



TRUMBULL COUNTY COMMISSIONERS

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Commissioners
Mauro Cantalamessa
Frank S. Fuda
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Clerk
Paulette A. Godfrey

August 24, 2016

The following action was taken by the Board of Trumbull County Commissioners on August 24, 2016, and duly recorded in the Journal Volume 145, Page(s) 20130:

**RE: APPROVE REVISIONS TO PREVENTION,
RETENTION AND CONTINGENCY PLAN**

MOTION: Made by Mr. Polivka, seconded by Mr. Fuda, to approve the REVISIONS to Trumbull County's PREVENTION, RETENTION and CONTINGENCY PLAN; Trumbull County has expanded the services provided through the Prevention, Retention and Contingency (PRC) Program effective August 1, 2016; this action per the recommendation of the Trumbull County Department of Job and Family Services.

SPECIAL NOTE: *The Trumbull County PRC Plan revised effective August 1, 2016, complies with the requirements of Chapter 5108 of the Ohio Revised Code in adopting its written statement of policies.*

NOTE: The entire Prevention, Retention and Contingency Plan shall be recorded onto the Journal for record purposes.

REVISIONS TO PRC PLAN

Reinstatement of the School Clothing and Supplies Program for those individuals who have received an OWF cash benefit during the month of June 2016 and have children aged 5-18 who are verified to be enrolled in the upcoming 2016-2017 school year. Benefits are limited to a single \$400.00 voucher per eligible family assistance group. Vouchers will be distributed through August and must be redeemed by September 30, 2016.

Under Contracted Services, the SEEK WORK Employment & Training Program now includes additional, specific eligibility criteria for program services.

1. Customers must be at or under 200% of the Federal Poverty Level
2. Complete a Seek Work application
3. Must be a non-custodial parent(s) who is employed, underemployed or unemployed
4. Have a minor child in the Child Support Enforcement System
5. Has a court or administrative order

Yeas: Polivka, Fuda, Cantalamessa

Nays: None

CERTIFICATION

I, Paulette A. Godfrey, Clerk of the Board of County Commissioners, Trumbull County, Ohio, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Trumbull County Commissioners on August 24, 2016, and is duly recorded in their Journal Volume 145, Page(s) 20130.



Paulette A. Godfrey, Clerk/Interim Administrator
Board of County Commissioners



/pjvk

cc: Department of Job & Family Services

August 1, 2016

**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PREVENTION, RETENTION, CONTINGENCY
P.R.C. PLAN**

SECTION I

PURPOSE:

The Prevention, Retention, Contingency (PRC) program is designed to assist families in overcoming immediate barriers which prevent the achievement of self-sufficiency by promoting work and personal responsibility. The program is funded from the Title IV - A federal block grant, Temporary Assistance for Needy Families (TANF). All PRC benefits and services are contingent upon the availability of funds to operate the program.

USE OF FUNDS:

The PRC program provided flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to get a job, keep a job, and improve their economic circumstances.

The PRC program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include non-recurring, short-term, crisis oriented benefits and ongoing services that are directly related to the four purposes of the TANF program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. Non-recurring, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These non-recurring benefits and services may then provide short-term relief and addresses a discrete crisis situation rather than meeting ongoing or recurrent needs.

FOUR TANF PURPOSES:

A. TANF Purpose #1

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

B. TANF Purpose #2

End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

C. TANF Purpose #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.

D. TANF Purpose #4

Encourage the formation and maintenance of two-parent families.

SECTION II

STATEMENT OF POLICIES

DEFINITIONS:

ASSISTANCE GROUP – PREVENTION, RETENTION & CONTINGENCY

“Assistance group” means a group of individuals treated as a unit for purposes of determining eligibility for the prevention, retention, and contingency program.

- An eligible assistance group must consist of a pregnant woman or a minor child residing with a parent, specified 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.
- A CDJFS may provide PRC services to more than one PRC assistance group even when both PRC assistance groups contain the same child.

This option will provide maximum flexibility to the applicants.

PREVENTION

Services are designed to divert assistance groups (AGs) from ongoing cash assistance by providing short term non-assistance.

RETENTION

Services are provided to assist an employed member of the AG in maintaining employment.

CONTINGENCY

Services are provided to meet an emergent need which, if not met, threatens the safety, health, or well-being of one or more AG members.

MINOR CHILD

“Minor child” means either of the following:

1. An individual who has not attained age eighteen.
2. An individual who has not attained age nineteen and is a full-time student in a secondary school or the equivalent level of vocational or technical training.

NON-CUSTODIAL CARETAKER

PRC benefits and services may be provided to non-custodial parents of a minor child.

45 CFR 260.30 defined a non-custodial parent as a parent of a minor child who:

Lives in the State, and

Does not live in the same household as the minor child.

ECONOMIC NEED

In order for eligibility to be determined, the income of the AG must be compared to the economic need standard established for the benefits and services requested.

The economic need standards are based upon federal poverty guidelines which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining eligibility for the PRC AG to receive benefits or services, the AG income must be equal or less than the economic need standard.

The economic need standard is based upon federal poverty guidelines, with percent limits specified in the outline of services in the attached Service/Benefit Chart and in contracts for PRC contracted services.

A. TANF PURPOSE #1 & #2

B. TANF PURPOSE #3 & #4 (are not limited to “needy” families). For federal reporting purposes, costs relating to purposes 3 & 4 must be tracked and identified separately.

PRC benefits and services for purposes 1 & 2 of TANF are available to a family assistance group (AG) which includes a minor child (except for “temporary absence”) or pregnant women as defined in ORC Section 5108.01 and 5108.06. PRC benefits and services are also available to the non-custodial parent of a minor child, who lives in the county, and does not live in the same household as the minor child. No family is eligible for PRC benefits or services unless the family includes a minor child who, at a minimum, resides with the parent, caretaker relative, legal guardian or legal custodian. PRC benefits and services may also be provided to household’s consisting of a pregnant woman with no other minor children. Beyond the minimum requirements, PRC may also be provided to other members of the household who could significantly enhance the family’s ability to achieve economic self-sufficiency.

PRC benefits and services for purposes 3 & 4 of TANF do not contain the same constraints and there may be instances where the use of PRC funds may be made on behalf of childless individuals. TANF funds may be used for pregnancy initiatives (for example, prevention) that serve young adults.

