

**STATE OF OHIO
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES**

**TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) PROGRAM
STATE TITLE IV-A PLAN**

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Section I

OVERVIEW OF OHIO'S TANF PROGRAMS

General Overview

In 1997, the Ohio General Assembly enacted and then-Governor George Voinovich signed House Bill 408, landmark legislation that fundamentally changed the nature of welfare assistance in Ohio. The law eliminated the Aid to Dependent Children program and replaced it with two innovative programs -- Ohio Works First (OWF) and Prevention, Retention and Contingency (PRC). With these two programs, Ohio has transformed public assistance from a system focused on entitlement to one focused on employment, personal responsibility, and sustained self-sufficiency.

House Bill 408 built on welfare reform provisions in the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), which Congress enacted in 1996. While given much flexibility through PRWORA, Ohio recognizes that states must comply with all provisions of federal law and regulation.

Within Ohio, welfare reform has been implemented as a partnership between the state and counties, with the Ohio Department of Job and Family Services (ODJFS) entering into a Partnership Agreement with each Board of County Commissioners. House Bill 408 delegated a significant amount of decision-making to counties, giving them the flexibility to create assistance programs that meet community needs. ODJFS provides technical assistance to the 88 County Departments of Job and Family Services and monitors performance measures.

The success of welfare reform in Ohio has been significant. Ohio's cash assistance caseload peaked in March 1992 with 748,717 recipients, but had declined to 422,442 recipients by October 1997. In the two years since the enactment of House Bill 408, the caseload has declined dramatically to 251,735 recipients (August 1999).

Overview of Ohio's TANF Programs

In Ohio, the following programs and services are supported through the TANF program. Other programs act as supports to families as they pursue self-sufficiency.

Ohio Works First - OWF is a county-administered, state-supervised program that serves every political subdivision in the State. OWF provides time-limited assistance to needy families with (or expecting) children, by furnishing parents or specified relatives with work, training, and other support services they need in order to attain permanent self-sufficiency while meeting the family's ongoing basic needs. Non-time-limited OWF cash assistance is also provided to child-only cases.

Prevention, Retention and Contingency - PRC is a county-administered, state-supervised program that serves every political subdivision in the State. The program is designed to provide benefits and services that are not considered assistance in accordance with 45 CFR 260.31. PRC provides ongoing services and nonrecurring short-term benefits designed to accomplish one of the four purposes of TANF by addressing supports needed by working families and by addressing the needs of families with barriers to self-sufficiency. The goal is always to provide the appropriate mix of cash and non-cash services that will enable the family to achieve self-sufficiency. Ohio chooses to provide services authorized by the Title IV-A Plan that was in effect on August 21, 1996. This plan authorizes Ohio to fund certain medical services and

certain Child Welfare services with TANF dollars. The specific Title IV-A plan is in Appendix A.

Separate State Program - In Ohio, as in many states, drug and alcohol addiction plays an ever increasing role in family dysfunction as well as economic and social dependency. In order to better address this underlying cause of dependency, Ohio has created a Separate State Program (SSP) to provide prevention, treatment and mentoring services for youth and adults where drug and alcohol abuse threatens their ability to become economically self-sufficient and to care for children in their own home.

Other TANF-Funded Benefits and Services - ODJFS administers other TANF-funded programs and components of Title IV-A programs which provide benefits and services to TANF-eligible individuals, as established by the Ohio General Assembly or Executive Order issued by the Governor. The benefits and services provided under this section are not considered assistance as defined in 45 CFR §260.31(a) and are benefits and services that 45 CFR § 260.31(b) excludes from the definition of assistance.

Family Supports - A very important component in moving people away from public assistance and toward self-sufficiency is the provision of adequate family supports. As families move into regular, meaningful employment, it is imperative that they are given the opportunity to access support services that help them maintain their jobs. Assistance with buying food, getting health coverage, paying for child care and transportation are all family supports that assist families in their pursuit of success.

Overview of Funding

ODJFS will structure Federal TANF funds and State MOE funds in a manner consistent with federal and state law, as well as the efficient and effective operation of programs designed to serve the needs of families envisioned in the purposes of TANF. The structure of funding may include the following:

- C Segregated TANF funds expended in the TANF program
- C Segregated State MOE funds expended in the TANF program
- C Commingled Federal TANF and State MOE funds expended in the TANF program
- C Separate MOE funds expended on state programs operated outside the TANF program

To the extent allowable under P.L. 104-193, the State may transfer funding from the TANF Block Grant to the Social Services Block Grant and the Child Care Development Fund.

Section II
OPERATIONAL PROCEDURES FOR OHIO'S TANF PROGRAMS

Ohio Works First

The OWF program is the primary program for providing cash assistance to needy families and requires participants to engage in work activities based on a Self-Sufficiency Contract when the assistance group contains an adult or minor head-of household. OWF encourages family self-sufficiency through employment while it meets temporary needs through the provision of cash assistance.

When determining eligibility for OWF, the State will require that the assistance group contain a minor child who resides with a custodial parent, legal guardian, legal custodian or specified relative caring for the child (under Ohio law, guardians and custodians stand in loco parentis); or a woman who is at least six months pregnant. Additionally, all adult members or minor heads of household must sign and comply with a self-sufficiency contract. There is no resource limit/asset test in the OWF program.

Initial Income Test

The first step in determining whether a family is financially eligible to participate in OWF is the state's initial income test. The initial income test is a modified program eligibility test, similar to the initial eligibility test formerly prescribed by AFDC regulation. The earned income disregard is not applied at this initial income test.

The assistance group is ineligible to participate in OWF if the assistance group's gross income, less amounts disregarded by departmental rule, exceeds the amounts in the chart that follows. The income amounts that are disregarded in the initial income test are from income sources which the state has chosen to exclude from the definition of gross earned and gross unearned income (e.g., SSI, income excluded under the food stamp program regulations). In addition, for purposes of applying this initial income test, the actual dependent care costs (up to allowable maximums defined in the state's rule) paid by the assistance group for nonpublicly funded dependent care for an incapacitated adult or a child who is a member of the assistance group are also disregarded. The remaining family gross monthly income is compared to the amounts designated for the family size in the chart that follows.

Assistance Group Size	Gross Income
1	\$423
2	\$537
3	\$630
4	\$750
5	\$858
6	\$942
7	\$1038
8	\$1139

9	\$1241
10	\$1343
11	\$1440
12	\$1542
13	\$1643
14	\$1742
15*	\$1844

* For each person in the assistance group that brings the assistance group to more than fifteen persons, add one hundred two dollars to the amount of gross income for an assistance group of fifteen specified above.

Continued Eligibility

If the remainder of the family's gross monthly income does not exceed the amount designated for the family size in the initial income test chart, the family passes the initial income test. Once determined eligible to participate, the family's OWF cash benefits are determined by deducting the \$250 and ½ earned income disregard from the family's gross monthly earned income, and deducting the nonpublicly funded dependent care costs (up to allowable maximums). The family's unearned income is added to the remainder, and the total is compared to the OWF payment standard for the family size. The OWF payment is the difference derived from subtracting the family's countable income from the OWF payment standard for the family size.

A temporarily absent individual is considered to be in the home for eligibility purposes under OWF. The absence of a member of the assistance group is temporary if all the following conditions are met:

- (1) The location of the absent individual is known;
- (2) There is a definite plan for the return of the absent individual to the home;
- (3) The absent individual shared the home with the assistance group prior to the onset of the absence.

A minor child or parent/specified relative who, without good cause, has been, or is expected to be, absent from the home for a period of forty-five consecutive days or longer does not meet the temporary absence requirement for OWF. Exceptions to this requirement are limited to the following good cause reasons:

- (1) Hospitalization (includes inpatient drug and alcohol treatment);
- (2) Detention in a juvenile home until a court commitment;
- (3) Attendance at school;
- (4) Vacationing;
- (5) Trip made in connection with current or prospective employment;
- (6) Shared parenting situations;
- (7) Service in the military when it is the sole reason for absence;
- (8) Removal of a child(ren) by the Public Children Services Agency (PCSA) if a reunification plan is in place and the parents are cooperating with it. Cash assistance for a child(ren) removed can continue to be provided for up to six payment months after the removal date.

Time Limits

An assistance group is ineligible to participate in OWF if the assistance group includes an adult who has participated in the program for thirty-six months. The assistance group then remains ineligible for twenty-four months. After that period, if good cause exists according to the CDJFS, the assistance group may be eligible for up to an additional twenty-four months of cash assistance. The additional period of eligibility requires the establishment and compliance with a new self-sufficiency contract. Based on a waiver inconsistency (Appendix A), State and Federal time limits began on 10/1/97, and will not be applied retrospectively to participants who received assistance and services before 10/1/97.

A CDJFS may exempt up to twenty percent of the average monthly number of families receiving OWF from the time limit on the grounds that they determine that the time limit is a hardship. This is not applicable unless the group has exhausted its thirty-six months of cash assistance.

Benefit Levels

The maximum OWF benefit levels available to assistance groups are based on the assistance group size. The following chart provides the standards:

Number in Assistance Group	Payment Standard
1	\$216
2	\$296
3	\$362
4	\$447
5	\$523
6	\$582
7	\$650
8	\$721
9	\$793
10	\$865
11	\$934
12	\$1006
13	\$1077
14	\$1147
15	\$1219
Add for Each Person above 15	\$90

The above payment standards will be increased by 3% effective January 1, 2000

Assessment/Appraisal

The goal of OWF is that every family becomes self-sufficient. As soon as possible after an assistance group submits an application for OWF cash assistance, the CDJFS conducts an appraisal of each member of the assistance group who is a minor head of household or an adult. The appraisal includes an evaluation of employment history, education, skills, abilities, interests, and work barriers in order to formulate an employment goal and a plan to achieve self-sufficiency for the individual and the family. The CDJFS also assesses the skills, prior work experience and employability of each participant who has not attained 18 years of age, and has not completed high school or obtained a high school equivalency certificate, and is not attending secondary school.

Self-Sufficiency Contracts

Under OWF and pursuant to 42 U.S.C. 608 (b)(2), each member of an assistance group who is a minor head of household or an adult must enter into a written agreement with the CDJFS that is known as a self-sufficiency contract (SSC). The SSC must be signed within thirty days of applying for assistance or undergoing an eligibility redetermination, and should be based on the mandatory appraisal that each CDJFS is required to perform of each assistance group applying for assistance. The SSC sets forth the rights and responsibilities of both the assistance group and the CDJFS. Each SSC will include (but not be limited to) the following items:

- C The assistance group's plan to achieve self-sufficiency and personal responsibility through unsubsidized employment within the time limits specified for participation;
- C Work assignments for each adult member or minor head-of-household in the assistance group -- this should include the type of assignment (federally-allowable work activities, developmental activities, and/or alternative work activities), what the specific assignment is, and the number of hours required. In the case of a two-parent family, one parent may complete the requirement for the assistance group;
- C Responsibility of the caretaker member of the assistance group to cooperate in establishing the minor child's paternity and establishing, modifying, and enforcing a support order for the child;
- C Other responsibilities that members of the assistance group must satisfy to participate in OWF;
- C The consequences to the assistance group for failure or refusal without good cause to satisfy all the responsibilities inherent in the SSC;
- C Assistance and services to be provided to the assistance group by the CDJFS, the Child Support Enforcement Agency, and the Public Children Services Agency;
- C Other provisions designed to enable the assistance group to achieve self-sufficiency and personal responsibility;
- C Procedures for assessing participant and CDJFS compliance with the terms of the SSC and whether the contract should be amended; and
- C Procedures for amending the contract.

If a member of an assistance group fails or refuses to comply in full with a provision of their SSC without good cause, the CDJFS shall sanction the assistance group in accordance with the legislatively prescribed sanction policy.

ODJFS has developed a descriptive self-sufficiency contract model. Counties are not required to use the model, but must remain consistent with OWF provisions if they choose to adopt their own model.

General Work Provisions

No OWF participant can be assigned to a Federal Work, Developmental or Alternative Work Activity when the employer removes or discharges another person for the purpose of substituting the participant in the person's place. This is true for any of the following circumstances where:

- C The person is already employed as a regular, full-time or part-time employee;
- C The person has been employed full-time or part-time as a participant in a work activity, developmental activity or alternative work activity;
- C The person is, or has been, involved in a dispute between a labor organization and the employer;
- C The person is on a layoff from the same or any substantially equivalent job.
- C No employer can hire a participant to circumvent hiring a full-time employee. Each CDJFS shall have a grievance process to resolve complaints by employers and participants.

Exemptions From Work Activities

There are limited exemptions from work requirements. Child-only cases are exempt and Ohio will take the state option which exempts a single-parent who is caring for a child under twelve months from the federal work participation requirements. This option will be passed to the counties, who may either choose to accept it or not. For single-parent families that are exempt from the federal requirement, under state law the CDJFS will require the single-parent to participate in Developmental Activities.

Work Activities

Federally-Allowable Work Assignments

A significant number of adults and minor heads of households participate in the work activities that are prescribed under Federal law. They are defined as follows:

- 1) Employment - employment where an individual receives compensation for services performed. This also includes activities that the CDJFS deems to be legitimately entrepreneurial.
- 2) Work Experience Program (WEP) - the program in which individuals work without pay at a job site in a public, private-non-profit or private-for-profit organization in order to gain work experience and training. It may also include activities ensuring that participants become familiar with workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. WEP may include specific hands-on-training in a classroom or laboratory setting. WEP may include child care service activities in which a participant provides child care for another participant's child. WEP may include Community Service activities including a program under which a participant of OWF who is responsible for a minor child enrolled in grade twelve or lower is involved in the minor child's education on a regular basis. An individual who is assigned to be involved with the minor child's education would be required to attend academic home enrichment classes that provide instruction for parents in creating a home environment that prepares and enables children to learn at school as well as a work assignment at the school that the child attends.
- 3) Subsidized Employment Program (SEP) - the program in which individuals work with pay at job sites in public, private-non-profit or private-for-profit organizations in order to gain specific occupational training. As a part of this on-the-job training, a subsidy is provided to the employer for a specified period of time.
- 4) Job Search and Job-Readiness Activities - the programs which assist individuals in acquiring the strategies and skills to be used in obtaining, retaining or improving employment; and those activities

to seek and secure employment as directed and approved by the CDJFS.

