

WOOD COUNTY  
OHIO WORKS FIRST  
PREVENTION/RETENTION/CONTINGENCY COUNTY PLAN

The Prevention, Retention, and Contingency (PRC) program is designed to assist families in overcoming immediate barriers that 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).

USE OF FUNDS

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

Counties must use the available funds for eligible, needy families with a child and the use of PRC funds must be to meet one of the four purposes of TANF (Reference 45 CFR 260.20), which are:

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

AUTHORITY: Ohio Revised Code  
Section 5108.02

"There is hereby established the Prevention, Retention, and Contingency program. The Department of Job and Family Services shall administer the program, as long as federal funds are provided for the program, in accordance with Title IV-A, federal regulations, state law, and the State Title IV-A plan submitted to the United States Secretary of Health and Human Services under Section 5101.80, and amendments to the plan."

Section 5108.06

"Under the Prevention, Retention, and Contingency program, an assistance group that includes at least one minor child and meets the program's eligibility requirements shall receive assistance or services needed to overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility."

Section 5108.07

"The Department of Job and Family Services shall develop a model design for the Prevention, Retention, and Contingency program that county Departments of Job and Family Services may adopt under Section 5108.08 of the revised code."

Section 5108.08

"Each county Department of Job and Family Services shall either adopt the model design for the Prevention, Retention, and Contingency program the State Department of Job and Family Services

under Section 5108.07 of the revised code, or develop its own policies for the program. To develop

its own policies, a county department shall adopt a written statement of the policies governing the program.”

### Community Resources

Under PRC, referrals to other community agencies and resources will be made for counseling, medical needs, family planning, short-term education expenses and budget counseling. Referrals for other needs will be made to community agencies based on the availability of resources available to meet the need.

### WOOD COUNTY PRC POLICIES

#### **I. EMERGENCY ASSISTANCE**

All types of assistance listed in Section I including Housing/Shelter, Employment Services, the Utility Program, OWF Applicant Gasoline Allowance and 2016 School Supplies and Shoes Program are provided under TANF Purposes 1 and 2.

#### **A. Eligibility**

Eligibility for PRC is dependent upon the PRC assistance group's (AG's) demonstration and verification of the emergent need, the need for financial assistance and/or services and determination that provision of PRC will satisfy the emergent need. The goal in issuing the PRC benefit is that the resulting assistance or service will assist the family in maintaining the greatest degree of self-sufficiency by helping them overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility. All community resources must be used first for any need before PRC assistance will be available. Immediate needs and whether or not the PRC Program can be of benefit in preventing the need for ongoing public assistance will be determined by the Wood County Department of Job and Family Services.

The WCDJFS must inform applicants about other programs (i.e., Medicaid and Food Stamps) plus their county conference and state hearing rights. Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of PRC, community may be defined to include areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program, benefit or support system, which may reduce or eliminate the presenting need.

Applicants must complete the Prevention, Retention, and Contingency program (PRC) application to request PRC. An application is valid for ten calendar days beginning the date it is submitted and date stamped; unless otherwise specified. Any requests following that ten-day period will be considered new applications. At the time of application, WCDJFS, in accordance with Section 329.051 of the Revised Code, will make a voter registration application available to the PRC applicant(s).

In order for the PRC AG to be found eligible, their income must be at or below 200% of the federal poverty guidelines (updated annually). PRC monies and services issued by other counties in the state shall be counted toward the Wood County caps and periods of eligibility to begin from the date CRIS-E indicates PRC was last issued.

Once eligibility for PRC is established, a voucher will be authorized to generate payment for the assistance, goods and/or services. Vouchers will be issued directly to the AG to ensure their needs are met as quickly as possible. The AG must sign the voucher once the vendor has provided the authorized goods or services. All PRC payments are made by the Wood Co DJFS to the vendor. The county must ensure that its policies meet all auditing requirements.

If it is determined that an application for PRC is approved, the Wood County DJFS shall mail or otherwise deliver the "Notice of Approval of Your Application for Assistance." If it is determined that an Application for PRC is denied, the Wood County JFS shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of Your Application for Assistance."

