

**ASHTABULA COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES**

Prevention, Retention, and Contingency Plan

Prepared by: The Ashtabula County Department of Job and Family Services
Effective October 1, 2015

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PURPOSE

The Prevention, Retention, and Contingency Program (PRC) as created by Ohio House Bill 408, is designed to serve low-income families who may or may not currently be receiving Ohio Works First (OWF) cash assistance. Ohio Works First (OWF) encourages family self-sufficiency through employment while it meets temporary needs through cash assistance. The Prevention, Retention, and Contingency Program (PRC) provides non-recurring, short-term benefits and services. The common thread between PRC and OWF programs is self-sufficiency, which is defined as the ability to sustain and maintain one's family independently, without need for or reliance on governmental or community agencies.

The PRC Program is a tool to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. Specifically, PRC is defined as:

PREVENTION:

Prevent families from having to apply for OWF cash assistance when crises arise.

RETENTION:

Help family members retain employment by enhancing job skills, overcoming barriers, and providing short-term assistance or wage supplementation if necessary

CONTINGENCY:

Provide for contingent needs by helping families with one-time urgent problems that, if left unattended, could result in families needing long-term public assistance.

INTRODUCTION

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low-income employed families of Ashtabula County who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include non-recurrent, short-term, crisis-oriented benefits and, ongoing services that are directly related to the four purposes of the TANF (Temporary Assistance For Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

1. To provide assistance to needy families so that children may be cared for in their own homes, or in the homes of relatives.
2. 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.
4. Encourage the information and maintenance of two-parent families.

Non-recurrent, short-term assistance addresses discrete situations which do not provide for needs extending beyond four months. These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45C.F.R. 260.31 (b). The definition of "non- assistance" includes:

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

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:

No medical services except for pre-pregnancy family planning services.

No COBRA insurance payments.

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

ASSISTANCE GROUP COMPOSITION

PRC grants and services are available to a family assistance group (AG) which includes a minor child as defined in Section 5108.01 and 5108.06 of the Revised Code. A minor child is defined as an individual who has not attained eighteen years of age; or has not attained nineteen years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training), and who has not attained a high school diploma or equivalent. (ORC 5107.2; OAC 5101:1-1-01) The child can be connected to more than one assistance group (AG) for PRC purposes. At a minimum, an eligible family must:

- A. Consist of a minor child who resides in Ashtabula County with a parent, caretaker relative, legal guardian, or legal custodian;
- B. Consist of a pregnant woman;

- C. Consist of a minor child residing with other members of the household who may or may not be related to the minor child but are acting in the place of a parent, who may significantly enhance the family's ability to achieve economic self-sufficiency, i.e., a stepparent or over 18 year old sibling;
- D. Be a non-custodial parent residing in Ashtabula County who is currently paying support verified through Child Support Enforcement Agency (CSEA) to a minor child who resides in Ashtabula County and does not live in the same household as the minor child.

A child may be "temporary absent" from the home in accordance with the time frames established in rule 5101:1-3-04 B (8) 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, legal custodian, or other adult acting in the place of a parent. ACDJFS may continue to help the eligible family through expenditures that are reasonably calculated to accomplish one of the four purposes of the TANF program including some expenditure for the temporarily absent child. The child that is temporarily absent from the home must meet the following conditions:

1. The location of the absent child is known.
2. There is a definite plan set forth by Children Services for the return of the child to the home.
3. The absent child shared the home with the assistance group (AG) prior to the onset of the absence.
4. PRC benefits/services will assist with the return of the child.

The child must return to the home by the end of the six month period. Otherwise, the child no longer resides with the parent, specified relative, legal guardian, or legal custodian. It is not reasonable to determine that a child is temporarily absent from the home if the child has been adjudicated, or otherwise determined to require placement outside of the home for longer than the state's established temporary period (six months).

The exception to the above AG composition requirement is that for purpose three of TANF (see page 3) pregnancy prevention services will be available to families with children as well as to childless individuals.

ELIGIBILITY

In order to receive PRC benefits and services, a member of the assistance group (AG) must be a citizen of the United States or a qualified alien as defined in Section 5101:1-2-30 of the Ohio Administrative Code. See also Section 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

Eligibility for PRC grants and services 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 grants and services requested. The economic need standards are based upon federal poverty guideline measures (FPL) which is updated annually. To determine eligibility for the PRC grants or services, the AG income must be equal to or less than the FPL. The one exception to this rule, to meet purpose three of TANF (see page 1), the service is available without regard to income.