5) Vocational Education - a program of education and training with a goal of enabling an individual to obtain employment. Vocational education includes college, technical, vocational, or other course work leading toward a degree, certificate or license. Study time may be included in this activity.

6) Job Skills Training - a program designed to increase an individual's employability potential. It may include college, technical, vocational, or other course work. It may also include activities ensuring that participants become familiar with workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. Various types of structured programs would qualify, such as rehabilitation services, counseling, personal development and pre-employment classes. Study time may be included as part of this activity.

7) Education Related to Employment - any educational program provided to someone who does not have a high school diploma or GED. Study time may be included as part of this activity.

8) Basic Education Activities - a program provided to an individual who does not possess basic literacy skills whether or not they have obtained a high school diploma or equivalent. Basic education may include high school or equivalent education and adult basic and literacy education. Study time may be included as part of this activity.

Developmental Activities

Developmental Activities are a special feature of the OWF program. For many assistance groups, Developmental Activities serve as a supplement to the Federal Work Activities, and are performed in hours required above and beyond the work hours that are required to satisfy the work participation requirements in P.L. 104-193. For other assistance groups, such as single-parents with children under age one who are exempt from the federal work requirements, Developmental Activities are assigned.

In establishing Developmental Activities, county departments are not limited by the restrictions that Title IV-A imposes on work activities. Developmental Activities may be the same as, similar to, or different from Federal Work Activities and Alternative Work Activities. Developmental Activities may be any type of activity that moves the family toward self-sufficiency. Because Developmental Activities are not limited to Federal Work Activities, participants assigned to these activities will not necessarily be counted in the numerator of the participation rate calculation.

Examples of Developmental Activities include basic education, mental health counseling, or vocational rehabilitation services.

Alternative Work Activities

In cases where traditional work activities are unsuitable, and individuals are unable to fully participate in Federal Work Activities, individuals are placed in Alternative Work Activities appropriate to their specific circumstances and needs.

Participants placed in Alternative Work assignments are assigned to activities that may include, but are not limited to: 1) parenting classes and life-skills training; 2) participating in certified alcohol or drug addiction programs; 3) in the case of a homeless assistance group, finding a home; 3) in the case of a minor head of household or an adult with a disability, active work in an individual written rehabilitation plan with the Rehabilitation Services Commission; 4) in the case of a minor head of household or adult who has been the victim of domestic violence, residing in a domestic violence shelter, receiving counseling or treatment related to the domestic violence, or participating in criminal justice proceedings against the domestic violence offender.

Like Developmental Activities, Alternative Work Activities may be any activity that moves the family toward self-sufficiency. No more than twenty percent of adults and minor heads of households participating in OWF may be assigned to Alternative Work Activities. The CDJFS shall establish standards for determining whether an adult or minor head of household has a temporary or permanent barrier to participating in Federal Work Activities.

Work After Two Years

Each CDJFS will immediately assess and assign at least one adult or minor head of household in each family to a Federal Work, Developmental or Alternative Work Activity. ODJFS and each CDJFS understands that, pursuant to 42 U.S.C. Section 602 (a)(1)(A)(ii), each family must be participating in some type of a work activity after receiving cash assistance for 24 months. Since Ohio requires individuals to be appraised and assigned to a work activity as soon as possible after OWF application, all families should have received an assignment by the time the 24 month period is reached.

Community Service After Two Months

Ohio will opt out of the provision which requires a parent or caretaker receiving assistance under OWF to participate in community service after two months if the parent or caretaker is not engaged in or exempt from work activities (Appendix C). The Community Service Activity is not necessary to offer in Ohio because all adults and minor heads of household are assessed and assigned to Federal Work, Developmental, or Alternative Work Activities at the time of application for assistance.

Number of Hours Required to Work

Single-parent assistance groups are required to participate in a Federal Work or Developmental Activity for at least 30 hours per week. Single-parent families with a child age 6 or over are required to participate at least 30 hours in a Federal Work Activity. Single-parent families with a child under the age of six are required to participate at least 30 hours in an activity, 20 of which must be in a Federal Work Activity and the remaining ten hours must be in a Federal Work Activity or a Developmental or Alternative Work activity.

Two-parent assistance groups are required to participate in a Federal Work Activity for at least 35 hours per week if the family is not receiving federally funded child care and 55 hours per week if the family is receiving federally funded child care. As noted above, one parent may complete the requirement for the assistance group.

Single-parent families with a child under the age of one are required to participate in a Developmental Activity for the number of hours required by the county. The county has the option of assigning a parent with a child under the age of one to a Federal Work Activity and including that family in the federal participation rate calculation.

Sanctions

Each CDJFS establishes standards for the determination of good cause for failure or refusal to comply in full with the provisions of the Self-Sufficiency Contract. The first failure or refusal results in OWF ineligibility for the entire assistance group for one payment month, or until compliance, whichever is longer. The assistance group may also receive a reduction in food stamp benefits. The second failure or refusal causes OWF ineligibility for the entire assistance group for three payment months or until compliance, whichever is longer. The assistance group may also receive a reduction in food stamp benefits. The third or subsequent failure or refusal results in OWF ineligibility for the entire assistance group for six payment months or until compliance,

whichever is longer. For a third or subsequent failure, the individual who failed or refused to comply without good cause is also ineligible for Medicaid if it was a work-activity failure. Other assistance groups remain eligible for Medicaid.

Assistance groups who are sanctioned may remain eligible for publicly-funded child care and support services. A sanctioned assistance group may or may not be eligible to receive PRC, based upon the established PRC plan of the CDJFS.

Ohio statute requires that after sanctioning an assistance group for failure to comply with a provision of the self-sufficiency contract, the CDJFS continues to work with the assistance group to provide the member of the assistance group who caused the sanction an opportunity to demonstrate a willingness to cease the failure or refusal.

Ombudsperson

Ohio statute requires each CDJFS to have at least one OWF ombudsperson. The OWF ombudsperson acts as a liaison between the OWF applicant/participant and the CDJFS.

Work Participation Rates

Ohio will comply with provisions related to work participation rates outlined in 42 U.S.C. section 607.

Domestic Violence Option

Ohio has elected not to take the domestic violence option at this time.

Prevention, Retention & Contingency

Services

The PRC program provides benefits and services to needy families and low-income working families who are in need of help with essential supports to move out of poverty and achieve self sufficiency. The program is designed to provide benefits and services that are not considered assistance in accordance with 45 CFR 260.31. The PRC program provides a broad variety of services and short-term benefits to needy families that are designed to accomplish one of the four purposes of TANF.

In addition, Ohio chooses to provide services authorized by the Title IV-A Plan that was in effect on August 21, 1996. This plan authorizes Ohio to fund certain medical and certain Child Welfare services with TANF dollars. The specific Title IV-A Plan is in Appendix A.

Prevention services are designed to be provided to a PRC assistance group (the PRC assistance group is not necessarily the same as an assistance group as defined in OWF) to divert them from ongoing cash assistance and help them reach self-sufficiency by helping them through the presenting crisis. Retention services are provided to the PRC assistance group to allow an employed member to maintain employment, and thereby achieve or continue self-sufficiency. Contingency services are provided to the PRC assistance group to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more PRC assistance group members.

Among the TANF-allowable services that may be provided to TANF-eligibles are: services for unruly and misdemeanor youth; information and referral services to kinship caregivers concerning access to legal services,

child care, respite care and financial assistance; adult literacy and child reading services; workforce development and supportive services; economic development; technology expansion, technical assistance, and training; youth job training; organizational development for workforce development partners; job creation and retention services; improving existing technology centers, purchasing technology, technology upgrades and technology infrastructure upgrades; teen pregnancy prevention services; out-of-wedlock pregnancy prevention services; school readiness services such as, counseling and placement, parent education and parent-child activities, peer support groups, and home visits; disaster relief; transportation services; domestic violence services; after-school programs; family preservation and reunification services; mediation services; employer recruitment; early childhood developmental and intervention services; and post-secondary education and job training.

PRC Administration

Each County Department of Job and Family Services (CDJFS) is required to establish a PRC program. Counties have the flexibility to design PRC in such a way as to best fit the needs of their community and may specify the types of benefits and services they offer including funding for certain services if the county chooses to include them in their plan.

ODJFS is required by state statute to develop a PRC model, which counties may choose to adopt and implement if they so desire. Counties that do not choose the state-developed model must establish and operate a unique PRC program, specifically tailored to the needs of their communities. As a requirement of PRC, all counties must operate fully within the scope of all Federal and State law. In addition, counties must also determine eligibility, distribute benefits, and treat all clients in a fair and equitable manner. Finally, counties must indicate to ODJFS whether they accept the model program, and if not, then they must submit a copy of their PRC program to ODJFS.

The State PRC Model provides optional definitions of assistance group composition, economic need, benefit issuance limits/caps, budget periods and application processing guidelines. It also indicates examples of the range of short-term assistance and services to be provided, such as job preparation services and benefits, work support/retention services and benefits, transportation services and benefits, and shelter benefits.

Appendix D is a matrix which illustrates the scope of each county's PRC plan. Counties can amend their PRC plans at any time. This matrix is updated quarterly. Appendix E is the draft State PRC Model, which ODJFS will finalize shortly.

Separate State Program

Alcohol/Drug Treatment and Mentoring Programs - In Ohio, as in many states, drug and alcohol addiction plays an ever increasing role in family dysfunction as well as economic and social dependency. In order to better address this underlying cause of dependency, Ohio has created a Separate State Program to provide for prevention, treatment and mentoring services for youth and adults where drug and alcohol abuse threatens their ability to become economically self-sufficient and to care for children in their own home.

Services will be provided to members of needy families with dependent children under 200% of poverty. These programs will be administered by the Ohio Department of Alcohol and Drug Addition Services

(ODADAS) in accordance with an interagency agreement between ODADAS and ODJFS. ODADAS will work closely with the County Departments of Job and Family Services, Public Children Services Agencies and local providers to identify the service needs of the target population and develop service interventions appropriate to those needs.

Other TANF-Funded Benefits and Services

ODJFS administers other TANF-funded programs and components of Title IV-A programs which provide the following benefits and services to TANF-eligible individuals, as established by the Ohio General Assembly or Executive Order issued by the Governor. The benefits and services provided under this section are not considered assistance as defined in 45 CFR §260.31(a) and are benefits and services that 45 CFR §260.31(b) excludes from the definition of assistance.

TANF Education Program - This program consists of two components and is administered by the Ohio Department of Education (DOE), in accordance with the terms of an interagency agreement between ODE and ODJFS. Both components of the program provide TANF-allowable services to TANF-eligible individuals with income at or below 200 percent of the federal poverty guidelines.

Head Start Services Component - One component of the program provides TANF- allowable Head Start services to TANF-eligible individuals. Head Start services are focused on the importance of early childhood and family development. It is targeted toward providing children aged three to five with activities and opportunities that are designed to improve the cognitive abilities of young children in preparation for their entry into kindergarten.

Student Intervention Component - Beginning in state fiscal year 2003, the other component of the program will provide TANF-allowable Title IV-A student intervention services.

TANF Family Planning - The TANF Family Planning program is administered by the Ohio Department of Health (ODH) in accordance with an interagency agreement between ODH and ODJFS. The program provides TANF-allowable family planning services for TANF-eligible families whose income is at or below 200 percent of the federal poverty guidelines.

TANF Housing Program - The TANF Housing Program is administered by the Ohio Department of Development (DOD) in accordance with an interagency agreement between DOD and ODJFS. The program provides TANF-allowable supportive services for TANF-eligible low-income families related to housing or homelessness, including housing counseling; to provide grants to nonprofit organizations to assist Title IV-A eligible families with income at or below 200 percent of the federal poverty guidelines with down-payment assistance for home ownership or down-payment assistance toward the purchase of mobile homes, to provide emergency home repair funding for Title IV-A eligible families with income at or below 200 percent of the federal poverty guidelines; to provide operating support for family emergency shelter programs; and to provide emergency rent and mortgage assistance for families with incomes at or below 200 percent of the federal poverty guidelines.

Adoption Services - Federal TANF funds will be used to recruit, promote and support the formation and maintenance of two-parent adoptive families and for needy single-parent adoptive families. Post-adoptive

services will be provided to ensure the success of these placements and to prevent disruption of the families.

Faith-Based Initiatives

Faith-Based and Non-Profit Capacity Building Program - The Faith-Based and Non-Profit Capacity Building Program supports capacity-building efforts among faith-based and non-profit organizations for the purpose of providing TANF-allowable services to TANF-eligible individuals.