A child may be “temporarily absent” from the home in accordance with the time frames in OAC rule 5101:1-3-04 and still qualify for PRC. During the temporary period the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. A child may be temporarily absent from the home for up to six months in accordance with time periods specified in ORC 5107.10, which are applicable to PRC, and still qualify for PRC. During the temporary period the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. The county may continue to help the eligible family through expenditures that are reasonably calculated to accomplish one of the four purposes of the TANF program including some expenditures for the temporarily absent child. The child must return to the home by the end of the sixth month period, otherwise the child is considered to no longer reside with the parent, caretaker relative, legal guardian, or legal custodian.

The CDJFS does not believe it is reasonable to determine that a child is temporarily absent from the home if the child has been adjudicated or otherwise determined to require placement out of the home for longer than the state's established temporary period (i.e. six months).

ELIGIBILITY CRITERIA

RESTRICTIONS BY FEDERAL AND STATE LAW:

Counties are required to follow the federal and state laws that are applicable to the PRC program. Listed below are federal prohibitions based upon 42 USC 608 section 431 or PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997) and the Ohio Revised Code.

In order to receive PRC benefits and services a member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5506(d) or Public Law 105-33 (the Balanced Budget Act of 1997).

No PRC benefits or services may be provided to families that fraudulently received assistance under the OWF or PRC program until repayment occurs (Reference ORC Section 5101.83). No medical services may be provided except for family planning services.

PRC funds may not be used for the provision of child care services. Ohio has a statewide child care program with income and eligibility requirements established in state law and Ohio Administrative Code rules.

SECTION III

INCOME RESTRICTIONS AND BENEFIT LIMITATIONS:

Eligibility for PRC for benefits and services to meet TANF Purposes 1 and 2 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 the specified Federal Poverty Guideline (FPG). Eligibility for PRC for benefits and services to meet purpose 3 and 4 of TANF is available without regard to need. The Economic Need Standard and cap limits for specific benefits are reflected in the CHART SECTION. PRC is only available to AG members who have not received PRC assistance above the monetary cap per a consecutive 12 month period. Issuance of PRC benefits and services is contingent upon the availability of TANF funds as well as the intended period of the allocation for these funds. Families receiving assistance under another program may receive PRC assistance as long as the AG meets all PRC program requirements.

The total gross income (both earned and unearned) of all members of the PRC AG shall be counted except for gross earnings of a minor child as defined in OAC 5101:1-23-20 (c)(i). This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF) or Disability Financial Assistance (DFA). There are no deductions or exclusions, except for those already specified above, allowed for from any type of countable income. 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 unless this period does not accurately reflect expected income. In this instance, the 30 day budget period may be projected 30 days from the date of application. The gross amount of the PRC AG's countable income is compared to the specified amount for the AG number in the PRC Economic Need Standard Chart. If the total PRC AG income is equal to or less than the specified amount for the applicable AG, the PRC AG meets the income requirement.

TYPES OF INCOME

UNEARNED INCOME:

The following are examples of unearned income which must be counted. These are not meant to be an all-inclusive list:

- RSDI Benefits
- Alimony
- Child Support
- Veteran Administration Benefits
- Workers Compensation
- Lump-sum payments (including tax returns)
- Severance payments
- Buy-out payments
- Unemployment Benefits
- Pension and Retirement Benefits
- Strike Benefits
- Investment Income
- Rental Income
- OWF, DFA, or Supplemental Security Income (SSI)

EARNED INCOME:

Earned income is income in which the AG member must perform some type of labor or service to receive it. The following are examples of earned income. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from Self-Employment
- Strike Benefits (if the striker is required to perform services in order to receive them)
- Training Allowances

EXCLUDED INCOME:

Income derived from the Economic Stimulus Payments is excluded via Section 101 (d) "Refunds Disregarded in the Administration of Federal Programs and Federally Assisted Programs – Any credit or refund allowed or made to any individual by reason of section 6428 of the Internal Revenue Code of 1986 (as amended by this section) or by reason of subsection (c) of this section shall not be taken into account as income or resources....."

Pursuant to the Ohio Revised Code (OAC) 5101:1-24-20 is excluded as specified below:

- (A) Child support payment 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 124th General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.
- (B) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.
- (C) 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.
- (D) 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.

RESIDENCE:

PRC benefits and services are available to residents of the county in which they reside. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period. Residence is also established by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment, whether or not currently employed. Benefits apply to the current residence location only.

COMMUNITY RESOURCES:

A PRC AG must apply for and utilize any program, benefit or support system which may reduce or eliminate the presenting need. Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of those resources available is necessary to determine if any other means within the community may meet, or help meet the presenting needs. Local contracts with other entities may be available to provide services which may meet or help meet the requested need (i.e. planning transportation services).

For contingency purposes, payment for HEAP eligible heating fuel and utilities during the HEAP season must occur prior to authorization of PRC for HEAP eligible utilities. This also applies to any other heating/cooling utility aid available through other entities to help low income families. To authorize PRC for a utility while HEAP, or any other heating/cooling utility service agency

or entity, is in operation requires a statement of approval identifying the utility, the amount, and service period covered by these payment(s), (so as not to duplicate PRC benefits for the same service period) or denial of HEAP services from the HEAP agency.

RESOURCES:

No resource limitation exists.

SECTION IV

ELIGIBILITY DETERMINATION PROCESS:

Eligibility will be carefully evaluated on a case-by-case basis. Immediate need and whether or not the PRC program can be of benefit will be determined by the CDJFS or designee. This program is designed to help people overcome immediate barriers to achieve or maintain self-sufficiency and personal responsibility, therefore preventing the need for ongoing public assistance. PRC services are:

1. Services that do not involve implicit or explicit income support; or
2. One-time, short-term assistance which is limited to the amount actually required to meet the presenting need per 12 month period of eligibility.

The 12 month period begins on the date of approval and ends at the end of that consecutive 12 month period. Non-recurring short term benefits are designed to deal with specific crisis situations or episodes of need, are limited to meet recurrent or ongoing needs and will not extend beyond twelve (12) months.