## **B. Required Verifications**

The AG must provide the following documentation:

1. Verification of residence in Wood County.
2. Documentation of United States citizenship or qualified alien status for each individual in the AG.
3. Documentation of resources for all AG members.
4. Documentation of income to include the past thirty day's income if it is representative of income projected for the next thirty days. If pay stubs are not representative of projected income, an employer's statement, self-employment records or award letters must be provided.
5. Verification of the current household composition.
6. Any verification specifically related to the type of PRC assistance needed. See F. Scope of Services.

## **C. Assistance Group Composition, Citizenship, and Residency**

A PRC applicant must be at least 18 years old. The applicant must have the legal and physical custody of a minor child or must be at least six months pregnant, as verified by medical professional. Per OWF rules Section 5101.1, a minor is either an individual who has not attained age eighteen or an individual who has not attained age nineteen and is a full-time student in a secondary school or in the equivalent level of vocational and technical training.

The assistance group (AG) must only consist of individuals residing in the same household at the time of application. These individuals include:

1. The applicant.
  2. Any minor child in the legal and physical custody of the applicant and/or any minor step-child of the applicant.
  3. The applicant's spouse (legally married) and/or biological or adoptive parent of a minor child included in the AG and/or any other legal custodian of a minor child included in the AG.
- Any other individuals not meeting the definitions listed above, including adult children/step-children of the applicant, will not be included in the AG.

In order to qualify for PRC benefits and services, at least one member of the AG must be a citizen of the United States or a qualified alien as defined in OAC rule 5101:1-2-30. Any benefit/service will be prorated over the number of citizens/qualified aliens in the AG.

Applicants for PRC must reside in Wood County and must live in an independent living arrangement. PRC assistance cannot be issued to persons living in a medical or public institution.

Migrant families may be eligible for PRC while residing in Wood County. An intact family separated by distance (i.e. one parent and/or children live in another state while the other parent and child/children are following the migrant stream and living in Wood County) must meet the following criteria: if the family members in the other state are living in homestead property owned by them, they are not considered temporarily absent. Rather those family members working in Wood County are considered temporarily absent from their own state and there would be no PRC eligibility in Wood County.

## **D. Income and Resources**

All income, earned and unearned, which will be received by any member of the PRC AG during the thirty-day budget period will be considered when determining financial need except for the gross earnings of a minor child as defined under OAC 5101:1-23-20 (A) (2) and any income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility as defined in OAC 5101:1-24-20. The thirty-day period begins on the date of application and ends twenty-nine calendar days later. The anticipated income, to be received during this period, is used in the computation of financial eligibility. Child support and alimony paid by the AG will be deducted from gross income if verified by the CSEA or through pay stubs or employer records. Written or verbal verification of income is required but any verification, which is obtained verbally, must be clearly documented in the PRC AG record with the name and position of the supplier of the

information, the date the verification was obtained, the amount of the verified income, and the name of the agency representative who obtained the verification.

PRC assistance groups must utilize all liquid assets they have available to them, except \$50, to meet their emergent need. Liquid assets include resources, which are in cash or payable in cash upon demand. (i.e., cash, savings accounts, checking accounts, stocks, bonds, mutual funds etc.) Investments are counted toward the \$50 asset limit unless they cannot be liquidated during the ten-day application period. The investment company or broker must document this.

Gross Self-Employment Earnings means the total profit from a business enterprise. The total profit from the self-employment business enterprise is determined by deducting the self-employment expenses (the business expenses directly related to producing the goods or services) from the gross receipts. Personal and/or entertainment expenses are not allowable deductions. Self-employed individuals must be earning the current federal minimum wage per hour.

The gross amount of the PRC AG's countable income will be totaled and compared to the amount, which is 200% of the Federal Poverty Guidelines (FPG) for the PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG for the applicable PRC AG size, the PRC AG meets the income requirement.