Family Supports

The following support services are offered to individuals to help them maintain their jobs:

- C Medicaid Eligibility. To the extent allowed by law, Medicaid eligibility is aligned with eligibility for the Ohio Works First program, so that all participants have access to quality health care. Upon leaving OWF, former participants may have up to one year of extended Medicaid eligibility to help them make the transition from public assistance to self-sufficiency. Additionally, many families who are diverted or sanctioned from public assistance may still be eligible for Medicaid through the Ohio Healthy Start program.
- C Transportation. OWF work participants must have access to employment opportunities in order to successfully enter and remain in the labor force. For this reason, the Ohio General Assembly has appropriated an additional \$5 million per year specifically for transportation planning and assistance. Each county will be required to submit a transportation plan, detailing how it plans to provide adequate transportation services to OWF participants.
- C Child Care Assistance. Without reliable and adequate child care, it is nearly impossible to be employed for a long period of time. For this reason, OWF participants with children under 13 years old are eligible for subsidized child care, with the subsidies varying according to the income of the assistance group. Child care is guaranteed to OWF participants and to families who leave OWF for employment for up to one year. Upon expiration of the year, families may be eligible for non-guaranteed child care (funded through the Ohio General Fund and/or the Child Care Development Fund) until their income exceeds 185 percent of the Federal poverty level. Effective July 1, 2000, the maximum amount shall not exceed 200 percent of the federal poverty level.
- C Food Stamps. OWF participants are considered categorically eligible for participation in the Ohio Food Stamp program. Additionally, individuals leaving OWF may continue to be eligible if their income remains below 133% of the poverty level and they meet all other eligibility criteria of the Food Stamp program. ODJFS is currently reviewing the possibility of expanding the Ohio Food Stamp program to include as categorically eligible, individuals receiving PRC.
- C Service Integration. County Departments of Job and Family Services are proactively involved in local service integration to serve TANF eligible families. Each county is required by Ohio Statute to have a Human Services Planning Committee to provide County Commissioners advice on implementation,

administration, and evaluation of social service programs in the county. In addition, each county is required to engage in a community planning process as a part of the Partnership Agreement that is signed by the Director of the Ohio Department of Job and Family Services and the Board of County Commissioners. These efforts are designed to help counties determine the needs in the county and to develop goals and strategies necessary to serve those needs and meet those goals. These efforts are intended to link public and private service providers with needs of low income families and employers.

Additional Provisions

Fair & Equitable Treatment

Under OWF and PRC, benefits and services are deemed inalienable. Ohio shall therefore determine eligibility and deliver benefits in a manner consistent with 42 U.S.C. section 602(a)(1)(B)(iii). All applicants and participants will be treated in a fair and equitable manner, including those who move to Ohio from another state, those participants who have been adversely affected and claim hearing rights, and, to the extent allowable under Federal law, legal aliens who are not United States citizens.

An appellant who appeals under Federal or State law a decision or order of a human services agency, shall be granted a state hearing by ODJFS at the appellant's request. A state hearing decision is binding upon the agency and department, unless reversed or modified on appeal to the director of the department of human services or a court of common pleas. An appellant who disagrees with a state hearing decision may make an administrative appeal to the director of the department of human services, who shall review it and may affirm, modify, remand, or reverse the state hearing decision.

Confidentiality Provisions

Pursuant to 42 U.S.C. section 602(a)(1)(A)(iv), ODJFS will take steps to ensure the confidentiality of all information collected in the OWF and PRC programs. Under the guidelines established that govern Ohio's TANF plan, no person or government entity shall solicit, disclose, receive, use or knowingly permit the use of information regarding a TANF client for any purpose that is not directly related to the operation or administration of the TANF program. To the extent permitted under Federal law, the State will:

- C Release information on TANF recipients to State agencies who are responsible for administering the TANF program or other State, Federal or Federally-assisted public assistance programs that provides cash, in-kind assistance, or services directly related to individuals;
- C Provide information on TANF recipients to law enforcement agencies for the purpose of an investigation, prosecution, or criminal or civil proceeding that is related to the administration of a public assistance program;
- C Provide information to the following persons: the recipient, an authorized representative of the recipient, a parent/guardian of the recipient, and the attorney of the recipient, if the attorney has the recipient's written authorization;
- C Provide information if the recipient gives written consent and specifically identifies the persons or government entities to which the information may be released.

ODJFS will also enter into written agreements with law enforcement agencies to share information about public assistance recipients to determine whether a recipient or a member of the recipient's assistance group is either

a fugitive felon or violating parole procedures. This sharing of information is necessary in order to comply with the prohibitions on assistance to fugitive felons and parole violators that are established in section 408 of the PRWORA.

Out-of-Wedlock Pregnancies

The goal of reducing out-of-wedlock births is contained within Ohio's Wellness Block Grant, which targets the reduction of the rate of births to teens. Efforts are largely county-focused. Specific county goals are listed within Appendix F.

Statutory Rape

Pursuant to 42 U.S.C. section 602(a)(1)(A)(vi), as part of ODJFS' TANF program, the State plans to contract with an outside vendor to devise and operate a public outreach program related to statutory rape. The program will target law enforcement officials, educational institutions, and relevant counseling agencies, and will encourage these groups and individuals to include men in teen pregnancy prevention programs, to the extent that statutory rape is a contributing factor to teen pregnancy.

Treatment of Individuals Moving From Other States

For the purposes of benefits and services offered under Ohio Works First and the Prevention, Retention & Contingency Program, Ohio will treat individuals who have moved from other states within the last twelve months no differently from residents who have resided in the state for more than twelve months.

Treatment of Aliens

ODJFS provides OWF services and benefits to qualified aliens to the extent allowable under Federal law, and in the same manner as they are provided to residents of Ohio.

- C Each member of the eligible assistance group must be a citizen or qualified alien.
- C Non-citizens who are lawfully residing in the U. S. prior to August 22, 1996 shall meet the citizenship requirement.
- C Qualified aliens who enter the U. S. on or after August 22, 1996, are not eligible for cash assistance for a period of 5 years except for those qualified aliens exempted from the 5 year bar, based upon Title IV, Section 403 of the PRWORA.
- C All other qualified aliens after expiration of the five-year bar who have no limitation; legal permanent residents who meet the 40 qualifying quarters criteria and aliens lawfully residing in the state who meet the alien veteran status criteria.

Section III GOVERNANCE

State-County Partnership

Partnership Agreements

Under OWF, each Board of County Commissioners enters into a Partnership Agreement with ODJFS. The Agreement includes the terms and conditions that define the roles and relationships of the county and the state. The purpose of the Agreement is to create an environment in which ODJFS and the Board of County Commissioners can work together to improve the administration and delivery of social services at the county level.

The agreement may include, but is not limited to, the operation of TANF, Title XX (Social Services Block Grant), Adult Protective Services, Refugee Services, Food Stamps, Disability Assistance, Child Support Enforcement, and Child Protective Services.

Each Partnership Agreement addresses and includes the following elements:

- C Purpose;
- C Effective dates;
- C Social services agencies and duties included in the Agreement;
- C County plans, contracts and procedures;
- C ODJFS contracts and agreements;
- C County agency outcomes and performance standards;
- C ODJFS assistance services and technical support;
- C Evaluation criteria & methodology;
- C Funding of social service duties;
- C Annual incentive awards;
- C ODJFS actions against county agencies;
- C Audits of county agencies;
- C Compliance with Federal and State laws;
- C Dispute resolution process; and
- C General provisions.

Community Plans

The Community Plan identifies the county's goals and objectives under the OWF and PRC programs, and the strategies the county will utilize in achieving desired outcomes. It is the role of the County Human Services Planning Committee to develop and recommend the Community Plan to the Board of County Commissioners. Final authority to approve and act on advice and recommendations from the County Human Services Planning Committee rests with the Board of County Commissioners. The Community Plan becomes an addendum to the Partnership Agreement.

While the plan is the end product and ultimately becomes the county's road map, it is the planning process that produces the greatest benefits for the community. The involvement of community stakeholders may maximize the utilization of resources and lead to consensus on strategies outlined in the plan.

Training and Technical Assistance

In July 1999, ODJFS established the Office of Professional Development and Quality Services to coordinate and maximize training resources. Through this office, ODJFS works in partnership with county agencies to provide quality training to county staff. ODJFS is committed to providing competitive services that offer flexibility and local control, which are needed for effective training.

ODJFS is in the process of expanding training opportunities for CDJFS staff. Recognizing the changing needs of OWF customers, the new training courses will focus on areas such as case management for self-sufficiency and job retention.

Additional policy and program technical assistance will continue to be provided through regular OWF video conferences.

Incentive Structure

Incentives

Incentives and sanctions play a pivotal role in influencing county behavior in the new welfare environment. Each county that is operating under a Partnership Agreement agrees to performance standards, which the county is expected to meet or exceed. Counties that meet and exceed these standards will receive incentive funds, based on the extent to which they exceed the standards. The outcomes that county human service agencies are expected to achieve may include, but are not limited to, the all-family and two-parent family work participation rates, out-of-wedlock birth rate, and workforce development activities.

Sanctions

To recognize the joint responsibility for client outcomes that the State and counties share, any Federal sanction imposed on Ohio will be shared among the State and counties. The State will assume 50 percent of the State share of any Federal sanction, and the remainder of the penalty will be distributed proportionately among the counties that were responsible for the imposition of the sanction. Under this arrangement, no county which meets its performance standards will share in the county portion of the penalty.

Application of Waivers

Pursuant to 42 U.S.C. section 615, Ohio will rely on two waivers that were previously approved; the Learning, Earning, and Parenting (LEAP) Program waiver and the time limit waiver operated under the "Ohio First" terms and conditions. Ohio will continue to operate the LEAP Program waiver which is set to expire in 2002. Ohio implemented its time limit waiver provision in July 1996 (TANF was implemented in 10/96) and the policies were continually applied through 9/30/97. Beginning 10/1/97, Ohio aligned its time limit policies with the requirements of 42 U.S.C. 608(a)(7).

In accordance with 45 CFR section 260.75, Ohio submitted the required certification from Governor Bob Taft relating to waiver inconsistencies. (See Appendix B).

Draw Down of Federal Funds

U.S.C. 42 Section 603(a)(1)(A) provides that each eligible State shall be entitled to receive for each of the fiscal years 1996 through 2002, a grant in the amount equal to the State family assistance grant as defined in section 603(a)(1)(B).

I. Payments to Agency Administering the TANF Program

Payments for the TANF program will be made to the organization managing the AFDC/JOBS programs as of August 22, 1996, unless the State indicates that the TANF administering agency has changed. If a change is made, describe the name, address and EIN of the new organization.

II State Payments for TANF Program

Section 605 requires that grants be paid to States in quarterly installments, based on State estimates. The State's estimate for each quarter of the fiscal year by percentage is:

For FY 2000 and Future Years

<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th</u>
14.16%	13.97%	21.24%	40.34%

**Certifications by the Governor of Ohio
In Support of the TANF Ohio State Plan**

I, Bob Taft, Governor of the State of Ohio and, in accordance with Article III, Section 5 of the Ohio Constitution vested with the supreme executive power of the State, do hereby make the following certifications in support of the Ohio State Plan for implementation of the federal Block Grant for Temporary Assistance for Needy Families (TANF):

1. During each fiscal year the State will operate a child support enforcement program under the State Plan approved under part D of Title IV of the Social Security Act;
2. During each fiscal year the State will operate a foster care and adoption assistance program under the State plan approved under part E of Title IV of the Social Security Act and will take such actions as are necessary to ensure that children receiving assistance under such part are eligible for medical assistance under the State plan under title XIX of the Social Security Act;
3. During each fiscal year the Ohio Department of Job and Family Services will supervise the administration of the program by the County Departments of Job and Family Services, and the State department shall assure that local governments and private sector organizations have been consulted regarding the plan and design of welfare services in the State so that services are provided in a manner appropriate to local populations; and have had at least 45 days to submit comments on the plan and the design of such services. This will be accomplished through posting the TANF State Plan on the Department's Internet home page, newspaper publication of the TANF State Plan, and by mailing it to the local government and private sector organizations who are on the Department's mailing list. In addition, with regard to the TANF State Plan effective October 1, 1999, there has been extensive opportunity for local government, private sector organization and other public comment accompanying the passage of State comprehensive welfare reform legislation and for all administrative rules filed in accordance with State law. These public comment opportunities exceeded 45 days.
4. During each fiscal year the State will provide each member of an Indian tribe, who is domiciled in the State and is not eligible for assistance under a tribal family assistance plan approved under section 412, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government.
5. The State has established and is enforcing standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks, and the use of political patronage.

BOB TAFT
GOVERNOR

APPENDIX

- A. Title IV-A State Plan in effect on August 21, 1996
- B. Governor Taft's Letter and Certifications regarding Waiver Inconsistencies
- C. Letter Exercising Option to Disregard Requirement to Place TANF Participants in Community Service after Two Months of Receiving Benefits
- D. County PRC Matrix
- E. State PRC Model (draft)
- F. Teen Births Chart

Appendix A

**Title IV-A State Plan
in effect on August 21, 1996**

IV-A

STATE OF OHIO

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CITATIONS
233.120

EMERGENCY ASSISTANCE TO NEEDY FAMILIES WITH CHILDREN

A. Kinds of emergencies covered.

Situations in which lack of food, clothing, shelter, appliances, or medical supplies may lead to the destitution of a child. Also covered are situations in which a family is encountering an emergency that could lead, or has led, within the past six months, to removal of a child from the family's home due to child abuse, neglect or dependency.

B. Kinds of assistance provided to meet emergency situations.

Emergency assistance payments may not be issued in a warrant payable to the recipient. Emergency Assistance payments may be in the form of a relief supply order or by warrant payable to the provider of the service.

C. Kinds of service provided to meet the emergency situations.

- (1) Food - When there is no eligibility for food stamps.
- (2) Necessary clothing - Replace items lost or destroyed due to a natural disaster such as fire, flood, tornado, blizzard, or chemical disaster or due to a state of civil disorder as declared by the Governor of Ohio.
- (3) Household items - Limited to replacement of bedding, linens, and cooking/eating utensils lost or destroyed due to a natural disaster such as fire, flood, tornado, blizzard, or chemical disaster or due to a state of civil disorder as declared by the Governor of Ohio.

