



WILLIAMS
COUNTY
DEPARTMENT
of
JOB & FAMILY
SERVICES

Prevention Retention Contingency Policy

September 16, 2015

Amended:

September 28, 2015

**Williams County Job & Family Services
117 West Butler Street
Bryan OH 43506
(419) 636-6725**

Section I Introduction

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

The PRC Program was established to provide temporary, short-term relief to Williams County families in or nearing crisis in an effort to prevent future or ongoing public assistance. Since 1997, PRC Services have prevented unemployment or job loss, to assisted individuals in retaining employment and/or family self-sufficiency, and to provided contingent services for families with urgent needs.

In 2009, a reduction in overall state funding sources required services provided through the PRC Program be prioritized according to the level of need. In an effort to preserve the safety and well being of children and families, the Williams County Department of Job and Family Services has developed a plan which reflects these priorities and will continue to provide limited services as funding permits.

In accordance with Section 329.051 of the ORC voter registration applications, as prescribed by the secretary of state under section 3503.10 of the ORC must be available upon request to persons who are applying for, receiving assistance from or participating in the PRC program.

This PRC Plan outlines services, eligibility requirements, and other definitions specific to Williams County for Williams County residents. This Plan has been developed, reviewed, and recommended by the the Williams County Board of Commissioners and the Williams County Department of Job and Family Services (WCDJFS). The Williams County PRC Plan was developed in compliance with Section 5108.01 through 5108.10 of the Ohio Revised Code.

Section II Eligibility

A. Economic Need

Economic eligibility includes the combination of income eligibility and evaluation of family needs. Income eligibility for PRC Services is based upon the Federal Poverty Guidelines (FPG) and varies per service category. Specific FPG guidelines have been established per service category and are listed per service area in Section III.

1. Income

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

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

There are some income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility. Rule 5101:1-24-20 of the OAC addresses the issue of excluded income.

B. Assistance Group

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

PRC applications must be completed and signed by an authorized adult over 18 years old. Minors under the age of 18 who have a child/ren and are emancipated are eligible to apply for PRC Assistance without a parent or guardian signature. A child is emancipated if s/he is married, serving in the armed forces, or has been emancipated by court.

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

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

2. Shared Parenting

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

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

- a. Does the requesting parent or the other custodial parent receive OWF cash assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent. If neither household receives cash assistance, verify (b).
- b. The parent requesting PRC services may present one of two documents to verify shared parenting. S/he may bring verification that the child is claimed as a dependent on the most recent Federal tax filing OR may bring in a signed letter from the other parent. Such letter should state that parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer's future eligibility for PRC services.

C. **Disqualifiers**

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

D. **Application Process**

PRC applicants complete the Prevention, Retention, and Contingency program application to request services. Eligibility is dependent upon the AG's

demonstration and verification of need for assistance and/or services and whether or not WCDJFS determines PRC services will satisfy the need. Failure to provide necessary verifications for purposes of eligibility determination within a reasonable time period will result in automatic denial of the application.

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

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

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

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

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

WCDJFS will pursue collection of PRC assistance which has been obtained fraudulently or that has been determined to be an overpayment.

E. PRC Program Modifications/Termination

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

Section III Service Area

A. Kinship Navigator Services- are designed to provide support and assistance to relatives, legal guardians or caregivers of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day to day care and wellbeing of a child(ren) on a long term basis.

Kinship Navigator 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.

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

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

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

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

Kinship Navigator Services	Description	Eligibility	Caps per rolling twelve (12) month period
Information and referral Comprehensive information and access to child care Respite care Training Comprehensive information and access to financial assistance Evaluation and reporting	Kinship Navigator services provide an opportunity for the Williams County Job and Family Services to assist children and family members/care givers providing care for children who are unable to be cared for by their biological or step parents. (See page 3 regarding children who are temporarily absent from the home).	at or below 200% FPG At least one child in the household must be a kinship care placement. Kinship services can be provided to relatives/caregivers who are responsible for the day to day care and wellbeing of a child(ren) on a long term basis.	n/a

B. TANF Child Welfare

AG definition for TANF Child Welfare consists of a child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG.

TANF Child Welfare 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.

Eligibility: At or below 200% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of child/children within the AG. Eligibility is based on information gathered in the application.