### **E. Ineligibility**

Applicants who are not eligible include:

1. Families who have fraudulently received assistance and have an outstanding unpaid balance under the ADC, TANF, OWF, PRC, food stamps, child care programs, or by a court order, until repayment occurs (Reference ORC Section 5101.83.) See Section H.
2. Families who do not use their own resources to help meet their need.
3. Families in which an AG member is currently on strike.

### **F. Scope of Services**

PRC does not pay for repairs made or services provided prior to a PRC application being completed by the AG and prior to the issuance of an assistance voucher. If a non-AG adult already resides with, or plans to move into the residence with the AG, the non-AG adult must pay half of the needed Housing/Shelter expenses. The non-AG is not required to share in the Employment Services expenses.

## **HOUSING/SHELTER EXPENSES**

### **1. Housing**

PRC assistance may be provided once within a one-year period for rental assistance.

Assistance may be provided for up to two previous months' rent to prevent eviction or up to two previous months' principle and interest payments to prevent foreclosure or first month's rent and deposit for homeless/qualifying assistance groups at one time.

For back rental or mortgage assistance, the property owner or mortgage company must provide written notice of the intent to evict or foreclose for failure to pay the rent or mortgage.

For first month's rent and deposit, an AG must be considered homeless or meet a condition concerning the environment of the home specified below.

Homelessness for rent/deposit assistance can be verified with the following conditions:

- ▶ The AG household is living in a shelter situation within Wood County. Assistance may also be provided if the AG is living in a shelter situation outside of Wood County and can verify that their last established residence was in Wood County. A shelter situation includes established homeless and domestic violence shelters and/or temporary housing provided by a social service agency or faith-based organization. The AG must verify that they have resided in a shelter situation within the last 30 days from the date of the PRC application.

- ▶ The AG's landlord/mortgage company has issued a court ordered eviction/foreclosure.
- ▶ The AG was court evicted/foreclosed upon in the last 30 days and can provide the court papers.
- ▶ The AG applicant is listed on a court summons or order to evict even if not listed on the lease.
- ▶ Domestic violence has caused the AG to lose its residence, and a DV counselor, law enforcement, or court of jurisdiction confirms the DV.

Other conditions for rent/deposit assistance:

- ▶ A physician confirms that an AG member can no longer live in the present home and needs to find a residence that can accommodate the medical need (Example: need of an accessible bathroom).
- ▶ The AG is living in another person's residence and the landlord confirms that the AG's presence is in violation of the resident's lease.
- ▶ The Wood County Health, Police, or Fire Departments have declared the AG's present residence an unsafe environment.

*The 200% FPG eligibility criteria applies to all of these conditions.*

Costs with which PRC cannot assist include: late fees, deposits and fees required by the property owner for pets, rent for a separate garage (unless a physician documents medical need for an AG member) and temporary motel charges.

Assistance for rent and/or deposit in a motel can be issued if the following conditions exist: a signed lease; established permanent residency there; access to cooking and refrigeration appliances; and adequate space not exceeding the Wood County Health Department's standards for overcrowding.

Assistance is limited to the actual month's payment of the rent or mortgage payment not to exceed \$800 per each month. The maximum assistance for a deposit is \$800. Total assistance may not exceed \$1,600 in the aggregate. Property owners and mortgage companies accepting a voucher must agree not to evict the AG for thirty days from the date the voucher is issued.

One credit check report will be paid for adults in the AG when a potential property owner requires it. The property owner must provide a copy of the credit check report to WCDJFS before payment will be made. The maximum that can be paid is \$30 per adult AG member. This assistance will not be counted toward the \$800 rent or deposit cap but can only be provided once per the one-year period.