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Approval
Date 02/08/96

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Date 07/01/95

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C. Kinds of service provided. (continued)

- (4) Furniture - Limited to the replacement of bed (bed frame, mattress, box spring) and kitchen table and chairs when lost or destroyed due to a natural disaster such as fire, flood, tornado, blizzard, or chemical disaster, or due to a state of civil disorder as declared by the Governor of Ohio.

- (5) Appliances - Limited to the repair or replacement of cooking stoves, heating stoves, refrigerators, and, if needed, due to a verified medical disability of a household member, washing machines.

- (6) Home repairs - Limited to those affecting the basic structures or the home including wall, roof, flooring, plumbing, water supply, electric, heating, and water/sewage system.

- (7) Rent - When there is a court-ordered eviction pending or when the conditions of the home cause it to be uninhabitable.

- (8) Interest on principal of mortgage - Must serve to forestall foreclosure on the home.

- (9) Emergency Family Housing - Used only in extreme situations, when an individual/family is homeless and has no alternative living arrangement available, to provide temporary housing or arrange permanent housing.

- (10) Security deposits - Issued only when the landlord will not waive it and when the individual / family is homeless due to court-ordered eviction, uninhabitable conditions of the previous home due to natural or chemical disaster, living in temporary shelter, or forced to live in a domestic violence shelter.

- (11) Heating fuel and utilities - Includes any type of fuel used to provide heating for the home, electricity, water, cooking fuel.

- (12) Deposit for heating fuel or utilities - Issued only when the provider will not waive it and a deposit is necessary to establish, maintain, or restore service.

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C. Kinds of service provided. (continued)

(13) Telephone installation - Issued only when medically verified as necessary.

(14) Medical service - Includes payment for medical supplies (hypodermic needles and syringes for diabetic, oxygen, catheters, etc), laboratory and x-ray services, pharmaceutical supplies (prescription drugs, insulin, no "medicine cabinet" items such as first aid supplies, vitamins, etc), licensed physician care (limited to the minimum appropriate procedure needed to relieve the pain), and dental care (limited to minimum procedure needed to relieve pain or infection).

(15) Family preservation/reunification services - Includes diagnostic services, emergency caretaker services, home health aide services, home maker services, parent education services, in-home services, respite care services, special services for alcohol and drug abusers, therapeutic counseling, transportation services, domestic violence services, emergency shelter, post finalization services. See attachment 3-C for service definitions contained in Ohio Administrative Code Rule 5101:2-39-01.

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CITATIONS

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EMERGENCY ASSISTANCE TO NEEDY FAMILIES WITH CHILDREN

Other eligibility requirements are in effect.

1. Voluntary residence within the state with intent to remain permanently or for an indefinite period of time is a requirement.

Residency may be established when an individual is not receiving assistance from another state and/or has entered the state with a job commitment or seeking employment.

2. Co-payment is that portion of the cost of EA items for which the family is responsible. The net income in excess of the financial eligibility standard for the appropriate household size as set forth in attachment 3-D is considered available towards the emergent need. This is the income which remains after all deductions as set forth in attachment 3-D are allowed.

In computing the amount of resources available for co-payment the first \$50 is exempt. Any liquid assets of the assistance group in excess of \$50 are considered countable resources to be applied toward the emergent need as a co-payment.

Liquid assets are those resources which are in cash or payable in cash upon demand. For EA purposes, liquid assets are those which can be converted to cash within the budget period as defined in state policy so that the funds are available to help meet the emergent need. The most common types of liquid assets are cash on hand, saving accounts, checking accounts, stocks, bonds, mutual funds, promissory notes, and burial accounts.

The countable income and countable resources are added together to become the family's co-payment. The co-payment amount is the family's obligation to pay towards the emergent need. The co-payment is then applied toward the emergent need to determine the amount of the FEA payment. If the co-payment is equal to or exceeds the emergent need, no FEA payment is made. If co-payment is less than the emergent need, the amount of co-payment is applied towards the emergent need and the FEA payment is issued along with the co-payment to meet the total amount needed to meet the emergency.

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Other eligibility requirements are in effect.(cont.)

2. Co-payment may be waived upon approval of the CDHS Director or his designee in situations in which income anticipated to be received during the budget period must be used for payment of another bill which, if not paid promptly, would create another emergent situations.

The co-payment requirement is waived in emergency situations that could lead to the removal of a child from the family's home and in emergency situations involving the return of a child in substitute care to his family's home.

3. In no instances will emergency assistance be issued to cover needs for more than 180 days.

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CITATIONS

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FAMILY PRESERVATION/REUNIFICATION DEFINITIONS AS CON-
TAINED IN OHIO ADMINISTRATIVE CODE 5101:2-39-01

1. DIAGNOSTIC SERVICES -

Medical, psychiatric, or psychological services performed by a licensed physician, psychiatrist, psychologist, licensed professional counselor with clinical endorsement, or a licensed independent social worker for the purpose of evaluating an individual's current physical, emotional, or mental condition.

2. DOMESTIC VIOLENCE SERVICES -

The provision of direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence. This includes services such as meals, transportation, housing, information referral, legal advocacy, children's counseling and supportive services.

3. EMERGENCY CARETAKER SERVICES -

Services provided by a person placed within a child's own home to act as a temporary caretaker when the child's own caretaker is unable or unwilling to fulfill the responsibility.

4. EMERGENCY SHELTER -

The short-term crisis placement of any child who is threatened or alleged to be abused, neglected, or dependent to an extent that there is imminent risk to the child's life, physical or mental health, or safety.

5. HOME HEALTH AIDE SERVICES -

Personal care and maintenance activities provided to individuals for the purpose of promoting normal standards of health and hygiene. Services are provided during periods of disability, illness, or in the presence of any such condition that prohibits the individual from performing daily living tasks. This includes services such as assistance with bathing, grooming, walking, getting in and out of bed, and nutrition.

6. HOMEMAKER SERVICES -

Professionally directed or supervised simple household maintenance or management services provided by trained homemakers or individuals in their own home. This includes services such as basic cleaning, shopping, laundry, food preparation, check-cashing, bill paying and any other such tasks as may be necessary to strengthen or enhance the individual's or family ability to function in their own house.

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7. IN-HOME SERVICES -

Services provided intensively to children and families in their own homes. The service is multi-faced, immediate, intense, family-oriented, and generally time limited.

8. PARENT EDUCATION SERVICES -

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.

9. POST FINALIZATION SERVICES -

Services provided and arranged by the PCSA and PCPA to support, maintain and assist an adoptive family after finalization of an adoption.

10. SPECIAL SERVICES FOR ALCOHOL AND DRUG ABUSERS -

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

- " 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.
- " Providing or arranging for alcohol or drug detoxification medical services in a facility, including room or board coasts; not to exceed seven days.

11. THERAPEUTIC COUNSELING -

Includes psychiatric or psychological services performed by a licensed psychiatrist or psychologist, licensed or certified social worker or a licensed professional counselor to correct or alleviate any mental or emotional handicap or disorder of a person.

12. TRANSPORTATION SERVICES -

Arrange or provide transportation to and from needed resources and facilities. (It may include the provision of escort assistance).

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13. RESPITE CARE SERVICES -

Services designed to provide temporary relief of child-caring functions which includes services such as crisis nurseries, day treatment, protective day care, and volunteers or paid individuals who provide such services within the home and may include respite care for children placed in foster homes or with relatives.

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233.120

Financial Eligibility Chart

The following chart is used in determining financial eligibility for EA.

<u>Number in Assistance Group</u>	<u>Financial Eligibility Standard</u>
1	\$368
2	498
3	627
4	757
5	886
6	1015
7	1144
8	1273
9	1402
10	1531
11	1660
12	1789
13	1918
14	2047
15	2176

Add \$129 to the financial eligibility standard for each person above 15, i.e., a family of 20 would receive \$2821.

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Date 09/01/94

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Earned Income Deductions

Deductions for work-related expenses may be allowed from the gross earnings of each employed assistance group member to arrive at net income. Because of the nature of EA, it may not always be possible to verify the exact amount of work-related expenses in a timely manner. Therefore, the amount of the work expenses to be disregarded is calculated by either one of the following methods:

- (1) If verification of work expenses is not readily available, the eligibility determiner will deduct the first \$90 from the gross earnings. In addition, if there are child care costs, the actual charge up to a maximum of \$175 per child or \$200 if the child is under the age of two, is deducted. The \$90 and \$175 (or \$200 if child is under the age of two) disregards are not adjusted for part-time employment.
- (2) If verification of work expenses is readily available, the actual verified amounts which will be deducted from the gross earnings or paid by the individual during the 30-day period are disregarded from gross earnings.

Following is list of the earned income exclusions to be deducted from gross earnings of each employed member of the assistance group when allowing the actual verified costs. This list is all-inclusive and may not be expanded:

- (1) Mandatory deductions of involuntarily withheld, income taxes (federal, state, and city), social security, compulsory retirement, unemployment, and disability insurance contributions.
- (2) Transportation to and from work. A mileage allowance equal to the amount which is reimbursed to state staff is deducted when the individual uses his own vehicle.
- (3) Child care costs.
- (4) Expenses for union dues involuntarily withheld.
- (5) Miscellaneous deductions required by the employer.

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STATE OF OHIO

Other Income Exclusions

For the determination of EA, there are two additional income exclusions. These may be excluded from either earned or unearned income. The amount of the exclusion is limited to the actual verified expense.

The two additional income exclusions are:

- (1) Court-ordered child support and alimony when paid to an individual not included in the eligible assistance group.
- (2) Court-ordered garnisheed payments.

Approval
Date 09/01/94

Effective
Date 09/01/94

Appendix B

**Governor Taft's Letter and Certifications
Regarding Waiver Inconsistencies**

Bob Taft
Governor



Jacqueline Romer-Sensky
Director

Ohio Department of Human Services

30 East Broad Street, Columbus, Ohio 43266-0423

July 22, 1999

Joyce Thomas
Hub Director
105 West Adams Street, 20th Floor
Chicago, Illinois 60603

Dear Ms. Thomas,

In accordance with federal TANF regulations at 45 CFR 260.75, Ohio is submitting the required certification from Governor Bob Taft relating to waiver inconsistencies. The two specific waivers that Ohio is addressing are the LEAP waiver and the time limit waiver operated under our "Ohio First" terms and conditions.

If there are any questions relating to the waiver inconsistencies, please contact Jeanne Carroll of the Bureau of Family Stability at 614/466-3698.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacqueline Romer-Sensky".

Jacqueline Romer-Sensky
Director

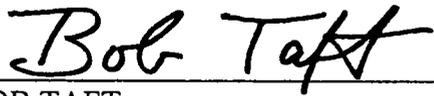
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Attachment

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the heart of it all!

An Equal Opportunity Employer

**CERTIFICATIONS BY THE GOVERNOR OF OHIO
REGARDING CLAIMS OF WAIVER INCONSISTENCIES IN
THE TANF PROGRAM**

I, Bob Taft, Governor of the State of Ohio and, in accordance with Article III, Section 5 of the Ohio Constitution vested with the supreme executive power of the State, do hereby make the attached certifications which claim waiver inconsistencies exist in Ohio's TANF program for work and time limit policies.



BOB TAFT
GOVERNOR

CERTIFICATIONS FOR LEAP WAIVER:

260.75(a)(1):

Existing LEAP policies have been continually applied since September 1, 1996 (Ohio implemented its TANF program October 1, 1996). Ohio initially implemented the LEAP waiver in September 1989.

260.75(a)(2):

Ohio's LEAP technical waivers allow the state to conduct the demonstration statewide for all pregnant and parenting teens under the age of 20 who do not possess a high school diploma or its equivalent. Specifically, Ohio was granted a waiver of Sections 402(a)(19)(A), (C)(iii), (v), (vi) (E) of the Social Security Act and various provisions of the regulations at 45 CFR 250.30(b)(1), (8) and (9), 250.32 and 250.41.

260.75(b):

Inconsistencies exist with respect to exemptions from the LEAP program, with special requirements concerning educational activities in determining monthly participation rates and with respect to applicable sanctions at Section 408(a)(4) of the Act.

260.75(b)(1)(i):

In accordance with the LEAP waiver, the following two-parent and all-parent cases are exempt from participation for the purpose of determining the denominator of the work participation rate:

- (1) the teen is the primary caregiver of a child who is less than six weeks old.
- (2) child care services are necessary for the teen to attend school, but child care is unavailable.
- (3) transportation to or from the teen's school is necessary and there is no public, private, or CDHS-supported transportation available.
- (4) transportation to or from child care is necessary and there is no public, private, or CDHS-supported transportation available.
- (5) the teen is reasonably prevented from attending school by a physical or mental illness which is expected to last one month or longer.
- (6) the child of the teen parent is ill with a physical or mental illness which is expected to last at least one month or longer and this requires full-time care by the teen.
- (7) the teen is unable to attend school because the teen was expelled from school and another school or GED program is not available because:
 - (A) there is no public or private school or GED program within reasonable travel time or distance which will accept the teen;

(B) there is no public, private, or CDHS-supported transportation available to another school or GED program; or

(C) there is a public or private school which will accept the teen but the tuition charge is prohibitive and the teen's school district refuses to pay the tuition.

(8) there are other exceptional circumstances that reasonably prevent the teen from attending school.

Ohio will include the case in the numerator and denominator if another individual in the family meets the standard for being “engaged in work”.

260.75(b)(1)(ii):

In accordance with the LEAP waiver, all non-exempt two-parent and all-parent cases will be required to attend secondary school or the equivalent and will be required to meet the minimum attendance requirements in accordance with state policy. It should be noted that, due to their age, some LEAP teens attend elementary or middle schools to fulfill their LEAP requirements. These requirements apply to all pregnant or parenting teens under the age of 20 regardless of marital status or head-of-household designation.

