible, the PRC assistance group's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect July 1 and updated annually or all members of the PRC assistance group must be on OWF, Food Stamps, or Medicaid at the time of application. The PRC application will serve as the application for these services. Receipt of PRC in this category does not count toward the family's eligibility limit for other categories of PRC.

#### **Pickaway County Family and Children First Council**

Pickaway County Family and Children First Council (PCFCFC) meets TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. PCFCFC is a community collaboration which coordinates services to support and empower children and families. PCFCFC builds service delivery capacity through the effective coordination of community services including but not limited to substance abuse services, mental health services, domestic violence services, outreach and information and

referral services, and parenting services. Some of the services provided by PCFCFC include Early Childhood Collaborative Coordinating Committee, Teen Task Force, Parent Advisory group, TEAM for Youth (formerly cluster). PRC funding will be used to support the administration of PCFCFC. PRC services provided by PCFCFC that do not provide a direct service linked to an individual child or family do not require an application and are without regard to income. Families for who direct PRC services are needed will be referred to Pickaway County Job and Family Services for an application and eligibility determination.

The guiding principles of PCFCFC to collaborate to provide effective, accessible, and efficient services for children and families and to develop community awareness of the various systems that provide services and supports, meets all four purposes 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; to prevent and reduce the incidence of out-of-wedlock pregnancies; and to encourage the formation and maintenance of two-parent families. PCFCFC acts as an effective outreach and referral mechanism for low income families who may be eligible for services through Pickaway County Job and Family Services

#### **TANF Transportation**

TANF Transportation meets TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. Pickaway County Job & Family Services, under contract with the Pickaway County Community Action, Inc., provides transportation services to OWF recipients to and from required work participation activities. The common application form for OWF assistance will serve as the eligibility application. The receipt of Transportation services will not count toward a family's eligibility limit for other PRC services.

#### **Parent Project/Loving Solutions**

Parent Project/Loving Solutions meets TANF Purpose 1 and 2. TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives and TANF Purpose 2: To end the dependence of need parents on government benefits by promoting job preparation, work and marriage. PRC may be used to pay for parents and families to participate in this program. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect July 1 and updated annually or a member of the PRC assistance group must be an OWF, Food Stamps, or Medicaid recipient at the time of application. A PRC application is required. Receipt of PRC in this category does not count toward the family's eligibility limit for other categories of PRC.

#### **TANF Subsidized Employment Program (TANF SEP)**

The TANF Subsidized Employment Program meets TANF purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. The purpose of the TANF SEP program is to provide TANF eligible individuals an opportunity to obtain employment and provide employers an incentive to hire participants who are in need of benefits and services to overcome barriers to employment.

The program will serve assistance groups as defined in the PRC Plan Introduction, but will primarily target Ohio Works First participants. Benefits of the program include:

- Payments to employers to help cover wages, fringe benefits, medical benefits;
- Payment to third parties to administer the program;
- Recruitment and development of employers for the program;
- Supervision of the program;
- Ancillary services, such as certifications, training, case management activities, job coaches and mentors.

Funding for this program is contingent on funds made available from ODJFS specifically for this program for the period of December 1, 2009 through May 31, 2011. Employers participating in the program may receive subsidy payments for up to 6 months per individual placed with the employer. Subsidy payments may be made for up to 100% of the wages, fringe benefits and medical benefits for the employee with the expectation of continuing employment with the participating employer after the subsidy expires or a placement component that leads to employment with another employer after the subsidy expires. Participants in the program shall be considered regular, permanent employees of the employer. They shall be paid the same rate as other employees doing similar work and shall be entitled to the same employment benefits and opportunities for advancement and affiliations with employee organizations that are available to other regular employees of the employer. The subsidized job position may be full or part time as defined by the employer. PCJFS and the participant will enter into a contract with the employer which establishes all parameters of the program.

To be eligible the PRC assistance group's income must be at or below 200% of the Federal Poverty Guidelines, or all members of the assistance group must be on OWF, Food Assistance, or Medicaid at the time of application. Self-declaration of income will be used to determine eligibility and families will be documented by the family on the PRC application. Once determined eligible for this TANF SEP, the individual is considered eligible for the duration of their individual SEP contract period. Receipt of other PRC assistance under this program does not count toward monetary caps for other categories of PRC under this plan. The definition of PRC assistance group, countable income, and resources limits are the same as for other benefits already addressed in the PRC plan. Application for participation in this program is to be made via the regular PRC application or a special SEP PRC application.

#### **TANF Subsidized Summer Employment Program for Youth**

TANF Subsidized Summer Employment Program for Youth meet TANF Purpose 1 and 2. TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. The Summer Youth Employment Program will enable low income TANF-eligible youth to gain valuable work experience while earning a paycheck to help meet basic needs. Funding for this program is contingent on funds received from ODJFS specifically for the program. This program meets the first two purposes of TANF, to provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives and to end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

Persons served in this program must be from a TANF eligible family and meet one of the following criteria:

- Youth ages 16-17, 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 a secondary school);
- Youth ages 18-24, as long as they are in a needy family that also has a minor child; or
- Youth ages 18-24 that have a minor child and are considered needy.

To be eligible the PRC assistance group's income must be at or below 200% of the Federal Poverty Guidelines, or all members of the assistance group must be on OWF, Food Assistance, or Medicaid at the time of application. Self-declaration of income will be used to determine eligibility and families will be documented by the family on the PRC application. Once determined eligible for this program, the individual is considered eligible for the duration of their individual SEP contract period. Receipt of other PRC assistance under this program does not count toward monetary caps for other categories of PRC under this plan. The definition of PRC assistance group, countable income, and resources limits are the same as for other benefits already addressed in the PRC plan. Application for participation in this program is to be made via the regular PRC application or a special Youth SEP PRC application.

PCJFS and the participant will enter into a contract with the employer which establishes all parameters of the program. All employer agreements will include the following paragraph:

*The grantee/vendor will ensure that the funds used by the employer to pay supervision and training of summer youth participants are not being claimed as a match for another federal program, or are not federal funds from another program. Grantee/Vendor agrees to provide information and data concerning the program as determined by the Pickaway County Department of Job and Family Services. The information shall be provided monthly to the Pickaway County Department of Job and Family Services so that the Pickaway County Department of Job and Family Services may meet reporting requirements and so that the state of Ohio may claim training and supervision costs of the employer to help meet the TANF maintenance of effort requirements.*

Allowable costs are limited to:

- payments to employers for wages at no higher than \$10 per hour and fringe benefits, excluding health benefits;
- payments to third parties to operate the program;
- recruitment and development of employers for the program;
- other ancillary services which are offered by the employer to the subsidized employment participants including: work related items such as uniforms, tools, licenses or certifications; case management activities related to the program; and job coaches and mentors;
- Worker Compensation expenses;
- FICA;
- Retirement Contributions;
- Direct supervision and training costs;
- Work clothing if necessary for employment at the specific job placement; and
- Transportation costs to and from the work site.

***Exceptions to Category Limitations:***

While it is not the intent to encourage or routinely grant exceptions to the PRC plan the Pickaway County Job and Family Services does recognize there are occasional, extraordinary circumstances

that may warrant issuance of PRC in excess of the dollar limitation or more frequency in a specific category than allowed. Any exception to this plan shall specifically be reviewed and approved by a program administrator. Sufficient documentation shall be maintained in the case file as to why a plan exception was granted.

**Pickaway County Job and Family Services agrees to implement the Prevention, Retention and Contingency Program as written above.**

[Redacted Signature]

Services

[Redacted Date]

Date