Services are provided to an assistance group to prevent them from relying on, or 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 meet a need which, if not satisfied, threatens the health, safety or well-being of one or more AG members. Applicants must have made reasonable attempts to prevent or meet their contingent need. Any number of individual payments can be made during the 12 month period as long as they are distinctive, non-ongoing and do not exceed the designated cap. If the PRC applicant has received PRC in another county or State, the amount issued will be deducted from the allotment limits specified in Trumbull County's PRC plan.

Inherent in the issuance of PRC to a non-custodial parent AG is the understanding that, in doing so, the CDJFS is preserving their ability to assist the non-custodial parent in meeting their legal obligation to support their children. Prior to determination of PRC eligibility for the non-custodial parent, they will be required to establish a support order with the Child Support Enforcement Agency (CSEA). A non-custodial parent that has applied for PRC and is not currently working, will be assisted in obtaining employment. PRC will be denied if it is determined through contact with CSEA that the non-custodial parent has failed to meet their obligation to establish paternity and support payments.

VERIFICATION PROCESS:

The following verifications are needed:

1. Verification of presenting need.
2. Payroll letter or pay stubs.
3. One (1) estimate from an established business of the cost for items or services needed, where available.
4. Itemized statements of items needed to get started on a job, plus statements that these item(s) are not furnished by the employer to the employee.
5. The provider of the item or services must be willing to accept the CDJFS payment.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed release, either the CDJFS format (Applicant/Recipient Authorization for Release of Information ODHS 7341) or, for contracted services, their agency release shall be obtained from the applicant if collateral verification is required. Verification which is obtained by telephone must contain clear documentation in the PRC AG record concerning the name, position, date, amount, and the name of the individual who obtained the verification.

Falsification of an application for PRC and/or required documentation may result in criminal prosecution and recoupment of all benefits received.

STANDARDS OF PROMPTNESS:

The PRC application should be approved or denied within 5 business days after receipt of the signed and dated application. The PRC AG members must complete designated application. The PRC AG's members must complete the designated application and provide all necessary verifications needed to establish eligibility. Once eligibility for PRC is established, payment for goods and/or services will be authorized. 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 procedures in place at the CDJFS. The county and contractors must ensure that its policies meet auditing requirements.

APPLICATION:

The ODHS 3800 "Prevention, Retention and Contingency Program Application" (state model) has been developed for use when a family is applying for PRC benefits and services. Other application formats may be used by contracting agencies for the purpose of providing PRC benefits or services for families applying for specific contracted services. The PRC application and any other information gathered during the eligibility determination process shall be kept on file in an AG folder.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered under PRC will be explained during the interview. In addition, anyone applying for PRC services will receive information about referrals to, and access to, Medicaid, Food Stamps, Child Care assistance and other programs that provide benefits that should help them successfully transition to work. All PRC applicants will be advised of their hearing rights and will be provided with a copy of the ODHS 4059 “Explanation of State Hearing Procedures”. 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 or participating in the PRC program (reference section 329.051 of the ORC).

NOTICE OF APPROVAL/DENIAL:

If it is determined that an application for PRC is approved, the ODHS 4074 “Notice of Approval of Your Application for Assistance” shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODHS 7334 “Notice of Denial of Your Application for Assistance” shall be mailed or otherwise delivered to the PRC AG. Once eligibility for PRC is established, authorization shall occur and a payment for the benefits and/or services will be generated.

Authorization may occur at any time during the period beginning on the date that PRC is approved. As long as payment is authorized within 30 days, actual payments may be made to vendors according to the procedures in place. All payments shall be made to the vendor. Policy has been written to ensure all auditing requirements are maintained.

OVERPAYMENT COLLECTIONS:

Any erroneous payments issued under the PRC program due to client or vendor error, misrepresentation, intentional program violation, fraud, or agency error constitutes an overpayment. All PRC overpayments are subject to recovery according to established agency collection policy and procedures.

SECTION V
Revised August 1, 2016
PROCEDURE GUIDANCE

Shelter Expenses-----Attachment 1

Summer Youth Employment Program-----Attachment 2

School Supplies and Clothing-----Attachment 3

Ohio Works Incentive Program-----Attachment 4

Gas Card Program -----Attachment 5

Gas Card Tracking Form -----Attachment 6

ADULT Non-TANF Disaster Assistance Plan -----Attachment 7

FAMILY – TANF Disaster Assistance Plan-----Attachment 8

Attachment 1
Revised Effective July 1, 2011
SHELTER EXPENSES

PRC Cap of \$500.00

Rent and/or Security Deposit

Restricted to a one-time Payment within a 12 month period.

Requirements:

- Domestic Violence – recent (within the last 30 days), verified through police report, AND,
- Someplace Safe verification listing services received within the last 30 days of PRC application,
- AND,
- Verification the abuser will not be residing at the new location (i.e. lease agreement).

Attachment 2
Effective May 1, 2016
SUMMER YOUTH EMPLOYMENT PROGRAM

Outside the PRC Cap.

Program meets TANF Purpose #1 & #2 as defined in Section I of this Plan.

Payroll for the participants will be administered by a Third Party source.

Requirements:

- Program Period is limited to an eight (8) week period between the months of June through August.
- Limited to TANF/PRC eligible youths age 15-24 who are at or below the 150% Federal Poverty Level.
- Provides a Summer Youth Employment Program to Trumbull County TANF/PRC eligible youths, providing work experience, job readiness and life skills training.
- Applicants under the age of 18 must be accompanied by a parent or legal guardian.
- Program services are contingent upon available funds.
- Program to adhere to State and federal TANF and PRC requirements including Rule 5101:1-3-16 of the Ohio Administrative Code.

Attachment 3
Effective August 1, 2016

SCHOOL CLOTHING AND SUPPLIES

Eligibility is limited to existing Trumbull County OWF Assistance groups who were at or under 130% of the Federal Poverty Limit; and

- Have received OWF benefits during the month of June 2016.
- Have children aged 5-18 who are verified to be enrolled in the upcoming 2016-2017 school year.
- Program period is limited to Monday, August 1, 2016 through Wednesday, August 31, 2016.
- Benefits are limited to \$400.00 per eligible family assistance group.
- Vendor Authorization Vouchers must be redeemed by September 30, 2016.

Existing OWF Assistance Group parents/guardians must present their letter of eligibility, valid identification, and child's/children's school enrollment verification at the time voucher release.