Individuals required to participate in the LEAP program who are age 18 and over may meet the LEAP program requirements through participation in work activities in place of educational activities if it is determined that participation in educational activities is inappropriate.

For the duration of the waiver, LEAP teens who are deemed to be engaged in work by participating in LEAP activities will be excluded from the 30% limit specified in 45 CFR Section 261.33.

260.75(b)(1)(iii):

Teens subject to LEAP requirements receive a sanction in the following situations:

- T** Failure, without good cause, to meet the assessment and orientation, school enrollment, regular attendance requirement, or to cooperate with home-based case management, as assigned, results in a \$62 reduction in the OWF payment.

- T** Individuals who have had two consecutive sanctions are required to participate in a face-to-face interview to resolve issues or barriers. Failure, without good cause, to attend the face-to-face interview or to comply with LEAP requirements following the interview results in the imposition of the \$62 sanction for a period of six months or until compliance. The calculation of the six-month period includes the two-consecutive months which prompted the face-to-face interview.

- T** If the individual has not complied by the end of the six-month sanction period, the OWF payment is decreased by the amount for the individual required to participate and for any child or children of such individual in the assistance group.

- T** Teens age 18 or over who meet LEAP program requirements through participation in work activities are subject to Ohio’s progressive full-family sanction, in lieu of the above sanctions.

CERTIFICATIONS FOR TIME LIMIT WAIVER:

260.75(a)(1):

Ohio implemented its time limit waiver provision in July 1996 (TANF was implemented in 10/96) and the policies were continually applied through 9/30/97. Beginning 10/1/97, Ohio aligned its time limit policies with the requirements of Section 408(a)(7) of the Social Security Act.

260.75(a)(2):

One of our technical waivers for the “Ohio First” demonstration permits Ohio to conduct a demonstration statewide that allows the state to establish time limits for the receipt of benefits and exemptions from those limits. Receipt of cash benefits was limited to 36 months out of any 60 month period for assistance groups headed by adults. Specifically, Ohio was granted a waiver of Section 402(a) of the Social Security Act to enable the state to establish time limits for the receipt of benefits and exemptions from those limits.

260.75(b):

Inconsistencies existed from 10/1/96 through 9/30/97 with respect to exemptions from the time limit, with respect to the applicability of time limits to the control and experimental groups and with respect to the effect of the time limit on individuals who were not exempt from the time limit.

260.75(b)(2)&(3):

In accordance with the time limit waiver, the following cases were exempt from 10/1/96 through 10/1/97 and therefore, any month in which the adult was exempt will be excluded from the determination of the number of months of federal assistance received by the family during that time period:

- T** the assistance group consisted of a dependent child who resided with a caretaker relative who was not a required member of the assistance group
- T** the assistance group was one for which staff of the local county department of human services determined that the time limit would impose a hardship (a local department could exempt up to 15% of the county’s recipient population for this reason.
- T** the assistance group was headed by an individual who was exempt from JOBS (this reason would encompass all the prior law JOBS exemptions)
- T** the assistance group was headed by an individual who was not able to actively participate in a JOBS component because he/she was on a waiting list as maintained by the county department of human services; or
- T** other good cause existed as determined by criteria established by the county department of human services. Good cause included, at least, the inability, through no fault of the individual, to obtain or retain employment at or after the expiration of the time limit which provides income, in combination with other income, which equals the cash payment standard plus the work expense deduction. The state could specify that individuals in such cases must have substantially complied with all JOBS requirements and may not have voluntarily turned down or terminated employment or substantially reduced hours of employment, without good cause as established in state policy approved by the department.

During the period 10/1/96 through 9/30/97, in accordance with the terms and conditions of the demonstration, Ohio implemented a random assignment evaluation. Ohio chooses to exclude cases assigned to the experimental and control groups during that time period, which were not otherwise exempt, for the purpose of determining compliance with the federal time limit.

We agree with the provision in 45 CFR section 260.74(b)(1) that states that generally a state will count , toward the Federal five-year limit, all months for which the head-of-household or spouse of the head-of-household subject to the state time limit receives assistance with federal TANF funds, just as it would if it did not have an approved waiver. However, the manner in which Ohio applied the time limit to non-exempt cases is inconsistent with the time limit requirements of section 408(a)(7) of the Act. Under Ohio's time limit for the period 10/1/96 through 9/30/97, receipt of cash benefits was limited to 36 months out of any 60 month period rather than to a lifetime limit of 60 months. Individuals who were subject to Ohio's waiver time limits would be unfairly disadvantaged by retroactively counting their months of receipt toward the federal lifetime limit of 60 months.

Based on the stated inconsistency, any month in which the non-exempt adult received benefits during the period 10/1/96 through 9/30/97 will be excluded from the determination of the number of months of federal assistance received by the family.

During the period 10/1/96 through 9/30/97, in accordance with the terms and conditions of the demonstration, Ohio implemented a random assignment evaluation. Ohio chooses to exclude cases assigned to the experimental and control groups during that time period, which were not otherwise exempt, for the purpose of determining compliance with the federal time limit.

We agree with the provision in 45 CFR section 260.74(b)(1) that states that generally a state will count , toward the Federal five-year limit, all months for which the head-of-household or spouse of the head-of-household subject to the state time limit receives assistance with federal TANF funds, just as it would if it did not have an approved waiver. However, the manner in which Ohio applied the time limit to non-exempt cases is inconsistent with the time limit requirements of section 408(a)(7) of the Act. Under Ohio's time limit for the period 10/1/96 through 9/30/97, receipt of cash benefits was limited to 36 months out of any 60 month period rather than to a lifetime limit of 60 months. Individuals who were subject to Ohio's waiver time limits would be unfairly disadvantaged by retroactively counting their months of receipt toward the federal lifetime limit of 60 months.

Based on the stated inconsistency, any month in which the non-exempt adult received benefits during the period 10/1/96 through 9/30/97 will be excluded from the determination of the number of months of federal assistance received by the family.

Appendix C

Letter Exercising Option to Disregard Requirement to Place TANF Participants in Community Service After Two Months of Receiving Benefits



GEORGE V. VOINOVICH
GOVERNOR

STATE OF OHIO
OFFICE OF THE GOVERNOR

COLUMBUS 43266-0601

August 18, 1997

Donna Shalala, Secretary
U.S. Department of Health & Human Services
200 Independence Avenue
Washington, D.C. 20201

Dear Secretary Shalala:

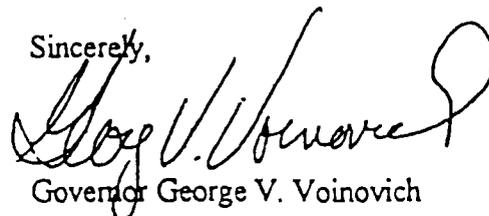
The purpose of this memorandum is to notify the Department of Health & Human Services that the State of Ohio will exercise the option provided in P.L. 104-193 Section 602(a)(1)(B)(iv) which allows states to disregard the requirement to place TANF participants into community service if they are required to work but have not become engaged in work after two months of receiving benefits.

Ohio Works First (OWF), which becomes effective October 1, 1997, provides for much more stringent requirements than P.L. 104-193. OWF requires individuals to enter into a self sufficiency contract within 30 days of applying for assistance. As part of that contract, participants are required to perform work activities which are tailored to meet the needs of the assistance group and will help them achieve self sufficiency within a three year time limit. OWF requirements will put participants to work sooner than P.L. 104-193 and will ensure that the work assignment is appropriate for the client.

In addition, as Governor of Ohio, I remain concerned that the federal government is attempting to require states to place clients into community service activities without clear guidance on the applicability of the Fair Labor Standards Act provisions. Federal guidance indicates the FLSA would apply to these work slots. However, what is not clear is how states are to address issues like workers compensation benefits, unemployment compensation benefits, FICA and other employer taxes. If these slots are to be treated as regular work slots, as the federal policy implies, the costs of these additional employer taxes would be prohibitive to organizations who will take welfare participants under the community work experience program.

In closing, Ohio has chosen to opt out of the provisions of P.L. 104-193 Section 602(a)(1)(B)(iv) in order to implement a more meaningful program to help Ohioans become self sufficient. Thank you for your consideration of this request.

Sincerely,



Governor George V. Voinovich

c: Arnold Tompkins
c:\tan\0822

Appendix D

County PRC Matrix

COUNTY PREVENTION, RETENTION, & CONTINGENCY PROGRAMS

COUNTY	Economic Need Standard/ Month	Model Used	Maximum Amount	Budg. Period Prior/Proj.	Duration of Program	Co-Pay	Promptness (Working days)	Loan/Repay. Program	Disaster Assist./ *****NCP	Child Protective Services(CPS)/ Fam. Pres./Reunif.	Early Start Yes/No	School Readiness (SRRC)* Yes/No	Amend/Rev. Date/ No
ADAMS	100%	SM Modif.	\$400	15 days prior	24 mos.	NA	10 days	no	County Determined	no	no	no	no
ALLEN	185%	CM	\$1800 P/R short-term servs. \$5000 P/R ongoing servs. \$500 C	30 days prior	12 mos. P/R 36 mos. C	Yes	5 days	no	no NCP	no	no	no	8/1/99
ASHLAND	150%	CM	\$1800 Relocation \$1000	30 days prior	12 mos.	Yes	8 days	no	no	CPS	no	no	8/6/98
ASHTABULA	150%	SM Modif.	\$500	30 days prior	12 mos.	NA	3 days	no	no	CPS	no	no	6/8/98
ATHENS	100% FEA 150% EA	CM	\$300 FEA \$700 EA	30 days prior	12 mos.	NA	3 days	no	County Determined NCP	no	yes	yes	6/7/99
AUGLAIZE	135%	CM	\$500	30 days prior	12 mos.	NA	5 days	yes	no	Fam. Pres./Reunif.	no	no	8/10/98
BELMONT	150%	CM	\$1500	30 days prior	6 mos.	NA	3 days	no	\$1500	CPS	yes	no	11/1/98
BROWN	150%	SM Modif.	\$200 C \$1000 P/R \$1200 vehicle	30 days prior	36 mos. C 24 mos. P/R	NA	10 days	no	no	CPS Fam. Pres./Reunif.	no	no	1/1/99
BUTLER	200%	CM	\$1000	30 days prior or projected	12 mos.	Yes	1 day	no	no	CPS	yes	yes	6/4/99
CARROLL	150%	CM	\$1200	30 days prior	12 mos.	Yes	8 days	yes @ Fed. min. wage	no	CPS	yes	no	3/1/99
CHAMPAIGN	150%	SM Modif.	\$1000	30 days prior	12 mos.	Yes	5 days	no	no	no	no	no	no

SM-State Model SM Modif.-State Model Modified CM-County Model C-Contingency P/R-Prevention, Retention R-Retention T-Transportation Non E-Non Employment related needs E-Employment related needs H-Services directly by Hamilton CDHS CP-\$1500/participant paid to Hamilton County Community Providers as incentive to keep referred participant off Public Assistance for (3) months *School Readiness Resource Centers B-Employment retentic **2nd 12 month period/Community Services provide determination once in a lifetime ***Down Payment Assistance Program (DAP) ****Training for women in non-traditional careers (ONOW) in conjunction with Washington CDHS NCP-Noncustodial parent FEA-Family Emergency Assistance EA-Employment Assistance CW-Child Welfare DA-Disaster Assistance

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CLARK	100% C 150% E	CM	\$500 C \$1000 E	30 days prior	12 mos.	NA	10 days	no	no	CPS	yes	yes	11/1/98
CLERMONT	200%	CM	\$1800	30 days prior	12 mos.	NA	10 days	no	yes	CPS	yes	no	6/22/99
CLINTON	133%	SM Modif.	\$1000	30 days prior	18 mos.	NA	10 days	no	no	CPS	no	no	no
COLUMBIANA	133%	SM Modif.	\$1200	30 days prior/proj. Total 60 days	12 mos.	NA	30 days	no	no	CPS Fam. Pres./Reunif.	no	no	7/7/99
COSHOCTON	100%	SM Modif.	\$300	30 days prior	12 mos.	yes	20 days	yes	\$1000	no	no	no	7/1/98
CRAWFORD	100%	CM	\$600	30 days prior	12 mos.	NA	10 days	no	no	CPS Fam. Pres./Reunif.	no	no	4/23/98
CUYAHOGA	200%	CM	\$400 C \$700 P/R Total \$1000	30 days projected	12 mos.	NA	2 days	no	no	In tandem with Emerg Servs. Assist.	yes	yes	10/1/98
DARKE	100% E 75%	CM	\$350	30 days prior	12 mos.	Yes	10 days	yes	no	CPS Fam. Pres./Reunif.	yes	no	1/13/99
DEFIANCE	130%	SM Modif.	\$750	30 days prior	12 mos.	Yes	10 days	no	no	no	no	no	11/3/97
DELAWARE	185%	CM	\$1000 E \$1000 C	30 days prior	3 mos. E 10 mos. C	NA	10 days	no	no	no	yes	no	8/9/99
ERIE	150%	SM Modif.	\$1500	30 days prior	24 mos.	Yes	10 days	yes	no	CPS Fam. Pres./Reunif.	no	no	12/1/98
FAIRFIELD	150%	SM Modif.	\$500	30 days prior	12 mos.	NA	10 days	no	no	no	no	no	4/1/98