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

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

TANF Child Welfare Services	Description	Eligibility	Caps per rolling twelve (12) month period
<p>Child welfare services allowable under the TANF program include but not limited to:</p> <p>Emergency housing services;</p> <p>Domestic violence services;</p> <p>Home-based services & mentoring programs;</p> <p>Visitation services,</p> <p>Parent education and training;</p> <p>Post adoption finalization services;</p> <p>Respite care services;</p> <p>Special services for alcohol and drug abusers;</p> <p>Transportation services;</p> <p>Voluntary or formalized court diversion activities & mediation</p> <p>Case management services;</p>	<p>TANF Child Welfare services provide an opportunity for the Williams County Job and Family Services, Children Services unit to provide services to assist in family reunification or to prevent children from being removed from the home.</p> <p>(See definitions of eligible TANF Child Welfare Services)</p>	<p>Child/ren may reside in the family home or the child has been out of the home <u>less than a total of six consecutive months</u></p> <p>If the children are out of the home, the family must have a WCDJFS reunification plan in place, and actively working toward reunification, as verified by the Children Services Social Worker</p> <p>Authorization of PRC services must contribute to the reunification process.</p>	n/a

Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services. The following services are also allowable TANF Child Welfare Services under the Williams County PRC Plan:

Emergency Housing

Providing case management or supportive services as it relates to emergency housing needs including: making referrals, arranging for, and planning for emergency housing needs and services.

Visitation Services

Visitation Services includes supervised visitations of children who are in the custody of the agency in order to strengthen the parent-child relationship and work toward reunification of the family.

Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to: meals, transportation, housing referral services, legal advocacy, children's counseling and support services and other services to victims of domestic violence and their dependents. Other eligible services include providing case management or supportive services including: making referrals, arranging for and planning for care or services, planning, supervising and assessing results of care as it relates to domestic violence services.

Home Based Services

Home Based Services are those services provided to families in their own homes or community which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs, examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, child care and transportation services, Home based services also include direct (face to face) education and counseling, referral and linkage to other community services and case management.

Parent Education Services

Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case management, making referrals to, arranging for services, planning, supervising, and assessing results of Parent Education services.

Post Adoption Finalization Services

Post-finalization services or post-finalization adoption services means services provided or arranged by WCDJFS to support, maintain and assist an adopted child or adoptive family any time after finalization of an adoption.

Respite Care Services

Eligible services include case management, making referrals to, arranging for services, planning, supervising, and assessing results of respite care activities and the provision of respite care. Respite care services are services designed to provide temporary relief of child-caring functions which may include, but are not limited to, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child placed in a foster home or with a relative as well as for a child in his own home.

Special Services for Alcohol and Drug Abusers

Services to provide a rehabilitation program for alcohol and drug dependent persons. Service activities include:

- Work with the individual, family members, and appropriate social service agencies to develop and carry out an individual rehabilitation plan.
- Providing or arranging for individual, family and group counseling.
- Services to assist the individual to recognize the danger of continued substance abuse.
- Case management services including; making referrals to, arranging for rehabilitation services, planning, supervising, and assessing results of services provided to alcohol and drug abusers.

Transportation Services

Transportation Services include arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision of escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and monitoring visits.

Children Services Case Management

Case management services including; making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children.

The following services are not PRC eligible

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

C. Kinship and Child Welfare Conditional Services

AG definition for Child Welfare Conditional Services: A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, biological and step-siblings in the household. Other adult household members will not be considered part of the AG. Pregnant women in their third trimester of pregnancy-each fetus is considered a separate family member.

Kinship and Child Welfare Conditional 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.

Eligibility:

- At or below 200% FPG.
- Eligibility is based on information gathered in the application.
- Families must working with WCDJFS either through Children Services or meet the definition for kinship services, and are in need of services in order to reunite, maintain or care for children in their home.

Disqualifiers:

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

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

Kinship and Child Welfare Conditional Service	Description	Eligibility at or below 200%FPG
Rent (excludes late fees)	To prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, or employment related out of county relocation	Rent is limited to a maximum of 2 consecutive months.
Mortgage	To prevent foreclosure	Mortgage assistance is limited to a maximum of 2 consecutive months. Deed and mortgage to be in applicants name and must be the primary residence of the AG.
Security Deposit	For necessary relocation, to alleviate an overcrowded situation (out of county relocation must be employment related)	Unsubsidized and subsidized housing
Utilities/deposits for utilities	gas/heating fuel cooking fuel electric water sewage basic telephone service	If the HEAP eligible applicant is requesting assistance with a heating or utility payment, the applicant should be referred to Community Action Agency during HEAP season prior to accessing services through the PRC program
License plate and vehicle registration fees	To cover costs associated with vehicle registration for employment, training or health related transportation.	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and vehicle insurance.
Automobile insurance	To pay for insurance coverage required to operate vehicle for employment, training or health related transportation.	The vehicle must be owned or leased by the applicant Not to exceed 2 consecutive months

Kinship and Child Welfare Conditional Service	Description	Eligibility
Work tools/equipment	Tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources	at or below 200%FPG Applicant must obtain two (2) price bids for such tools/equipment, if higher bid requested, reason must be documented. Excludes firearms
Household Items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens or any other necessary household item	
Family building activities	Activities such as YMCA memberships or other activities that would encourage positive interactions with family members	
Youth educational and socialization activities	Activities that encourage education and community participation	

D. Employment and Training Services and Benefits

AG definition for Employment and Training Services and Benefits: For low income TANF eligible individuals to remove barriers to employment, gain work experience and lead to self-sufficiency. Authorized funds for employment related purposes to provide goods and/or services needed to attain or retain employment for the PRC assistance group employment-seeking member