## **EMPLOYMENT SERVICES**

### **2. Vehicle Repair**

An adult AG member:

- ▶ May receive vehicle repairs more than once in a one year period but the aggregate of all vehicle repairs cannot exceed \$1,500 during a one-year period.
- ▶ Must be employed, have verification of a job offer with employment to begin within seven days or be attending required work activities such as Job Find, the Work Experience Program or GED classes
- ▶ Must have valid driver's license and proof of insurance for the vehicle to be repaired.
- ▶ Must provide written verification that the vehicle title and current registration is in the name of a member of the applicant assistance group.
- ▶ If vehicle is leased, proof that applicant is the leasor, the length of time remaining on the lease and proof that repairs to the car are the leasor's responsibility must be provided.
- ▶ Must provide a written estimate from a recognized vendor who has actually inspected the vehicle for the purpose of providing an estimate of the repair costs to include a statement that the repair will make the vehicle operable. If the estimate exceeds \$500, a second estimate from an additional car repair vendor is required. If the car is inoperable, the second repair shop does not have to visually inspect the vehicle but may provide an estimate based on the first shop's estimate.

The AG may only own up to two vehicles, listed in any adult AG member's name, if both are employed or attending required work activities. The AG may only own one vehicle if only one adult AG member is employed or attending required work activities. The AG must verify that any additional vehicles

listed by Ohio Bureau of Motor Vehicles no longer belong to the AG or are inoperable as verified by a recognized mechanic.

The repair must be for essential mechanical or structural components that enable a vehicle to operate safely and cannot be solely cosmetic so as to improve the appearance of a vehicle. Repairs needed for damages due to motor vehicle accidents and/or vandalism are not covered. Up to two vehicles may be repaired if there are two adult AG members and each requires transportation for employment/work activity related needs.

### **3. Towing**

Up to \$100 total in a one-year period may be provided and this may include more than one tow. Towing follows the above vehicle repair requirements.

### **G. Non-Custodial Parent**

The non-custodial parent residing in Wood County may be eligible for transportation expenses as defined in Scope of Services (section F). The applicant must meet all PRC eligibility criteria and have a non-custodial child residing in Ohio who is receiving OWF cash assistance or Medicaid; is employed or actively participating in Job Find, or WCDJFS assigned Work Activities; and is cooperating with child support enforcement. The non-custodial parent's household will be the applicant plus all children for whom the applicant has already established child support responsibility or is in the process of establishing responsibility through the Child Support Enforcement Agency.

### **H. Fraudulent Assistance, Overpayments and Collections**

Pursuant to ORC 5101.83 and 5101:1-23-75 of the OAC, PRC benefits and services may not be provided to a family that has an outstanding fraud case with the agency. The agency must establish and pursue collections of any claim(s) against a family believed to have received PRC benefits and/or services to which they were not entitled. The agency will pursue all claims including those caused by intentional misrepresentation of the household's situation, inadvertent household errors and agency errors.

### **I. Community Resources**

Under PRC, referrals to other community agencies and resources will be made for counseling, medical needs, family planning, short-term education expenses and budget counseling. Referrals for other needs will be made to community agencies based on the availability of resources available to meet the need.

## **SPECIAL PRC PROGRAMS**

### **1. Utility Program**

This program is only for families with legal custody of a minor child living in their household. The program will provide assistance for the payment of past due utilities, currently due utilities, utility deposits and/or delivery of a heating source for the applicant's current residence. Eligible applicants may receive up to \$500 to pay for gas, electric and/or water/sewer or other sources of fuel. Applicants who use propane or fuel oil to heat their residence may receive up to \$750 total. The amount may be spread over several utilities according to the applicant's request.

Applicants must provide verification that they have applied for the Winter Crisis Program also known as the Emergency Home Energy Assistance Program (EHEAP) between November 1 and March 31. Applicants must submit a copy of the receipt of grant or denial letter to be considered for PRC eligibility. Applicants for assistance with a water bill only will not need to provide this verification. An applicant seeking assistance with a Toledo Edison electric bill must apply first for the Ohio Fuel Fund Fuel Fund Grant Program if available. An applicant seeking assistance with an American Electric Power bill must apply first for the AEP Neighbor to Neighbor Program if available.

The utility account must be in the name of an adult assistance group member. PRC can also only pay the current account balance listed on the bill submitted with the application. Credits cannot be issued.

Back utility bills from a previous residence may be paid if the applicant needs to pay off the balance to obtain service from this same utility company in their name at a new residence. If applicants have a disconnection notice and need more than the maximum assistance available to avoid disconnect, the applicants must either pay the amount that exceeds the maximum PRC assistance or must receive assistance from another source to pay this amount prior to the issuance of a voucher.