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FAYETTE	400% CW 200% P/R	CM	\$300 C \$750 P/R Total \$750	30 days projected	12 mos.	NA	5 days	no	yes	CPS	no	no	8/2/99
FRANKLIN	185%	SM Modif.	\$1800	30 days prior	12 mos.	NA	3 days	no	no	no	no	no	7/1/98
FULTON	150%	SM Modif.	\$1800	30 days prior	12 mos.	NA	3 days	no	no	Fam. Pres./Reunif.	yes	no	12/1/98
GALLIA	150%	CM	\$300 C \$500 P/R	30 days prior/proj. 60 days total	12 mos.	NA	5 days	no	no	no	no	no	4/1/98
GEAUGA	150%	CM	\$1000 P \$525 R FEA (C)	30 days prior or projected	12 mos.	15% of PRC funds	5 days	no	no	no	no	no	no
GREENE	150%	CM	\$1,000	30 days prior	12 mos.	Yes	5 days	no	yes	CPS	yes	no	3/1/99
GUERNSEY	200%	CM	\$400 Non-E \$2000 E Total \$2000	30 days prior	12 mos.	NA	3 days	yes	\$1500	no	yes	no	8/1/99
HANCOCK	150%	CM	\$800	6 weeks prior	12 mos.	NA	5 days	no	no	CPS	no	no	6/1/99
HAMILTON	150% 200%**	CM	\$500 H \$1500 CP	30 days prior	12 mos.	yes	10 days	no	no	CPS	no	no	1/1/99
HARDIN	150%	CM	\$2000	30 days prior	12 mos.	NA	30 days	no	no NCP	CPS	no	no	7/1/99
HARRISON	150%	SM Modif.	\$1800	30 days prior	12 mos.	NA	5 days	yes	Up to \$1500	CPS	yes	no	7/12/99
HENRY	100%	SM Modif.	\$750	30 days prior	24 mos.	NA	10 days	no	no	CPS Fam. Pres./Reunif.	no	no	9/1/98
HIGHLAND	200%	CM	\$2000	30 days prior	12 mos.	NA	5 days	no	no	CPS	yes	no	7/1/99

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HOCKING	150%	CM	\$500 B \$1200 T	30 days prior	12 mos.	NA	7 days	no	no	no	yes	no	5/27/99
HOLMES	\$2500 maximum HH income	CM	\$800 \$1200-R advance for employ. related items	30 days prior	12 mos.	NA	5 days	Loan program for advances	no	no	yes	no	10/1/98
HURON	185%	CM	\$1800	30 days prior	12 mos.	NA	5 days	no	no	Fam. Pres./Reunif.	no	no	6/15/98
JACKSON	150%	CM	\$1000	30 days prior	12 mos.	NA	5 days	no	\$1500	no	no	no	11/16/98
JEFFERSON	150%	SM Modif.	Pay. Stand. for AG size	30 days prior	12 mos.	Yes	10 days	yes	\$1500	CPS Fam. Pres./Reunif.	Yes	no	4/1/99
KNOX	200%	CM	\$1800	30 days prior	12 mos.	NA	10 days	no	\$1500	CPS	no	no	8/20/99
LAKE	130%	CM	\$500 C \$1000 P/R	30 days projected	12 mos.	NA	10 days	no	no	no	no	no	7/1/99
LAWRENCE	150%	CM	\$1800 P/R \$1000 C	30 days prior	24 mos.	Yes	5 days	no	yes	CPS	no	no	12/1/98
LICKING	133% C 200% P/R 150% E	CM	\$1000	30 days prior	12 mos.	NA	5 days	no	\$1500 NCP	no	yes	no	8/20/99
LOGAN	150%	SM Modif.	\$1000	30 days prior	18 mos.	NA	7 days	no	no	CPS Fam. Pres./Reunif.	no	no	4/23/98
LORAIN	150%	CM	\$1000	30 days prior	12 mos.	NA	10 days	no	yes NCP	no	no	no	8/1/99
LUCAS	150%	CM	\$1500	30 days prior	36 mos.	NA	30 days	no	no	CPS Fam. Pres./ Reunif.	no	yes	3/9/99

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MADISON	150%	CM	\$500	30 days projected	12 mos.	NA	5-10 days	no	no	CPS Fam. Pres./Reunif.	no	no	5/1/99
MAHONING	100%	CM	\$600	60 days prior	12 mos.	NA	10 days	no	no	CPS	no	no	no
MARION	185% 200%	CM	\$1200 \$3000 DAP***	30 days projected	12 mos.	Yes	3 days	no	\$1500	CPS	yes	no	2/10/99
MEDINA	185%	CM	\$1500	30 days prior	12 mos.	Yes	10 days	no	no NCP	CPS	yes	no	6/7/99
MEIGS	150%	CM	\$1000P/R \$500 C Total \$1500	30 days prior	12 mos.	Yes	10 days	no	\$1500	CPS	yes	no	7/1/99
MERCER	Agency Formula	CM	\$500	30 days prior	12 mos.	Yes	5 days	yes	no	CPS Fam. Pres./Reunif.	no	no	2/1/99
MIAMI	150%	SM Modif.	\$800	30 days prior	12 mos.	NA	10 days	no	no	CPS	no	no	8/1/98
MONROE	100% C 150% P/R 200%-- ONOW****	CM	\$900 E \$300 Non-E Total \$900	30 days prior	12 mos.	NA	5 days	yes	\$1500	no	yes	no	2/1/99
MONTGOMERY	200%	CM	\$1500	30 days projected	18 mos.	Yes	10 days	no	no NCP	CPS	yes	yes	5/18/99
MORGAN	150%	CM	\$1000 P/R \$400 C	30 days prior	18 mos.	NA	10 days	yes	\$1500	CPS	yes	no	12/18/98
MORROW	150%	SM Modif.	\$700	30 days prior/proj. Total 60 days	12 mos.	NA	5 days	no	no	CPS Fam. Pres./Reunif.	no	no	7/8/98

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MUSKINGUM	150% 200% NCP	CM	\$400 C \$1000 \$1000 Total	30 days prior	12 mos.	NA	30 days	no	\$1500	CPS	no	no	9/1/99
NOBLE	100%	CM	\$900	30 days prior	12 mos.	NA	5 days	no	\$1500	CPS	yes	no	12/1/98
OTTAWA	150%	CM	\$800	30 days projected	24 mos.	NA	no later than 30 days	no	\$1500	CPS Fam. Pres./Reunif.	no	no	6/30/98
PAULDING	150%	SM Modif.	\$1200	30 days prior	18 mos.	NA	3 days	no	no	CPS	no	no	no
PERRY	150%	SM Modif.	\$1000	30 days prior	12 mos.	NA	5 days	yes	yes	no	no	no	3/1/99
PICKAWAY	200%	CM	\$1200	30 days prior	12 mos.	NA	4 days	no	\$3000	CPS	yes	no	8/24/99
PIKE	150%	SM Modif.	\$400	30 days prior	12 mos.	NA	10 days	no	no	no	no	no	11/30/98
PORTAGE	150%	CM	\$1000	30 days prior	12 mos.	Yes	5 days	yes	no	no	no	no	no
PREBLE	150%	SM Modif.	\$400	30 days prior	12 mos. P/R 36 mos. C	NA	3 days	no	no	no	no	no	no
PUTNAM	150%	SM Modif.	\$1000	30 days projected	12 mos.	NA	10 days	no	yes	CPS	yes	no	8/5/99
RICHLAND	185%	CM	\$1800	30 days projected	12 mos.	NA	3-10 days	no	Up to \$1800	no	no	no	7/1/99
ROSS	150%	SM Modif.	\$1000	30 days prior	12 mos.	NA	10 days	no	no	no	no	no	no
SANDUSKY	125% Income Standard	CM	\$500	30 days prior	24 mos.	Yes	7 days	yes @ min. wage	no	CPS Fam. Pres./Reunif.	no	no	3/12/98
SCIOTO	130%	CM	\$1200	30 days prior	12 mos.	NA	5 days	\$600 max.	no	CPS	yes	no	4/2/99
SENECA	150%	SM Modif.	\$750	30 days prior	12 mos.	Yes	3 days	no	no	CPS Fam. Pres./Reunif.	no	no	2/22/99

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SHELBY	65% P/C 100% R	CM	\$300	60 days averaged	12 mos.	NA	3 days	no	no	Fam. Pres./ Reunif.	no	no	no
STARK	150%	CM	\$1000	30 days prior	12 mos.	NA	7 days	no	\$1000 NCP	CPS	yes	yes	8/1/99
SUMMIT	150%	SM Modif.	\$1200	30 days prior	12 mos.	NA	5 days	no	no	CPS	no	yes	12/14/98
TRUMBULL	150%	SM Modif.	\$1800	30 days prior	12 mos.	Yes	5 days	no	no	no	no	no	5/1/99
TUSCARAWAS	CDHS formula	CM	\$800	30 days prior	Once in 12 mos.	Yes	10 days	no	\$800	CPS Fam. Pres./Reunif.	no	no	7/1/98
UNION	150%	CM	\$500	30 days prior	12 mos.	Yes	10 days	no	no NCP	CPS	yes	no	8/23/99
VAN WERT	130%	CM	\$600	30 days prior	12 mos.	NA	5 days	no	no	CPS Fam. Pres./Reunif.	no	no	4/28/98
VINTON	150%	SM Modif.	\$300	30 days prior	12 mos.	NA	10 days	no	no	no	no	no	no
WARREN	133%	CM	\$500	30 days prior	12 mos.	Yes	5 days	no	yes	CPS	yes	no	6/17/99
WASHINGTON	150% E 100% Non-E 200%-- ONOW	CM	\$1800 E \$800 Non-E \$1800 Total	30 days prior	12 mos.	NA	3 days	yes	\$1500 NCP	WCCS School Outreach Prevention Program	yes	no	8/1/99
WAYNE	150%	CM	\$1000 E \$200 Non-E Total \$1200	30 days projected	12 mos.	Yes	10 days	no	no	CPS	no	no	8/1/99
WILLIAMS	200% DA 130%	CM	\$1000	30 days prior	12 mos.	NA	10 days	no	\$2000 NCP	no	yes	no	7/1/99

SM-State Model SM Modif.-State Model Modified CM-County Model C-Contingency P/R-Prevention, Retention R-Retention T-Transportation Non E-Non Employment related needs E-Employment related needs H-Services directly by Hamilton CDHS CP-\$1500/participant paid to Hamilton County Community Providers as incentive to keep referred participant off Public Assistance for (3) months *School Readiness Resource Centers B-Employment retentic **2nd 12 month period/Community Services provide determination once in a lifetime ***Down Payment Assistance Program (DAP) ****Training for women in non-traditional careers (ONOW) in conjunction with Washington CDHS NCP-Noncustodial parent FEA-Family Emergency Assistance EA-Employment Assistance CW-Child Welfare DA-Disaster Assistance

COUNTY PREVENTION, RETENTION, & CONTINGENCY PROGRAMS

COUNTY	Economic Need Standard/ Month	Model Used	Maximum Amount	Budg. Period Prior/Proj.	Duration of Program	Co-Pay	Promptness (Working days)	Loan/Repay. Program	Disaster Assist./ *****NCP	Child Protective Services(CPS)/ Fam. Pres./Reunif.	Early Start Yes/No	School Readiness (SRRC)* Yes/No	Amend/Rev. Date/ No
WOOD	200%	CM	\$1500	30 days projected	12 mos.	NA	10 days	no	yes	CPS Fam. Pres./Reunif.	no	no	2/1/99
WYANDOT	130%	SM Modif.	\$800	30 days prior	12 mos.	NA	3 days	no	no	CPS	no	no	no

Rev. 9/3/99 Cash Assistance Policy

SM-State Model SM Modif.-State Model Modified CM-County Model C-Contingency P/R-Prevention, Retention R-Retention T-Transportation Non E-Non Employment related needs E-Employment related needs H-Services directly by Hamilton CDHS CP-\$1500/participant paid to Hamilton County Community Providers as incentive to keep referred participant off Public Assistance for (3) months *School Readiness Resource Centers B-Employment retentic **2nd 12 month period/Community Services provide determination once in a lifetime ***Down Payment Assistance Program (DAP) ****Training for women in non-traditional careers (ONOW) in conjunction with Washington CDHS NCP-Noncustodial parent FEA-Family Emergency Assistance EA-Employment Assistance CW-Child Welfare DA-Disaster Assistance

Appendix E

State PRC Model (Draft)

Date

OWF/PRC Guidance Letter No. ____

TO: Directors, County Departments of Human Services
Directors, County Public Children Services Agencies
Directors, Child Support Enforcement Agencies
Regional Account Managers

FROM: Jacqueline Romer-Sensky, Director

**SUBJECT: PREVENTION, RETENTION, AND CONTINGENCY (PRC) PROGRAM
GUIDANCE AND STATE MODEL REVISION #1**

The Prevention, Retention, and Contingency Program is established under Chapter 5108 of the Ohio Revised Code (ORC). It 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. New opportunities can be provided within the program to develop and implement creative and innovative strategies and approaches to remove families from a cycle of dependency on public assistance and into work. The Ohio Department of Human Services (ODHS) administers the program in accordance with Title IV-A federal regulations, state law, the Title IV-A state plan, and amendments to the plan.

ODHS has the responsibility to develop and provide county departments of human service (CDHS) with a PRC model. Each CDHS has the option of developing its own policies, modifying the state designed model or creating a combination of both. Each county has the ability to amend or revise its PRC plan as long as requirements of the program remain consistent with Title IV-A federal regulations, state law, the Title IV-A state plan, and amendments to the plan. The CDHS shall inform the state department of its adoption of the state PRC program model or provide a written copy of its designed policies and any amendments it adopts to that policy.