Existing OWF families or LEAP participants do not need to apply for this PRC benefit. Eligibility was established without PRC application based on OWF eligibility during the month of June, 2016.

A "PRC School Voucher Notification" will be mass mailed to recipients with instructions to come into the TCDJFS office to obtain a Vendor Authorization "Voucher". This voucher must be picked up by August 30, 2016 and must be presented to the authorized vendor, Super K-Mart located at 2100 Niles-Cortland Rd., Warren, OH. 44484 in order to redeem the \$400.00 voucher for School Clothing and Supplies.

The Vendor Authorization "Voucher" must be redeemed by September 30, 2016 with the entire voucher amount to be spent on the day of shopping. Failure to spend the \$400.00 will result in forfeiting any remaining balance. No cash is distributed for remaining balances nor any voucher replacement will be released if the Vendor Authorization "Voucher" is lost or stolen.

Attachment 4
Effective July 1, 2014

Ohio Works Incentive Program (OWIP)

There are four (4) components to the Ohio Works Incentive Program which will be offered through the Prevention and Retention portion within the PRC Plan, and satisfy TANF Purpose #4.

- **Ohio Works First eligible participants must have a completed and fully executed Self-Sufficiency Contract in place.**
- **Household Income must be at or under 100% of the Federal Poverty Limit.**

Components – Eligible household members can access any or all of the components listed below; however participants are limited to one, of each, components per lifetime.

- **Training**
High School Degree or equivalent (GED). Testing is paid through the Skilled Training & Education Component funds.

- **Skilled Training & Education**

Limited to tuition, book costs and related mandatory fees..

\$4,000 maximum benefit, limited to tuition and book costs. Cannot exceed twelve (12) month duration. Participant must apply for any and all forms of financial aid, any financial aid obtained must be deducted from tuition/training costs).

Participant must enroll and complete assigned skilled training/education and obtain any appropriate certifications, accreditations, higher education degree or educational endorsements that will enhance their current job skills or acts to further prepare participant for employment.

- **Employment**

Upon proof of unsubsidized employment (20 hrs. per week/86 hours per month), OWF Work eligible participants will receive a one-time release of a \$50.00 gas card; thereafter,

Upon verification that the participant remains employed with the same employer for 90 consecutive days, a one-time release of a \$100.00 incentive will be released; thereafter,

Upon verification the participant remains employed with the same employer for 180 consecutive days, a one-time release of a \$400.00 incentive will be released.

Regardless of OWF eligibility, participant will remain eligible for the Employment Benefits (gas card and cash incentives) throughout the 180 days of consecutive employment.

- **Supportive Services**

Supportive services include staff oversight and monitoring to ensure effective results within the program parameters to assist participants in overcoming barriers to employment. Pre-Assessment, Assessment, Post Assessments, Workshops, Employment and/or On-the-Job Training referral and employment activities. Aid includes, but is not limited to, referrals for child care, transportation, etc. and reasonable costs associated with the verified need for tools, uniforms, eyeglasses, hearing aids, metatarsals, necessary footwear and associated necessary supplies.

Ohio Works Incentive Program Benefits are contingent upon available funds.

Attachment 5

GAS CARD

Refer to PRC policy for eligibility regulations under Transportation. The amended procedure for issuing the gas card is as follows:

1. Complete the PRC application form by the employed individual only.
2. Complete the Gas Card Tracking Form (see attachment 6)
3. The applicant or ADULT AG member must provide proof of income to obtain Gas Card, if not categorically eligible.
4. Submit Gas Card Tracking Form to the Data Systems Dept. for issuance.

NOTE Limitations:

- We will issue one hundred dollars (\$100.00) in gas cards per qualified individual in an assistance group, not to exceed one hundred dollars (\$100.00) in a twelve (12) month PRC Calendar year.
- Gas Card Program funding is contingent upon available funds.
- Excludes Self-Employed individuals.

Additional notes:

- The gas cards will be maintained in the Fiscal Dept. at the end of each day.
- The denomination of the cards may vary.
- The target group is specified in the Service/Benefit Chart of the PRC policy.
- The value **IS OUTSIDE the PRC cap** and **IS** to be entered in AEOEA.

Attachment 6

GAS CARD TRACKING FORM

Keep copy in Case Record

Name: _____

Case Number: _____

SS#: _____

Number of card(s) issued: _____

Amount: _____

Date Issued: _____

Card(s) Number (last 3 digits): _____

Data Dept. Representative: _____

Caseworker Signature: _____

APPLICANT ONLY Signature _____

Overpayment Collections:

Any erroneous payments issued under the PRC program due to client or vendor error, misrepresentation, intentional program violation, fraud, or agency error constitutes an overpayment. All PRC overpayments are subject to recovery according to established agency collection policy and procedures (xr: Section IV of the PRC Plan).

Attachment 7

TRUMBULL COUNTY
ADULT DISASTER ASSISTANCE PLAN
Added to PRC Plan: October 1, 2015

In the event that a disaster or state of emergency is declared by the Governor of Ohio, supplemental funding for disaster-related PRC assistance and services is made available through the Prevention, Retention, and Contingency (PRC) program.

The following program services will be provided contingent upon the availability of this **Non-TANF** funding source for the period specified by the Governor.

Non-TANF funds are made available for elderly and disabled individuals without a minor child who have been affected by a Disaster or state of emergency.

The Trumbull County Department of Job and Family Services has therefore developed the following plan for the issuance of benefits.

ELIGIBILITY CRITERIA:

In order to qualify for payment under the Disaster Assistance Plan, the following conditions must be met:

1. The individual must be age 55 or over and without minor children, OR
2. The individual must be without minor children and in receipt of disability benefit payments such as; Supplemental Security Income (SSI), Social Security Disability, Veterans Administration Disability payment, Disability under the Public Employees Retirement System, Black Lung Benefits, Railroad Retirement Disability, etc.; AND
3. The individual must be a resident of Trumbull County; AND verification of residence in the County will be required.
4. The individual must have been adversely affected by the emergency condition; AND verification that the individual has been adversely affected by the emergency condition is required. Suggested sources of proof are Red Cross or Emergency Management Agency.
5. The individual must be in need AND meet the economic need standard of 200 % of the Federal Poverty Level (FPL). Verification of income is required. Income verification is based on the past 30 days from the date of application.