The monthly gross income level for eligibility is 200% of the current Federal Poverty Guidelines.

Unless waived, all PRC rules from Section I. will apply to this program. The requirement to utilize all liquid assets available is waived. In addition, an eligibility determination must be made within fifteen calendar days of receipt of a signed and dated application, instead of the usual ten calendar days. Also waived is the requirement that vouchers be directly issued to the AG. Vouchers will be mailed directly to the utility provider to expedite payment.

Eligible applicants may receive assistance once per calendar year from this program regardless of the total amount issued, should the total be less than the maximum. Applications will be available at the agency, or by phone or e-mail request. There is no office visit required. There is no work hour requirement assigned to this benefit.

## **2. Ohio Works First (OWF) Applicant Gasoline Allowance**

This program is only for OWF applicants who have signed the OWF Self-sufficiency contract and have been assigned to attend the Job Find program or the Participation site at WCDJFS. The program will provide gasoline cards to reimburse transportation costs to the Job Find program or the Participation site until the OWF assistance has been approved or until the applicant begins paid employment.

The PRC gasoline application will be completed following the signing of the OWF Self-sufficiency contract and will remain valid until the applicant has completed ten days of the assignment. Unless waived, all PRC rules from Section I. will apply to this program. The requirement to utilize all liquid assets available is waived. Applicants do not have to have legal custody of the child in the home but must meet the living arrangement requirements for OWF as described in OAC 5101:1-3-03. The assistance group will consist of the standard filing unit for OWF. Applicants may qualify for gasoline cards for third party transportation if they do not drive or have access to a working vehicle. Once the OWF has been approved, recipients may receive another available work allowance and will no longer remain eligible for this PRC assistance.

Eligible applicants must attend the first day of their assignment before approval. Prior to approval, applicants must submit a receipt from a gasoline station showing a purchase of gasoline either on or after the date of the completion of the OWF Self-Sufficiency contract. Gasoline cards will then be issued in the amount of \$10.00 each for each \$10.00 spent up to a maximum of \$100 per assistance group during a one year period. To receive any additional gasoline cards up to \$100, the applicant must provide receipts showing that each gasoline card already issued has been spent. Card balances may also be tracked by the agency through the vendor to ensure that funds are spent or are cancelled and returned to the agency.

Applicants who fail to participate as required by their OWF Self-sufficiency contract will not be able to receive any additional gasoline cards following the failure until they come into compliance with the OWF Self-sufficiency contract and the sanction period has ended.

The issued gasoline cards will only be able to purchase gasoline. Lost, stolen or damaged cards will not be replaced.

### 3. 2017 School Supplies and Shoe/Socks Program

This program will be available based upon funding. Applications will become available May 1, 2017 and will be accepted through July 31, 2017 or until funding is no longer available.

This program is only for families with legal custody of child(ren) living in their household who will be attending kindergarten through 12<sup>th</sup> grade during the 2017-2018 school year. Applicant(s) must provide verification for each child from the child's school to show their enrollment and grade level.

The monthly gross income level for eligibility is 200% of the current Federal Poverty Guidelines. Unless waived, all PRC rules from Section I. will apply to this program. The requirement to utilize all liquid assets available is waived. In addition, an eligibility determination must be made within thirty calendar days of receipt of a signed and dated application, instead of the usual ten calendar days.

Assistance may be provided with one backpack pre-filled with grade level-appropriate supplies and one voucher toward the purchase of one pair of shoes per eligible child and socks up to maximum amount of assistance. Assistance will not exceed \$200 per child. Assistance will be distributed to approved applicants in August 2017.

## II. FAMILY PRESERVATION AND REUNIFICATION SERVICES (ORC 5153.165)

Services in Section II are provided under TANF purposes 1 and 2.

An assistance group receiving protective services, supervision or placement from the Wood County Department of Job and Family Services may receive additional PRC services if the family is encountering an emergency that could lead, or has led, to removal of a child from the family's home pursuant to Chapter 2151 of the Ohio Revised Code.