The state PRC program model that was provided in Ohio Works First (OWF) Letter No. 1, dated August 28, 1997 is being obsoleted and replaced with the issuance of this letter. This new guidance reflects revisions within the State PRC program model made as a result of the issuance of the final federal Temporary Assistance for Needy Families (TANF) regulations. This letter also obsoletes portions of OWF/PRC Guidance Letter No. 1 relating to prohibitions and to the definition of economic need.

Within this document are definitions, guidelines, and program requirements which counties may use in redesigning PRC plans to best fit their local community needs.

Note: The state PRC model contains policy options. The use of these options is at county discretion.

In addition, the state PRC model will contain eligibility criteria, standards of need and PRC assistance group combinations which are consistent with Title IV-A federal regulations, state law, the Title IV-A state plan, and amendments to the plan.

Each county must submit their PRC models or subsequent amendments to the Ohio Department of Human Services, PRC Coordinator. Reference OWF/PRC Guidance Letter No. 3.

PRC-Introduction

The Prevention, Retention, and 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).

The PRC program provides 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. PRC may be used in innovative ways to achieve at least one of the four purposes of the TANF program (Reference 45 C.F.R. 260.20). The purposes of TANF 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.

PRC is a critical tool which may be used to provide services and benefits that directly lead to, or can be expected to lead to, accomplishing one of the four purposes of TANF by addressing supports needed by working families and by addressing the needs of clients with barriers to self-sufficiency. The flexibility that is available presents new opportunities for creative thinking about potential activities which may be adopted to further the purposes of TANF. While TANF does allow considerable flexibility to provide benefits and services to families through PRC, there are certain federal regulations that are applicable. PRC by design has been developed to provide benefits and services that are not considered “assistance” in accordance with 45 C.F.R. 260.31. The following are included in the definition of “non-assistance”:

1. Nonrecurrent, short-term benefits that:
 - (a) are designed to deal with a specific crisis situation or episode of need;
 - (b) are not intended to meet recurrent or ongoing needs; and

- (c) will not extend beyond four months.
2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
 3. Supportive services such as child care and transportation provided to families who are employed;
 4. Refundable earned income tax credits;
 5. Contributions to, and distributions from, Individual Development Accounts (IDAs);
 6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
 7. Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.

PRC Program Guidance Provided in Ohio Revised Code

Chapter 5108 of the ORC provides minimal policy for the creation and maintenance of the program to allow county departments of human services with the flexibility of design and implementation which may best meet the needs of their local communities and local conditions. Counties must set forth objective criteria for the delivery of benefits, determination of eligibility, and for fair and objective treatment of families. Counties have the flexibility to specify the income limits and resource limits (if any) they will use to determine eligibility. Counties may specify the assistance group composition for the provision of services and benefits (Reference OWF/PRC Guidance Letter No. 4) and they may set different financial eligibility criteria for different services or benefits.

Chapter 5108 of the Ohio Revised Code contains the following minimal guidance to the county regarding the development and amendment process of the PRC program:

1. It provides a statement as to the purpose of the program.
2. It provides minimal definitions of an “assistance group” and a “minor child” for the purposes of the program.
3. It places some requirements on a county and ODHS in designing and implementing the program, including establishing or specifying eligibility requirements, assistance or services to be provided, administrative requirements and other matters the county determines necessary.
4. It provides the basis for the decision in a state hearing or administrative appeal.
5. It requires an application containing information the county department requires to determine program eligibility (Reference Section 5108.10 of the ORC)

Note: PRC benefits and services are available to a family assistance group (AG) which includes, at a minimum, a minor child or a pregnant individual as defined in Sections 5108.01 and 5108.06 of the revised code. Beyond the minimum requirements, PRC benefits and services may also be provided to other members of the household who could significantly enhance the family's ability to achieve economic self-sufficiency. In addition, PRC benefits and services may be provided to noncustodial parents of a minor child. 45 CFR 260.30 defines a noncustodial parent as:

A parent of a minor child who:

- (1) Lives in the State; and
- (2) Does not live in the same household as the minor child.

PRC Program Restrictions Based in 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 U.S.C. 608, section 431 of 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:

1. No benefits or services for families without a minor child.
2. No benefits or services to a single individual, unless such individual is pregnant.
3. No medical services except for pre-pregnancy family planning services.
4. No benefits or services to an individual who is not a citizen of the United States or a qualified alien.
5. No assistance for families that fraudulently receive assistance under the OWF and PRC programs until repayment occurs (Reference Section 5101.83 of the ORC).

Receipt of assistance from programs such as Ohio Works First (OWF), Disability Assistance (DA) and entitlement programs such as Medicaid and Food Stamps does not preclude eligibility for receipt of benefits and services within the PRC program. Counties must ensure that individuals diverted from assistance receive appropriate information about, referrals to, and access to Medicaid, Food Stamps, Child Care Assistance and other programs that provide benefits that could help them successfully transition to work.

County Responsibilities/Requirements

There are certain requirements which the county must adhere to ensure fair and equitable treatment within the PRC program.

1. Adopt the State Model, develop own policy, or create a combination of both.

2. Include in the PRC program:
 - (a) A written statement of policies, including the criteria used to determine a family's eligibility for the PRC program, the assistance group composition, the economic need standards, and the benefits or services to be provided.

Note: A definition of economic need could include a means test, such as an income level, percentage of poverty, or relationship to the state's median income. Enrollment in other means-tested programs, such as Food Stamps or Medicaid can constitute economic need. Different definitions of economic need may be used for different types of benefits/services.

 - (b) A process to investigate and record circumstances of a family applying for PRC assistance.
 - (c) A process in which the county determines that an applicant is eligible to participate in the program, the benefits or services which should be received, and the appropriate date when participation is to begin. The process must be in compliance with the notice requirement of Chapter 5101:6 of the Ohio Administrative Code.
 - (d) A process in which an applicant found ineligible or adversely affected by a county determination is provided with notice in accordance with Chapter 5101:6 of the Ohio Administrative Code and the opportunity to be heard in a state hearing or administrative appeal. PRC hearing decisions are based upon the PRC program plan in effect at the time of adverse decision.
3. Be consistent with Chapter 5108 of the ORC.
4. Be consistent with federal statutes and TANF regulations which require a document that sets forth objective criteria for the delivery of benefits and the determination of eligibility and fair and equitable treatment.
5. Submit county or state model and any amendments with a prospective effective date to ODHS.
6. Ensure that diverted individuals have information about and access to Medicaid, Food Stamps, Child Care Assistance and other programs critical to the success of TANF in achieving lasting employment.
7. Reference Section 5153.165 of the ORC, when family emergencies involve the removal of a child from the family home or return of a child to the family home as determined by the Public Children Services Agency (PCSA) pursuant to a plan of cooperation, Section 307.983 of the ORC.

Note: A family may be eligible for PRC services when a child is temporarily absent from the home of a custodial parent, specified relative, legal guardian or legal custodian. The timeframes established for temporary absence in rule 5101:1-3-04 of the Ohio Administrative Code

(relating to OWF) are applicable for the PRC program.

8. Specify and coordinate child support services under PRC through the partnership agreement and a plan of cooperation to ensure that services provided do not supplant IV-D expenditures.

CRIS-E

County Departments of Human Services (CDHS) are required to utilize the Client Registry Information System-Enhanced (CRIS-E) computer system to track services received from county to county through the statewide clearance process. The CRIS-E application entry process (ARAD) shall be used to register the assistance group and the PRC driver (former emergency assistance {AEOEA}) will record the manual issuance of benefits and services.

Note: PRC services provided from the Family and ChildrenFirst' Early Start and the School Readiness programs may be tracked and recorded through the ODHS 2827, Monthly Financial Statement.

PRC State Model Revision #1

The Prevention, Retention, and Contingency (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 nonrecurrent, 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. Nonrecurrent, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These nonrecurrent benefits and services may encompass more than one payment a year, as long as the payment provides short-term relief and addresses a discrete crisis situation rather than meeting ongoing or recurrent needs. These benefits and services are consistent with the federal definition of “nonassistance” as found in 45 C.F.R. 260.31(b). The definition of “nonassistance” includes:

1. Nonrecurrent, short-term benefits that:
 - a. are designed to deal with a specific crisis situation or episode of need;
 - b. are not intended to meet recurrent or ongoing needs; and
 - c. will not extend beyond four months;
2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training);
3. Supportive services such as child care and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and distributions from, Individual Development Accounts (IDAs);
6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
7. Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.

Assistance Group Composition

PRC benefits and services are available to a family assistance group (AG) which includes a minor child or pregnant individual as defined in Sections 5108.01 and 5108.06 of the revised code. PRC benefits and services are also available to the noncustodial parent of a minor child who, lives in the county and does not live in the same household as the minor child.

At a minimum, an eligible family must consist of a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian (or consist of a pregnant individual).¹ No family is eligible for PRC benefits and services unless the family includes a minor child who resides with the parent, caretaker relative, legal guardian or legal custodian. PRC assistance may also be provided to a pregnant individual with no other minor children.

A child may be “temporarily absent” from the home in accordance with the timeframes established in rule 5101:1-3-04 of the Ohio Administrative Code 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. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family’s ability to achieve economic self-sufficiency.

Eligibility

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) of Public Law 105-33 (the Balanced Budget Act of 1997).

Eligibility for PRC is dependent upon the AG’s demonstration and verification of need for financial assistance and/or services. 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 guideline measures 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 to or less than the economic need standard. See Scope of Coverage Chart.

Income

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 Section 5101:1-23-20 (c)(i) of the Administrative Code. This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF) or Disability Assistance (DA). All income which is received or expected to be received during the thirty (30) day budget period is considered when determining financial need. The 30-day budget period begins 30 days projected from the date of the PRC application unless this period of time does not accurately reflect expected income. In this instance, income received 30 days prior to the date of application may be utilized.

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 ODHS 7341, “Applicant/Recipient Authorization for Release of Information” should be obtained from the applicant for an inquiry. Once the release is received, verification which is obtained by phone, must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. More stringent verification is required when PRC benefits

¹ There is an outstanding issue as to whether the federal statute permits the use of TANF funds for children not residing with parents or caretaker relatives. If it is determined that TANF funds cannot be used for children residing with non-related individuals, children residing with custodians and guardians will be ineligible for PRC.

and services involve a direct monetary gain by the applicant and opportunities for fraud are prevalent.

Unearned Income

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

- RSDI Benefits
- Alimony and child support
- Veteran Administration Benefits
- Workers' Compensation Benefits
- Lump-sum payments (including tax refunds)
- Unemployment Benefits
- Pension and Retirement Benefits
- Strike Benefits
- Investment Income
- Rental Income
- OWF, DA, or Supplemental Security Income (SSI) payments

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 striker is required to perform services in order to receive them)
- Training allowances

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.

Ineligible Family AGs

Federal and State law must be adhered to when providing PRC benefits and services. Listed below are federal and state prohibitions based upon 42 U.S.C.608, section 431 of 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:

1. No assistance for families without a minor child (except in relation to purposes 3 & 4 of the TANF program).
2. No assistance to a single individual, unless such individual is pregnant (with above exception).
3. No medical services for families except for prepregnancy family planning services.
4. No benefits or services to an individual who is not a citizen of the United States or

a qualified alien.

5. No assistance for families that fraudulently receive assistance under the OWF and PRC programs until repayment occurs. Ref. 5101.83 of the ORC.

Program Operation

To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of policy and procedure as set forth within this document. The covered benefits or services or the amounts specified for the benefits and services listed in the section detailing the scope of coverage may not be reduced, limited, or restricted unless the program is amended.

Scope of Benefits/Services

The attached chart contains the scope of benefits and services provided under the state PRC program model. The chart also contains the assistance groups served, the economic need standards for the particular benefit/service, caps on benefits/services, and the targeted groups. The targeted groups are used to customize service delivery specific to the family's circumstances.

Standard of Promptness

The focus of this program is to provide and authorize benefits and services within ten (10) days of the receipt of a signed application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency.

The ten-day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten-day period is not an acceptable practice. The AG record should contain sufficient documentation of the case activity on the PRC application, including an explanation of unexpected or unavoidable delays in processing the application.

Community Resources

The availability of resources within the local community shall be explored prior to the authorization of PRC. A PRC AG shall 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 that are 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 initiated to provide services which may meet or help meet requested needs (i.e., planning transportation services). The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. An applicant must utilize available

income and resources in meeting the presenting need. This includes ongoing assistance programs such as OWF, DA, SSI and food stamps, as well as unemployment compensation, social security, and the special energy programs. There is no PRC eligibility if the AG fails to make use of available income or resources that are in an amount sufficient to meet a portion of, or the entire amount of the presenting need.

Application

The ODHS 3800, "Prevention, Retention, and Contingency (PRC) Program State Model Application" has been developed for use when a family is applying for PRC benefits and services. The application and any other information gathered during the eligibility determination process should be kept in the ongoing OWF, Medicaid, and/or Food Stamp AG record. If the AG is not in receipt of ongoing OWF, Medicaid, and/or Food Stamp assistance, a separate AG folder should be maintained for the PRC application and related verifications. In addition, PRC benefits and services provided to noncustodial parents shall also be kept in a separate AG record.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered under PRC will be explained. In addition, anyone applying for PRC services will receive appropriate information about, referrals to, and access to Medicaid, food stamps, child care assistance and other programs that provide benefits that could help them successfully transition to work. It is also important to make the voter registration application as prescribed by the secretary of state under section 3503.10 of the ORC available to persons who are applying for receiving assistance from, or participating in the PRC program. Reference Section 329.051 of the ORC.

PRC assistance will be authorized with the expectation that the PRC AG will be able to function without additional agency help. Services and benefits shall be provided which directly lead to or can be expected to lead the family in becoming self-sufficient by accomplishing one of the four purposes of TANF:

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

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.