DISASTER SERVICES/BENEFITS:

The Trumbull County Department of Job and Family Services will issue a one-time payment cap of \$750.00 to individuals who meet the eligibility criteria. This payment is considered “outside” the PRC cap. Only one payment will be made per dwelling, per declared disaster. **If a disaster-related PRC payment is made on behalf of a resident of the same dwelling, there is no eligibility for assistance under this Disaster Assistance Plan.**

Service/Benefits provided include:

1. Home repair or replacements affecting basic structure (provided to the homeowner only)
2. Appliance repairs or replacements.
3. Repair or purchase of furnace, air conditioning, or water heater or carpeting. (provided to the homeowner only).
4. Purchase or replace essential household contents – bed, couch, dresser, chair, etc.
5. Personal Items- clothing at \$500.00 Limit total for members of the Assistance Group.
6. Clearing of tree limbs, tree removal.

APPLICATION PROCESS:

Elderly or disabled individuals may apply for Disaster Assistance utilizing the attached application form. Applicants will be required to provide the agency with any records that they can produce. If income records were lost or destroyed due to the disaster, self-declaration of income based on the past 30 days of income from the date of application will be accepted.

In all cases, verification of damage to the individual's dwelling will be obtained as part of the determination of eligibility.

The determination of eligibility (approval/denial) for Disaster assistance will be made within 5 days of the application. No applications will be accepted after the close of business on the date specified by the State or if funds are terminated or expended.

Attachment 8

TRUMBULL COUNTY FAMILY DISASTER ASSISTANCE PLAN Added to PRC Plan: October 1, 2015

In the event that a disaster or state of emergency is declared by the Governor of Ohio, supplemental funding for disaster-related PRC assistance and services is made available through the Prevention, Retention, and Contingency (PRC) program.

The following program services will be provided contingent upon the availability of this **TANF** funding source for the period specified by the Governor.

TANF funds are made available for assistance groups which include, at a minimum, a pregnant woman or minor child living with (except for a “temporary absence”) a parent, specified relative, legal guardian, or legal custodian who have been affected by a Disaster or state of emergency.

The Trumbull County Department of Job and Family Services has therefore developed the following plan for the issuance of benefits.

ELIGIBILITY CRITERIA:

In order to qualify for payment under the Disaster Assistance Plan, the following conditions must be met:

1. The assistance group must be a resident of the County. Verification of residence in the County will be required.
2. The assistance group must have been adversely affected by the emergency condition. Verification that the assistance group has been adversely affected by the emergency condition is required. Suggested sources of proof are Red Cross or Emergency Management Agency.
3. The individual must be in need and meet the economic need standard of 200% of the Federal Poverty Level (FPL). Verification of income is required. Income verification is based on the past 30 days from the date of application.
4. The assistance group must include, at a minimum, a pregnant woman or minor child living with (except for a “temporary absence”) a parent, specified relative, legal guardian, or legal custodian.

DISASTER SERVICES/BENEFITS:

The Trumbull County Department of Job and Family Services will issue a one-time payment cap of \$1,500.00 to assistance groups who meet the eligibility criteria. This payment is considered “outside” the PRC cap. Only one payment will be made per assistance group, per declared disaster. **If a disaster-related PRC payment is made on behalf of an individual of the same assistance group, there is no eligibility for assistance under this Disaster Assistance Plan.**

Service/Benefits provided include:

1. Home repair or replacements affecting basic structure (provided to the homeowner only)
2. Appliance repairs or replacements.
3. Repair or purchase of furnace, air conditioning, or water heater or carpeting. (provided to the homeowner only).
4. Purchase or replace essential household contents – bed, couch, dresser, chair, etc.
5. Personal Items- clothing at \$500.00 Limit total for members of the Assistance Group.
6. Clearing of tree limbs, tree removal.

APPLICATION PROCESS:

Assistance groups may apply for Disaster Assistance utilizing the attached application form. Applicants will be required to provide the agency with any records that they can produce. If income records were lost or destroyed due to the disaster, self-declaration of income based on the past 30 days of income from the date of application will be accepted.

In all cases, verification of damage to the individual’s dwelling will be obtained as part of the determination of eligibility.

The determination of eligibility (approval/denial) for Disaster assistance will be made within 5 days of the application. No applications will be accepted after the close of business on the date specified by the State or if funds are terminated or expended.

This Prevention, Retention and Contingency state Model is certified as written by:



John R. Gargano, Esq., Director

August 1, 2016

PRC Contracted Services

Listed below are those services that are provided through contract.

1. **Transportation:**

- Target Group: Employed Individuals and/or LEAP (Learning, Earning And Parenting) individuals.
Income Cap: Current or former TANF recipients at or below 150% FPL Services for Transportation to employment site and/or LEAP assignment.
Service Provider: Contact the Transportation Department for a list of Providers.

2. **Seek Work Employment & Training:**

- Target Group: Ohio resident absent parents of TANF eligible minor children also residing in Ohio who meet PRC service requirements.
Income Cap: **200% of the Federal Poverty Level**
Service Provider: **Under TANF purpose 2**, the TCDJFS' Child Support Enforcement Agency (CSEA) through a Memorandum of Understanding with its Trumbull County Department of Job and Family Services will provide Seek Work employment and training services to aid non-custodial parents gain employment and increase their ability to pay child support. The following conditions must be met:
- **Completion of a Seek Work application; and,**
 - **Must be a non-custodial parents who is employed, underemployed or unemployed;**
 - **with a minor child in the Child Support Enforcement System, and**
 - **has a court or administrative child support order; and**
 - **has income at or under 200% of the Federal Poverty Level**

The Seek Work Application must be kept with the CSEA case file. Use of the Seek Work application and contracted agencies have the option of using self-declaration to verify income.