The standard of need for PRC eligibility cannot exceed 200% of federal poverty.

A parent, whose child is "temporarily absent" from the home for up to six months, and under the Temporary Custody or Protective Supervision of the agency, may still qualify for PRC if receiving OWF cash assistance (in accordance with ORC 5107.10). The absent child must be residing with a specified relative, legal guardian or legal custodian as defined by TANF rules. This requires the written recommendation of the Children's Services Supervisor.

In addition to the services (and within the limitations) listed throughout this PRC plan, the following family preservation and reunification services may be provided: diagnostic services, therapeutic counseling, parent education, emergency shelter, emergency out-of-home care in a foster family home, group home or residential treatment facility. Children's Services must first consider Emergency Services Assistance (APM 6350). If ESA is unavailable or inappropriate, PRC will be considered. All services in this section must be non-medical services.

PRC Contingency Services may exceed the limitations placed on frequency and dollar amounts identified in Section I (Emergency Assistance).

Children's Services will define the composition of the assistance group. An adult family member may make a request for Family Preservation and Reunification services to the Wood County DJFS Children's Services representative. The Children's Services Unit Supervisor or Agency Director will determine if a PRC application is appropriate and the Children's Services Unit Supervisor will provide written documentation of the specific need and PRC service to be provided. Both the Children's Services Supervisor and the Agency Director must approve subsequent requests.

### III. NON-EMERGENCY PRC PROGRAMS

The following programs and services have a separate application and eligibility determination process, and may be funded under PRC as funds are available. The maximum eligibility level for any future Non-Emergency PRC Programs is at or below 200% of Federal Poverty Guidelines, unless otherwise noted. Services in Section III are provided under TANF Purposes 2 and 4.

#### A. Youth Employment and Training Program

Funds will be issued to establish a Youth Employment and Training Program, ages 18-24, which will enable low income TANF-eligible youth to gain valuable skills and work experience in order to develop the workforce of Wood County and to help meet basic needs.

##### **Scope of Services**

Employability Assessments and Case Management: The program may cover the costs of any needed employability assessments and case management to determine which services may be provided.

##### Employment Program:

For full or part time positions, 100% of youth wages and all applicable fringes paid directly by sub grantee.

##### Employment Services: Limit \$500 per 12 months

Purchase of clothing or uniforms for work.

Purchase of safety equipment such as safety shoes and glasses.

Purchase of special tools and/or equipment required for employment.

Suitable attire for job interviews.

Training Services for a demand occupation: Limit up to \$5,000 per training program and no more than 1 training program in a 12 month period. The training program needs to be completed in a 9 month period or less.

Tuition

Fees

Books/supplies/uniforms

Testing for state licenses, board certifications, and commercial driver's license.

Pre-training physicals

Immunizations required for training programs

Individuals who drop out or fail to complete the approved program may not be eligible for additional funds. Costs related to exam, certificate or permit retakes will not be allowed.

Transportation Services: Assistance may be provided to eligible participants with reimbursement for transportation expenses directly related to employment or training through gasoline cards, work allowances to cover costs of public transportation or direct service through an agency contracted transit service. Assistance may not exceed more than four months and will be based upon the need of the participant.

#### B. Adult Employment and Training Program

Funds will be issued to establish an Adult Employment and Training Program for those 25 and older to develop the workforce of Wood County and to help meet basic needs. Applicant must meet assistance group composition, citizenship, residency and income standards defined in this plan.

## **Scope of Services**

Employability Assessments and Case Management: The program may cover the costs of any needed employability assessments and case management to determine which services may be provided.

On the Job Training: applicants may be eligible for this subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers who participate in the program will be reimbursed up to 50% of the eligible trainee's wage for a six month period or up to a cap of \$8,000 whichever comes first. Wages covered include regular wages not overtime or time and a half.

Employment Services: Limit \$500 per 12 months

- Purchase of clothing or uniforms for work.
- Purchase of safety equipment such as safety shoes and glasses.
- Purchase of special tools and/or equipment required for employment.
- Suitable attire for job interviews.