Once eligibility for PRC is established, authorization shall occur and a payment for the benefits or services will be generated. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within 30 days, actual payment may be made to vendors according to the procedures in place. All payments shall be made to the vendor or PRC AG. Policy has been written to ensure all auditing requirements are maintained.

This Prevention, Retention, and Contingency State Model is certified as written by _____
Signature

on _____. Effective date of plan revision _____.
Month/Day/Year Month/Day/Year

Attachments

PRCRev.10/99 Cash Assistance Policy



STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Job Preparation Services and Benefits</u> Job readiness assessments (vocational, literacy), Job readiness training (work habits, attitude, dress, literacy tutoring), Adult Basic Education & GED preparation, Pre-employment drug testing, Training for women in non-traditional jobs (construction, manufacturing), Testing for state licenses, board certification, commercial drivers license, Occupational training for computer literacy & hotel work,</p> <p>Short-term education expenses (books, manuals, tuition), Money management classes, Telephone installation, Suitable attire for job interviews,</p>	<p>No cap on services (As needed)</p> <p>Non-recurrent short-term benefits: amount needed per episode up to \$3000 per 12 month period</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents</p>	<p>150% FPL</p>	<p>Recently employed individuals</p> <p>Under-employed individuals</p> <p>Individuals between jobs</p> <p>Individuals who are unemployed</p>

STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Work Support/Retention Services and Benefits</u> Job Mentoring, Money Management classes, Supplies for new job (mechanic's tools, beautician equipment), Employer mediation & intervention services,</p> <p>Subsidized employment (\$350/mo for up to 6 months),</p> <p>Job Retention Bonus (\$1500 after 6 months of steady employment),</p> <p>Employment subsidy (to offset work expenses).</p>	<p>No cap on services (as needed)</p> <p>Non-recurrent short-term benefits: amount needed per episode up to \$3000 per 12 month period</p> <p>Subsidized employment (once every 3 years)</p> <p>Job retention bonus (once every 3 years)</p> <p>Employment subsidy: \$200 first month of full time employment, \$100 per month for 11 subsequent months of full time employment</p>	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Non-custodial parents</p>	<p>200% FPL</p>	<p>Newly employed individuals,</p> <p>Under-employed individuals</p>

STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Diversion Benefits</u> - Up to 4 months of cash payment to assist with basic needs such as rent, utilities, & incidentals ²	Up to 4 X the OWF payment standard for appropriate household size	Parents with minor children Specified relatives with minor children	50% of FPL	Job ready individuals Displaced workers
<u>Transportation Services & Benefits</u> - Bus passes, Van shuttle services, Reimbursement for work-related mileage, Driver's education classes, Payment of drivers license fees and license plate fees, Car repairs, Down payment on automobile,	No cap on services (as needed) For car repairs, lowest of 2 estimates not to exceed \$1000 per episode of need For down payments, 3 to 1 match up to \$1500 (once every 5 years)	Parents with minor children Specified relatives Noncustodial parents	175% of FPL	Employed individuals for up to one year Unemployed individuals in education or training for up to 4 months

²Must also apply for Food Stamps, Medicaid, & Child Care and attend money management class, and be involved in a Job Preparation Service

STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Child Welfare Services</u> - Family counseling, Vocational & education counseling, Respite care, Screen families who have been sanctioned from OWF for risk of child, abuse or neglect to provide case management services designed to eliminate barriers to compliance, Family preservation & reunification services, Domestic violence services</p>	No cap on services (as needed)	Parents with minor children Specified relatives with minor children	200% of FPL	Families with children at risk of abuse or neglect
<p><u>Developmental Services</u> - Early Start, Youth development initiatives, Parenting classes, Prevention services for at-risk students, After-school programs for at-risk children.</p>	No cap on services (as needed)	Families with minor children & specified relatives with minor children	200% of FPL	Children (under 3 years of age for Early Start)
<p><u>Relocation Assistance</u> - Moving expenses to relocate out of county or state</p>	Actual cost up to \$1500 (once in lifetime)	Parents with minor children & specified relatives with minor children	150% of FPL	Individuals with secured employment Victims of domestic violence

STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Family Disaster Assistance</u> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor.</p>	Cap based on amount allocated by ODHS	Parents with minor children & individuals living in their households Specified relatives with minor children & individuals living in their households	200% of FPL	Families sustaining disaster related damage or loss upon disaster declaration by governor
<p><u>Pregnancy Prevention Services</u> Teen peer support group, Pregnancy prevention counseling,</p>	No cap on services (as needed)	Parents with minor children Specified relatives with minor children	150% of FPL	Pre-teens
<p><u>Kinship Care Services</u> Respite care, Training related to caring for special needs children, Legal Services.</p>	No cap on services (as needed)	Specified relatives with minor children	200% of FPL	Relatives caring for minor children

STATE MODEL: LIST OF SERVICES & BENEFITS

NOTE: This is an example. Counties have great flexibility in designing a PRC plan that meets the needs of their community.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p>Contingency Services (An emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and marriage.)</p> <p>Utility shut-offs, Purchase of bulk fuel for heating, Installation or repair of telephone, Security deposits, Eviction notices, Emergency shelter or temporary housing, Personal expenses (school clothing, winter coats, child restraint seats), Repair or purchase of furnace or water tank, Home repairs affecting basic structure (roof, plumbing, walls), Repair or purchase of appliances (stoves, refrigerators, air conditioners, fans, washer/dryer), Furniture (beds, mattress & box springs, kitchen table, chairs),</p>	<p>A limited number of individual payments to meet a non-crisis or episode of need up to \$2000 per assistance group per 12 month period</p> <p>(Note: purchase of air conditioning units must be accompanied by medical statement)</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p>	<p>150% of FPL</p>	<p>Unemployed individuals</p> <p>Under-employed individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>

PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) APPLICATION FOR STATE MODEL

Name of Applicant	Current Address
Social Security Number	
Telephone Numbers Where You Can Be Reached (____) _____ area code (____) _____ area code	

For Agency Use Only	
Case Number	
Date Sent	Date Returned
County	Unique ID

- Have you ever received any type of public assistance from a human services department? Yes No If yes, give the county DHS, the type of assistance received and the date received? _____

- Explain what you need and estimate the amount you are requesting. _____

- Give the name of other agencies you have contacted for help. _____

- 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. _____

- Complete the chart below for anyone living in your home, including yourself. You are required to verify all income for all members of your household.

Name	Relationship to Applicant	Age	Education (last grade completed)	Source of Income (Earnings, Child Support, VA Benefits, SSA, SSI, etc.)	Monthly Amount of Income
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
8.					\$

- Is anyone in your household eligible for, but not receiving court ordered child support? Yes No If yes, list name(s) of individuals not receiving court-ordered child support. _____

PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) APPLICATION FOR STATE MODEL

Page 2

7. Does anyone in your household own a car, have access to a car, or live near a bus line? **9** Yes **9** No If yes, list the name(s) of individuals and the means of transportation.

8. Complete chart below for employment history of each adult household member in the past 2 years.

Name	Employer Name	Type of Employment	Date Employment Began (month/year)	Date Employment Ended (month/year)	Reason for Leaving Employment	Currently Employed (yes/no)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

If you are eligible, the agency will limit assistance provided to the actual documented amount of need.

Signature of Applicant	Date
------------------------	------

For Agency Use Only
PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) FOR STATE MODEL

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

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

Benefit or Service	Amount Needed	Benefit or Service	Amount Needed
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$

Reason for Need. _____

Community Resources. List the community resources explored to meet this need. If any are utilized, complete the chart.

Agency	Amount	Benefit/Service
1.	\$	
2.	\$	

Income.

Source	Amount Available in Budget Period	Verification
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	

Total _____ (Compare to 50%, 150%, 175% or 200% of Federal Poverty Guideline)

9 PRC Approved. Complete chart. Check/Warrant # (Date) _____ (/ /) Check/Warrant Amount \$ _____

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

9 PRC Denied - Date of denial (mm/dd/yr) _____ Date Notice of Denial of Application sent (mm/dd/yr) _____

Reason for Denial:

Signature of Caseworker	Date	Signature of Supervisor	Date
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Monthly Federal Poverty Guideline Measure
Effective March 18, 1999

Monthly Federal Poverty Guideline amounts are used to determine income eligibility for PRC. The total gross countable income of all members of the assistance group must be equal to or less than 50%, 150%, 175 % or 200% of the Monthly Federal Poverty Guideline amount for the appropriate assistance group size.

Assistance Group Size	50% Monthly FPG	150% Monthly FPG	175% Monthly FPG	200% Monthly FPG
1	343	1030	1202	1373
2	461	1382	1613	1843
3	578	1735	2024	2313
4	696	2087	2435	2783
5	813	2440	2847	3253
6	931	2792	3258	3723
7	1048	3145	3669	4193
8	1166	3497	4080	4663
9	1283	3850	4492	5133
10	1401	4202	4903	5603
11	1518	4555	5314	6073
12	1636	4907	5725	6543
13	1753	5260	6137	7013
14	1871	5612	6548	7483
15	1988	5965	6959	7953

Numbers are rounded up from \$.50
 PRC Rev. 10/99 Cash Assistance Policy

Appendix F
Teen Births Chart

Decrease in Births to Teens 10-19 by the Year 2000

County	Births 1995	Births 2000	Decrease	Rate of Births 1995	Rate of Births 2000
Ohio	20988	19939	1049	27.5	26.1
Adams	78	74	4	37.3	35.4
Allen	282	268	14	34.8	33.0
Ashland	75	71	4	20.2	19.2
Ashtabula	210	200	10	28.0	26.2
Athens	107	102	5	18.6	17.7
Auglaize	73	69	4	22.4	21.3
Belmont	83	79	4	17.4	16.5
Brown	96	91	5	35.8	34.0
Butler	573	544	29	25.9	24.6
Carroll	42	40	2	21.3	20.2
Champaign	77	73	4	29.2	27.7
Clark	333	316	17	30.8	29.2
Clermont	315	299	16	27.4	26.0
Clinton	81	77	4	30.3	28.8
Columbiana	186	177	9	23.5	22.4
Coshocton	63	60	3	25.2	23.9
Crawford	109	104	5	31.8	30.2
Cuyahoga	2601	2471	130	29.4	28.0
Darke	109	104	5	26.8	25.5
Defiance	84	80	4	26.9	25.6
Delaware	86	82	4	16.9	16.1
Erie	160	152	8	29.3	27.9
Fairfield	202	192	10	26.8	25.5
Fayette	63	60	3	30.4	28.9
Franklin	2059	1956	103	32.5	30.8
Fulton	72	68	4	24.2	23.0
Gallia	68	65	3	29.4	28.0
Geauga	47	45	2	7.9	7.5

County	Births 1995	Births 2000	Decrease	Rate of Births 1995	Rate of Births 2000
Greene	201	191	10	18.0	17.1
Guernsey	103	98	5	35.5	33.7
Hamilton	1801	1711	90	31.1	29.6
Hancock	125	119	6	26.2	24.9
Hardin	65	62	3	25.4	24.2
Harrison	26	25	1	21.1	20.1
Henry	43	41	2	19.7	18.7
Highland	117	111	6	43.6	41.4
Hocking	73	69	4	40.0	38.0
Holmes	52	49	3	17.6	16.7
Huron	128	122	6	28.9	27.4
Jackson	84	80	4	36.0	34.2
Jefferson	123	117	6	21.4	20.3
Knox	82	78	4	22.5	21.4
Lake	207	197	10	14.4	13.6
Lawrence	133	126	7	27.7	26.3
Licking	269	256	13	29.0	27.6
Logan	100	95	5	31.5	30.0
Lorain	631	599	32	30.1	28.6
Lucas	1042	990	52	31.4	29.9
Madison	61	58	3	24.3	23.1
Mahoning	541	514	27	29.9	28.4
Marion	172	163	9	37.9	36.0
Medina	136	129	7	14.4	13.7
Meigs	35	33	2	20.0	19.0
Mercer	45	43	2	14.9	14.2
Miami	161	153	8	23.5	22.3
Monroe	22	21	1	19.1	18.1
Montgomery	1060	1007	53	28.2	26.8
Morgan	30	29	1	27.1	25.8
Morrow	63	60	3	27.9	26.5

County	Births 1995	Births 2000	Decrease	Rate of Births 1995	Rate of Births 2000
Muskingum	229	218	11	38.2	36.3
Noble	25	24	1	28.6	27.2
Ottawa	58	55	3	21.0	20.0
Paulding	42	40	2	25.5	24.2
Perry	95	90	5	38.6	36.7
Pickaway	103	98	5	32.1	30.5
Pike	82	78	4	43.3	41.2
Portage	185	176	9	15.5	14.8
Preble	66	63	3	21.6	20.5
Putnam	43	41	2	15.7	14.9
Richland	302	287	15	33.8	32.1
Ross	189	180	9	39.0	37.0
Sandusky	132	125	7	28.5	27.1
Scioto	215	204	11	35.1	33.3
Seneca	118	112	6	24.3	23.1
Shelby	88	84	4	25.6	24.3
Stark	669	636	33	26.5	25.2
Summit	882	838	44	26.1	24.8
Trumbull	399	379	20	25.4	24.1
Tuscarawas	168	160	8	28.3	26.8
Union	65	62	3	28.7	27.2
Van Wert	60	57	3	27.4	26.0
Vinton	38	36	2	41.6	39.5
Warren	161	153	8	20.7	19.7
Washington	103	98	5	22.3	21.2
Wayne	134	127	7	17.1	16.2
Williams	71	67	4	26.4	25.0
Wood	157	149	8	15.6	14.8
Wyandot	44	42	2	26.6	25.2