PRC MONTHLY INCOME GUIDE @ 100% - 130% - 150% - 200% - 300% FPL

EFFECTIVE:	1/25/16	10/1/15	1/25/16	1/25/16	1/25/16
AG Size	FPG	Food Assistance Std	FPG	FPG	FPG
	100%	130%	150%	200%	300%
1	990	1,276	1,485	1,980	2,970
2	1,335	1,726	2,003	2,670	4,005
3	1,680	2,177	2,520	3,360	5,040
4	2,025	2,628	3,038	4,050	6,075
5	2,370	3,078	3,555	4,740	7,110
6	2,715	3,529	4,073	5,430	8,145
7	3,061	3,980	4,592	6,122	9,183
8	3,408	4,430	5,112	6,815	10,223
9	3,755	4,881	5,632	7,509	11,263
10	4,101	5,332	6,152	8,202	12,303
11	4,448	5,783	6,672	8,895	13,343
12	4,795	6,234	7,192	9,589	14,383

Effective: **August 1, 2016**

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<p><u>Transportation/EMPLOYED</u> See: Contracted Services</p> <p><u>EXCLUDES:</u> Self-Employed.</p> <p><u>LIMITATIONS:</u> Transportation is provided to/from a single work Site, per day.</p>	<p>No dollar limit Outside the PRC Cap. Limited to 2 months Out of a Lifetime.</p>	<p>See definition of Prevention & Retention</p>	<p>150% FPL</p>	<p>Employed individuals, or individuals with a start date of employment. Must be unsubsidized Employment, work a minimum average of 30 hrs. per week at Federal minimum wage. <u>EXCLUDES:</u> Self-Employed individuals.</p>	<p>#1 & #2</p>
<p><u>Transportation/LEAP</u> (Learning, Earning And Parenting)</p> <p><u>LIMITATIONS:</u> Transportation is Provided to/from LEAP assignment, per day.</p>	<p>No dollar limit. Outside the PRC Cap.</p>	<p>See definition of Prevention & Retention</p>	<p>150% FPL</p>	<p>LEAP individuals.</p>	<p>#3</p>
<p><u>Automobile Gas Cards:</u></p> <p><u>EXCLUDES:</u> Self-Employed.</p>	<p>\$100.00 Limit</p> <p>Outside the PRC Cap Not to exceed \$100.00 per PRC calendar year.</p>	<p>See definition of Prevention & Retention</p>	<p>150% FPL</p>	<p><u>Employed individuals Only.</u></p> <p>Must be unsubsidized employment, work a minimum average of 30 hrs. per week at Federal minimum minimum wage. Last 30 days of pay must be verified if not categorically eligible. <u>EXCLUDES:</u> Self-Employed individuals.</p>	<p>#1 & #2</p>

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<p><u>Shelter Expenses:</u> Rent and/or security deposit for new residence.</p> <p>Verification the new location has no attachment to the violator, <u>nor</u> does the violator reside at the new residence (i.e. lease agreement). Requirement Domestic violence - recent police report (within last <u>30</u> days) <u>AND</u>, Someplace Safe (<u>Verification of date AND type of services that have been provided by Someplace Safe within the last 30 days of the PRC Application</u>)</p> <p><u>See Procedure Guidance Attachment #1</u></p>	<p>Not to exceed total PRC Cap of \$500.00</p> <p>One time payment within the PRC calendar year.</p>	<p>See definition of Contingency</p>	<p>100% FPL</p>	<p>Assistance Groups who meet the definition found in the PRC Plan.</p>	<p>#1</p>

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<p><u>Utility shut-off:</u> For water, and sewer, fuel required for heating or cooking and one: “Reasonable attempt to Pay” (see below) for current residence location ONLY, not to exceed the \$175.00 per utility shut-off within a six-month period with a <u>cap not to exceed \$350.00 per year</u> beginning August 1, 2013.</p> <p><u>There is no “look-back” period for prior receipt of this benefit.</u></p> <p>Fuel includes gas, electric, fuel oil, propane, kerosene, wood and coal.</p> <p>“Reasonable attempt to pay”: One (1) PIP pmt. or minimum monthly payment of the utility is required (i.e. payment made by Assistance Group member within last <u>60</u> days).</p> <p><u>For non-regulated utilities, a minimum payment shall be defined as a current monthly billing payment or a minimum payment of \$35.00 whichever is less.</u></p> <p><u>MUST apply for, and verify decision, of any other available entity and/or organization that can aid with utility payment prior to PRC approval.</u></p> <p><u>PRC Payment must ensure that service will be restored and/or not disconnected.</u></p>	<p>Limited to pay up to \$175.00 for <u>one (1) utility only - per six-month period</u> with a maximum of two (2) occurrences per year at a maximum cap of \$350.00. Not to exceed the total PRC Cap of \$1,000.00.</p>	<p>See definition of Contingency</p>	<p>150% FPL</p>	<p>Assistance Groups who meet the definition found in the PRC plan. Utility must be in the Assistance Group name.</p>	<p>#1 & #2</p>

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
<u>Summer Youth Employment Program</u> See Criteria under Section V - Procedure Guidance Attachment #2	Outside PRC Cap	See definition of Prevention & Retention	150% FPL	Limited to Youths ages 15-24.	#1 & #2
<u>School Clothing and School Supplies:</u> See criteria under Section V - Procedure Guidance Attachment #3 <u>Limited Program period:</u> August 1-31, 2016. Vouchers must be Redeemed by September 30, 2016. <u>Funding Limited to:</u> OWF/TANF Eligible Families in receipt of benefits for June 2016	\$400.00 per OWF Assistance Group. Outside the PRC Cap.	See definition of Prevention & Retention	130% FPL	School Age Children Aged 5-18 years enrolled in school for 2016/2017 school year.	#1
<u>ADULT Non-TANF Disaster Assistance Plan</u> See criteria under Section V Procedure Guidance Attachment #7	\$750.00 per eligible Adult Outside the PRC Cap.	See definition	200% FPL	Assistance Groups who meet definition under Attachment 7	#3 & #4
<u>FAMILY Non-TANF Disaster Assistance Plan</u> See criteria under Section V Procedure Guidance Attachment #8	\$1,500 per eligible Family Outside the PRC Cap.	See definition	200% FPL	Assistance Groups who meet definition under Attachment 8	#1

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
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Ohio Works Incentive Program (OWIP)
 *See criteria under Section V - Procedure Guidance Attachment #4

Outside the PRC Cap

See definition of Prevention & Retention

100% FPL

Assistance Groups that meet the definition found in the PRC Plan.