Training Services for a demand occupation: Limit up to \$5,000 per training program and no more than 1 training program in a 12 month period. The training program needs to be completed in a 9 month period or less.

- Tuition
- Fees
- Books/supplies/uniforms
- Testing for state licenses, board certifications, and commercial driver's license.
- Pre-training physicals
- Immunizations required for training programs

Individuals who drop out or fail to complete the approved program may not be eligible for additional funds. Costs related to exam, certificate or permit retakes will not be allowed.

Transportation Services: Assistance may be provided to eligible participants with reimbursement for transportation expenses directly related to employment or training through gasoline cards, work allowances to cover costs of public transportation or direct service through an agency contracted transit service. Assistance may not exceed more than four months and will be based on the need to the participant.

## **IV. DISASTER PLANS**

Services in Section IV are provided under TANF Purpose 1.

### **A. TANF-PRC Disaster Plan**

This program may become available in the event that the Governor of Ohio declares Wood County to be in a state of emergency through an official Governor's declaration. Funds will only be available during the period of time set forth by the Governor's office or the Ohio Department of Job and Family Services. Funds are available on a first come- first served basis.

Unless waived, all PRC rules from Section I. will apply to this program. The waived rules are Section I. (A) (1-4) concerning sanctions and work requirements and the asset requirement. The AG must have been adversely affected by the emergency condition. Any available insurance coverage and any other funds such as FEMA grants must be utilized prior to any issuance of PRC. The AG must provide verification that their need was due to the disaster from a Police or Fire Department, insurance company statement, Emergency Management Agency or other third party deemed acceptable by the WCDJFS director. Receipt or approval for PRC Disaster Assistance for the same dwelling by another person disqualifies the applicant for this program.

#### **1. Services**

The maximum amount of assistance available for the aggregate of services for each AG is \$1,500.

The applicant must verify homeownership for each service unless noted. This assistance will not count toward the caps or time periods set for services for any non-disaster related PRC. A voucher will be issued directly to the vendor for approved services. Payment will not be made to the applicant to reimburse any costs already paid by the applicant or to the vendor for services already rendered.

a. Home Repair

The repairs must be for the basic structure of the home such as walls, roofing, flooring, plumbing etc. The applicant must provide two written estimates from a recognized business.

b. Appliance/Furnace Repair/Replacement

Allowable appliances include a refrigerator or stove/oven. The applicant must provide one written estimate from a recognized business.

c. Tree Removal

Tree removal will only be provided for downed trees/branches that are located on the applicant's property. The applicant must provide two written estimates from a recognized business.

d. Emergency Housing

Applicants who were renting a residence at the time of the disaster and are unable to return to that residence due to the disaster may receive assistance with a first month's rent and deposit. All requirements under Section I. (F) (1) of the PRC plan apply.

For homeowners, temporary housing may be provided for up to 30 days at a motel/hotel or other rental unit if their home has been declared uninhabitable. They must provide documentation that the AG will be able to return to the home after repairs are completed.

## B. Adult Non-TANF Disaster Assistance

This program may become available in the event that the Governor of Ohio declares Wood County to be in a state of emergency through an official Governor's declaration and general revenue funds are made available. Funds will only be available during the period of time set forth by the Governor's office or the Ohio Department of Job and Family Services. Funds are available on a first come- first served basis.

Applicants must be age 55 or older or must be disabled. For this program, a "disabled" applicant is someone who receives a disability benefit payment such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc. Applicants must not have the legal custody of a minor child. Those with the legal custody of a minor child will be directed to apply for PRC Disaster assistance. This program will use the agency's PRC application with a specific notation that it is for Adult Disaster Assistance.

The applicant must have been adversely affected by the emergency condition. Any available insurance coverage and any other funds such as FEMA grants must be utilized prior to any issuance of any funds. The applicant must provide verification that their need was due to the disaster from a Police or Fire Department, insurance company statement, Emergency Management Agency or other third party deemed acceptable by the WCDJFS director. Receipt or approval for PRC Disaster Assistance for the same dwelling disqualifies the applicant for this program.