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

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

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators
- Any members of the AG have outstanding OWF or PRC fraud overpayment balances, the outstanding balance must be paid in full prior to authorizing the PRC services
- Any members of the AG that has a proposed or imposed sanction regarding any state of federal program

Employment and Training Services and Benefits	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
Purchase clothing or uniforms for work as required by an employer Purchase special tools and/or safety equipment required for employment including safety shoes and safety glasses Testing for state licenses, board certifications and GED Incidentals expenses relating to job search as approved by the Williams County JFS Director	To provide assistance to individuals who are recently employed (employment verification must be provided), underemployed and unemployed and have a current self sufficiency contract with the Work Activity unit.	200% FPG	\$250.00 cap for non-recurrent, short term benefits

E. Disaster Services for Williams County Residents

Definition for Disaster Services- Disaster Services are Contingent upon the Federal or State declaring a disaster and/or provision of disaster funds in Williams County. The assistance group will not receive disaster assistance for an item already provided by another agency, program or insurance benefit.

Disaster Services 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, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

NOTE: Funds are limited. Services will be offered until funds are expended

AG Definition/eligibility for Services:

PRC: A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent living with an adult relative/guardian and all other members of the household. Pregnant women in their third trimester of pregnancy are also eligible for services.

Eligibility: at or below 200% FPG. Eligibility is based on information gathered in the application. Verification of income sources will be required.

Disqualifiers:

- Any members of the AG have outstanding OWF or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)

- Any members of the AG are fugitive felons or probation/parole violators

GRF: For elderly and/or disabled residents of Williams County without minor children

Individuals must be Age 55+ AND at or below 200% of poverty level

OR

Recipient of a disability benefit (SSI, SS Disability, VA Disability, etc.) AND at or below 200% of poverty level

Disaster Service	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
<p>MAXIMUM amount available per service per household will be determined by WCDJFS based upon the availability of disaster funding</p> <p>Emergency Shelter</p> <p>Rent/Security Deposits – needed for necessary relocation due to disaster damage</p> <p>Transportation assistance- due to loss of transportation caused by disaster</p> <p>Homeowners' Insurance Deductibles –to offset repairs needed to the primary dwelling due to disaster damage (Requires proof of home ownership & residence)</p> <p>_Alternative energy source-flash lights, batteries, fuel for generators, propane for cooking, (generators excluded)</p> <p>Food replacement</p> <p>Tree/debris removal</p>	<p>To provide financial assistance to low income families for specific damages caused by a declared disaster.</p> <p>Applicant must provide documentation to verify income eligibility. Self declaration of disaster related loss will be accepted for individuals/families included in the declared disaster area.</p>	<p>Verification of income 30 days prior to the date of application (pay check stubs, verification of assistance or disability benefits, etc.). If records were lost or destroyed due to the disaster and cannot be verified from other sources, self-declaration of income based on the past 30 days will be accepted</p> <p>Assistance will only be provided for the services listed to help offset costs for direct damage caused by a declared disaster.</p> <p>Applicants must provide proof of Residence (rent stub, electric bill, gas bill, etc.) Household must have sustained disaster-related damage or loss to be eligible for services</p> <p>The assistance group will not receive disaster assistance for a service provided by another agency program or insurance benefit.</p> <p>Applicants will be required to provide the Department of Job & Family Services any records they can produce necessary to process the request for assistance.</p>	<p>To be established by WCDJFS contingent upon the availability of funding</p> <p>Caps established are per household.</p> <p><i>Previous PRC expenditures are excluded</i></p>

<p><i>Note: Individuals/families receiving food assistance (food stamps)- PRC Funds can be used to reimburse the difference between loss of food minus the amount of their maximum food replacement amount not to exceed the maximum cap established for food assistance.</i></p>			
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F. Back Pack School Program

Disqualifiers:

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

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

School Backpack Program	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
<p>To provide a backpack and basic supplies such as pencils, paper, crayons, etc.</p>	<p>Providing children basic needed school supplies will help prepare children for success in school.</p>	<p>Eligibility at or below 200% FPG or Currently on OWF, Medicaid or Food Assistance</p> <p>Applicant must provide documentation to verify income eligibility. Self declaration will be accepted for individuals/families</p> <p>Grades Pre-K through 12th Grade</p>	<p>\$100.00 per eligible child</p>

The Back Pack School Program will operate from March 1st to September 30th of each calendar year or until funds are depleted.

Section IV Plan Approval

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

Reviewed and Approved:

Pamela A. Johnson
Director of Williams County Job and Family Services

Date

In accordance with ORC Section 5108.07, the Williams County Board of Commissioners affirms that the Williams County Job and Family Services has complied with ORC Chapter 5108 in adopting this statement of policies.

Lewis D. Hilkert

Date

Brian A. Davis

Date

Alan L. Word

Date