#4

Participants are limited to one, of each of the following four (4) components per lifetime:

1. **TRAINING**
 Limited to High School Degree or GED Equivalent.

Testing Fees – to be paid through the Skilled Training and Education component.

2. **SKILLED TRAINING and EDUCATION**
 Certification Trainings, Higher Education Degree, Accreditations or Educational Endorsements must be obtained within a 12 month period.

4,000.00 limit for tuition, books and related mandatory fees within a (12) month period.

Participants must apply for any/all forms of financial aid. Any financial aid obtained must be deducted from tuition and book costs.

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
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Ohio Works Incentive Program (OWIP), Continued
 *See criteria under Section V - Procedure Guidance Attachment #4

Outside the PRC Cap

See definition of Prevention & Retention

100% FPL

Assistance Groups that meet the definition found in the PRC Plan.

#3 & #4

Participants are limited to one, of each of the following four (4) components per lifetime:

3. EMPLOYMENT

Minimum of 20 hrs per week, 86 hours per month regardless of OWF eligibility, participant will remain eligible for the Employment Benefits throughout the 180 days of consecutive employment with the same employer.

Upon proof of unsubsidized employment

One-time release of a \$50.00 Gas Card

Upon proof of continued, consecutive employment for 90 calendar days.

One-time release of a \$100.00 incentive Payment

Upon proof of continued, consecutive employment for 180 calendar days.

One-time release of a \$400.00 incentive Payment

SERVICE/BENEFIT CHART	CAP	ASSISTANCE GROUP	NEED	TARGET GROUP	TANF PURPOSE
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Ohio Works Incentive Program (OWIP), Continued
 *See criteria under Section V - Procedure Guidance Attachment #4

Outside the PRC Cap

See definition of Prevention & Retention

100% FPL

Assistance Groups that meet the definition found in the PRC Plan.

#3 & #4

4. SUPPORTIVE SERVICES

Participants will receive assistance to overcome barriers to employment. Pre-Assessment, Assessments, Post Assessment, Workshops, Employment and Employment Activities, etc. Referral services for child care, transportation, etc.

Reasonable costs for tools, uniforms, eyeglasses, hearing aids, metatarsals, necessary footwear, etc. and associated necessary supplies.

ALL OHIO WORKS INCENTIVE PROGRAMS (OWIP) ARE CONTINGENT UPON AVAILABLE FUNDS.

PUBLIC NOTICE

**PREVENTION, RETENTION, and CONTINGENCY PROGRAM (PRC)
AT THE
TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

**Effective: August 1, 2016
HELP WITH**

TRANSPORTATION – See Plan Services for Employed individuals and LEAP individuals.

SHELTER EXPENSES – See Plan Services. One-time payment within a 12 month period for verified Domestic Violence.

UTILITY DISCONNECT NOTICE – See Plan Services. One payment (not to exceed \$175.00) towards one utility for residence location **ONLY per six-month period.**

The above services are available to eligible individuals with at least one minor dependent child or pregnant woman in their household who are at or below their respective Federal Poverty Level.

SUMMER YOUTH EMPLOYMENT PROGRAM – See Plan Services.

SCHOOL CLOTHING AND SUPPLIES - School clothing and school supplies for families in receipt of OWF Assistance during the month of June 2016, have children aged 5-18 enrolled in school for the 2016/2017 school year. Program period is limited to August 1, 2016 through August 31, 2016 with a \$400.00 cap per eligible OWF Assistance Group. See Plan for further details.

OHIO WORKS INCENTIVE PROGRAM – See Plan Services

ADULT & FAMILY DISASTER ASSISTANCE PLAN – See Plan Services. Available only when Disaster is declared by Governor of Ohio and its specific funding is available to support Plan services.

Restrictions do apply to some services. Individuals may apply by coming into the agency to make application.

Federal Poverty Guidelines

Assistance Group Size	Eff: January 25, 2016	Eff: October 1, 2015	Eff: January 25, 2016
	100% monthly FPG	130% monthly Food Assistance Std.	150% monthly FPG
1	\$ 990	\$ 1276	\$ 1485
2	\$ 1335	\$ 1726	\$ 2003
3	\$ 1680	\$ 2177	\$ 2520
4	\$ 2025	\$ 2628	\$ 3038
5	\$ 2370	\$ 3078	\$ 3555
6	\$ 2715	\$ 3529	\$ 4073
7	\$ 3061	\$ 3980	\$ 4592
8	\$ 3408	\$ 4430	\$ 5112

Trumbull County Department of Job and Family Services
PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) APPLICATION

Name of Applicant	Present Address	For Agency Use Only	
Social Security Number		Case Number	
Telephone Number Where You Can Be Reached		Date Sent	Date Returned
		County Trumbull	Unique ID

(1) **Have you or any household member received any type of assistance from the Job & Family Service Dept.** Yes No
 If yes, give the county ODJFS, the type of assistance and the date received _____

(2) **Explain what you need, why and estimate the amount your are requesting.** _____

(3) **Give the name of other agencies you have contacted for help.** _____

(4) **Have any other agencies helped you with this need?** Yes No **If yes, name the agency and tell how you were helped. If no, tell why you were not helped.** _____

(5) **Complete the chart below for anyone in your home, including yourself. You are required to verify all income (earned and unearned) for all members of your household. If you are applying as a non-custodial parent responsible for the support of minor children, list those children below.**

Name	Relationship to Applicant	Age	Source of Income	Monthly Amount of Income
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$

If you are eligible, the agency may limit assistance under this program to the documented amount of need within county guidelines.

Signature of Applicant	Date
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PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC)

Date Application received (mm/dd/yy) _____ 30 day budget period: From (mm/dd/yy) _____ To (_____ mm/dd/yy)

Request: List the items and/or services requested and the amount needed for each.