The gross income of all household members (excluding income earned by a minor child) will be used to determine income eligibility. Total gross income received in the last 30 days must be at or below 200% of the federal poverty guidelines. Income must be verified using the same criteria as Section I. (D) of the PRC plan. Household assets will not be counted.

1. Services

The maximum amount of assistance available for the aggregate of services for household is \$750. The applicant must verify homeownership for each service unless noted. A voucher will be issued directly to the vendor for approved services. Payment will not be made to the applicant to reimburse any costs already paid by the applicant or to the vendor for services already rendered.

a. Home Repair

The repairs must be for the basic structure of the home such as walls, roofing, flooring, plumbing etc. The applicant must provide two written estimates from a recognized business.

b. Appliance/Furnace Repair/Replacement

Allowable appliances include a refrigerator or stove/oven. The applicant must provide one written estimate from a recognized business.

c. Tree Removal

Tree removal will only be provided for downed trees/branches that are located on the applicant's property. The applicant must provide two written estimates from a recognized business.

d. Emergency Housing

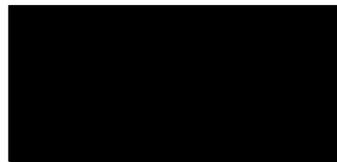
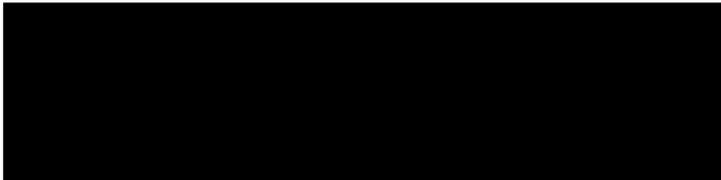
Applicants who were renting a residence at the time of the disaster and are unable to return to that residence due to the disaster may receive assistance with a first month's rent and deposit.

For homeowners, temporary housing may be provided for up to 30 days at a motel/hotel or other rental unit if their home has been declared uninhabitable. They must provide documentation that the AG will be able to return to the home after repairs are completed.

**IV. SIGNATURE**

The Wood County Department of Job and Family Services agrees to implement PRC County Plan #20 Amendment 1 as written above.

Plan #20 Amendment 1 was approved by the WDCJFS Planning Committee on 9/16/16.



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Approved by the Wood County Commissioners 9/27/16: Resolution No. 16-01095

Effective Date for PRC Plan #20 Amendment 1: 10/1/16

RESOLUTION NO. 16-01095

In the matter of accepting and approving the ) County Commissioners' Office,  
amendment to the Wood County Prevention, ) Wood County, Ohio  
Retention and Contingency (PRC) Plan #20 ) September 27, 2016  
Amendment #1, for the Wood County )  
Department of Job & Family Services. )

*WHEREAS*, pursuant to the provisions of ORC §5108 the Wood County Department of Job & Family Services administers the PRC Plan as part of the *Ohio Works First* program which emphasizes employment, training, education and support services; and

*WHEREAS*, Dave Wigent, Director of Wood County Department of Job & Family Services, has submitted the Wood County PRC Plan #20 Amendment #1, and requests approval of changes to services provided by PRC for programs for PRC eligible households, said document is attached hereto and made a part hereof as if fully rewritten herein; and

*WHEREAS*, the PRC Plan #20 Amendment #1, for Wood County, *effective October 1, 2016*, complies with the requirements of Chapter 5108 of the Revised Code in adopting its written policies; now, therefore, be it

*RESOLVED*, by the Board of County Commissioners of Wood County, Ohio, that the PRC Plan #20 Amendment #1, as presented by the Wood County Department of Job & Family Services, be and is hereby accepted and approved as attached; and be it further

*RESOLVED*, that the provisions of this resolution shall be effective **October 1, 2016**, and shall remain in full force and effect until otherwise provided for by the said Board of County Commissioners.

San

Attachment

xc: Dave Wigent, Director Wood County DJFS  
file