Item or Service	Amount Needed	Item or Service	Amount Needed
1.		3.	\$
2.		4.	\$

Reason for Need _____

Income (earned and unearned)

Source	Amount Available in Budget Period	Verification
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Total _____ Compare to the appropriate Federal Poverty Level (FPC)
 100% 150% 200%

PRC Approved (complete chart) Date: _____ Check/Warrant Amount _____

Item/Service Provided	Date of Approval	Amount Paid	Vendor's Name and Address
		\$	
		\$	
		\$	

PRC Denied Date of denial (mm/dd/yy) _____ Date Notice of Denial of Application Sent (mm/dd/yy) _____
 Reason for Denial: _____

Agency Representative Signature	Date	Signature of Supervisor	Date

NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

Name	Assistance Group Name	
Street Address	Assistance Group Number	Program
City State and Zip Code	County <p style="text-align: center;">Trumbull</p>	Mailing Date

Your application for _____ dated _____, has been approved, effective _____

Additional information: _____

The reason for this action is: _____

The rules that require this action are: _____

If you do not understand this notice, or want to talk to someone about it, you may call:

Caseworker	District/ID <p style="text-align: center;">78</p>	Phone Number (330) 675-
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Your Right to a State Hearing

This notice is to tell you about action we are taking on your case. If you do not understand this action, you may contact your caseworker. After talking with your caseworker, it is possible that we will change our decision or that you will agree with the action.

If you do not agree with this action, you have a right to a state hearing. A state hearing lets you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons. A hearing officer from the Ohio Department of Job & Family Services will decide who is right.

If you want a hearing, we must receive your hearing request within 90 days of the mailing date on this notice. You do not need to return this form if you agree with the action.

If someone else makes a written hearing request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

If you want information on free legal services but don't know the number of your local legal aid office, you can call the Ohio State Legal Services Association, toll free, at 1-800-589-5888, for the local number.

If you want a state hearing, check the appropriate boxes below, sign and date this form, and send it to the Ohio Department of Job & Family Services, State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.

- I want a county conference and a state hearing on this action.
- I want a state hearing only.

I want a hearing.

Signature	Date	Phone Number
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Now that you have been authorized for Prevention, Retention, and Contingency (PRC) services, you may be eligible for food stamp benefits. Please contact your county department of job and family services (CDJFS) if you wish to apply for food stamps. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your food stamp eligibility is determined. In addition, the CDJFS may need to request additional verification to determine eligibility for the Food Stamp program.

REFERRAL FOR TRANSPORTATION SERVICES

TODAYS DATE: _____

CLIENT NAME: _____ PHONE: _____

ADDRESS: _____ CITY/ZIP _____

CASE NUMBER: _____ SS# _____

WORK/WEP/SCHOOL SITE: _____

ADDRESS: _____ PHONE: _____

DO YOUR CHILDREN REQUIRE DAYCARE: ___ YES ___ HOW MANY? ___ NO

DAYCARE NAME: _____ PHONE: _____

DAYCARE ADDRESS: _____

OWF RECIPIENT? ___ YES ___ NO VEHICLE? ___ YES ___ NO

TRANSPORTATION REQUIRED FOR WHAT SERVICES:

_____ EMPLOYMENT

_____ WEP*

_____ JOB CLUB/COMM. SOLUTIONS*

_____ EDUC./TRAINING(WIA)*

* List **START DATE & START & END TIMES OF ASSIGNMENT:** _____

LIST ANY SPECIAL INSTRUCTIONS: _____

CASE MANAGER SIGNATURE: _____

Client does not have to be seen if there is a working phone number or client can be given phone number (330-675-2137) if they can not wait to be seen.

**** IF THERE ARE SPECIAL CIRCUMSTANCES FOR APPROVAL HAVE SUPERVISOR OR ADMINISTRATOR SIGN**

**** SUPERVISOR/ADMIN. SIGNATURE:** _____

Trumbull County Department of Job and Family Services

Transportation Department

280 N. Park Ave., Suite 1 Warren, OH 44481

(330) 675-2137

VEHICLE STATEMENT

Date _____ Client: _____

Vehicle Make/Model _____

Registered To: _____

Please explain, in detail, the problems with the vehicle mentioned above which make it inoperable:

Approximately when do you expect the vehicle to be operable?

This form must be signed by a third-party (not a member of your household).

By signing this document, you affirm that the above statements are true to the best of your knowledge. You may be contacted by Trumbull County JFS to verify information given.

Signature _____

Print Name _____ Phone # _____

Relationship to owner of vehicle: Mechanic / Company Name _____
 Friend Neighbor Landlord Other _____

Signature of client _____

VENDOR AUTHORIZATION FORM
Trumbull County Department of Job and Family Services
280 North Park Ave., Suite 1
Warren, OH. 44481-1109

Date: _____

Customer Name _____ Vendor Name: _____
 Address: _____ Address: _____
 City/State: _____ City/State: _____
 Zip: _____ Zip: _____

Case Number: _____ OWF AG Not OWF AG _____

Description of items/services	Amount Authorized

****Landlords must refund security deposit to the address below at the time of tenant vacancy****

Total Authorized Amount: \$ _____

The Vendor **MUST** call the PRC AUTHORIZATION line noted below to obtain an authorization number for any authorizations of \$500.00 or more (except utilities), prior to releasing items or performing services. The authorization number must be included with the final bill. Vendor must also secure proof of identity from the Customer at the time of service and prior to releasing merchandise (State photo ID or Drivers License). In the case of auto repair, a license plate number must be included on the final bill along with the authorization number. Payment will not be issued if these procedures are not followed.

Vendor Authorization Line is (330) 675-2241 Monday through Friday, 8:30 a.m. to 4:30 p.m.

Our Agency (TCDJFS) has agreed to make payment for the items or services listed above. Please make the items or services available to only the customer listed above upon receipt of this vendor authorization form.

No substitution of goods or services will be honored.

Vendor must submit an original invoice, signed by the customer within 10 days of receipt of this authorization form for us to release payment. Upon receipt of your invoice for the items/services listed above, a check will be authorized and mailed to you within five (5) to eight (8) weeks. Our Agency is State Tax exempt, do not include any tax charges on the invoice.

Please send invoice to:
 P.R.C.
 Trumbull County Department of
 Job & Family Services
 280 North Park Ave., Suite 1
 Warren, OH. 44481-1109

Send refunds to:
 TCDJFS – Fiscal Dept./PRC
 Trumbull County Department of
 Job & Family Services
 280 North Park Ave., Suite 1
 Warren, OH. 44481-1109

Customer Signature: _____

Case Worker Signature: _____ Phone: (330) _____

Supervisor Signature: _____

Distribution: Original to Vendor; Copy to client; Copy for case record; 2 Copies to Data Dept.