PRC grants and services are available to residents of Ashtabula County.

Receipt of assistance from programs such as Ohio Works First (OWF), Disability Financial Assistance (DFA), and entitlement programs such as Medicaid and Food Assistance does not preclude eligibility for receipt of benefits and services within the PRC program.

Eligibility for PRC grants is twelve (12) consecutive calendar months beginning from the date of the original application. Any number of individual payments can be made during the twelve (12) month period as long as they are distinctive, non-ongoing occurrences, and meet the limitations per specific request. Eligibility for PRC services may be approved for up to twelve months from the date of the application or for a time period to cover the particular service as determined by ACDJFS. The eligibility period for PRC grants and PRC services are independent of each other.

All income which had been received during the thirty (30) day budget period is considered when determining financial need for multiple requests during the twelve (12) month PRC period. The thirty (30) day budget period begins thirty (30) days prior to the request and ends on the date of the request. Payments are only available to an AG once per rolling twelve (12) month period and cannot be received within the same twelve (12) month unless so noted.

PRC grants in Ashtabula County are only available to AG's who have not received PRC cash payment benefits above the ACDJFS monetary cap during the previous twelve (12) months in any other county in the state of Ohio. If PRC cash payment benefit was issued in another county, the twelve (12) month span will run concurrent with the twelve (12) month span authorized in the other county. The maximum cap of PRC funds in Ashtabula County will be reduced by the amount used in the other county.

The PRC payments are limited to the amount actually required to meet the emergent need. The amount available must meet the emergent need. If the need cannot be met, the payment cannot be made.

Eligibility will be carefully evaluated on a case-by-case basis. The County is responsible for using fair and equitable treatment to families applying for PRC in accordance with the policies outlined in this document. Eligibility for PRC grants or services will be determined exclusively by the ACDJFS.

PATTERN OF USAGE/DELIBERATE NON-PAYMENT

Recurring requests for PRC services will be evaluated on a case-by-case basis. An application will be subject to denial if an abusive pattern of usage is established.

An abusive pattern of usage is established when the following occurs: PRC request occurs routinely around the same time of the year, or PRC request coincides with availability of PRC funds. Deliberate non-payment of a household expense for the purpose of receiving PRC will result in denial of the request.

An emergent need beyond the applicant's control must have resulted from a change in the assistant group's household circumstances, such as loss of income due to illness, loss of employment or unexpected expenses. This change in circumstance must have occurred within sixty (60) days of the date of application. For purposes of Domestic Violence, the incident must have occurred within sixty (60) days of the application date.

INCOME

The income requirement is met if the entire PRC AG is receiving Food Assistance, Ohio Works First or the Ashtabula County Child Care Program.

If the entire AG is not 100% included in the open Food Assistance, Ohio Works First, or the Ashtabula County Child Care Program, then the total gross income, both earned and unearned of all members of the PRC AG shall be counted except for gross earned income of a minor child. A minor child is defined as an individual who has not attained eighteen years of age; or has not attained nineteen years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training), and who has not attained a high school diploma or equivalent. (ORC 5107.2; OAC 5101:1-1-01). All unearned income of a child, such as child support, social security, interest income, etc., is countable income and is included when determining the AG total income. There are no deductions or exclusions allowed from any type of countable income except:

The following types of income are federally required to be excluded as income as defined in Section 5101:1-24-20 of the Ohio Administrative Code (OAC) when determining financial eligibility for PRC benefits and services:

- (A) Child support payment distributions made by the Ohio Department of Job and Family Services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.
- (B) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.
- (C) Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act, states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.
- (D) Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act 2000, effective December 1, 2000. Payments authorized and made by the Veteran's Administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975.

AGs with self-employment income shall have the self-employment income determined by using the prior year federal income tax forms. The annual income shall be divided by 12 to determine the monthly income. This is the amount of income to be used for the 30 day budget period. If the self-employment is new and no income tax forms have been filed, or if the prior year tax form is not reflective of current circumstances, current records of income and expenses may be used. Providing false information on a PRC application or hiding information necessary for the consideration of PRC grants benefits is considered falsification and is subject to criminal penalty.

All income which had been received during the thirty (30) day budget period is considered when determining financial need. The 30 day budget period begins 30 days prior to the date of application and ends on the application date. The gross amount of the AG's total countable income is compared to the FPL standard for the AG size. If the total AG income is equal to or less than the FPL for the appropriate AG size, the AG meets the income eligibility for the benefitor service.

Written and/or verbal verification of income is required. For all verifications, including receipt of benefits for Food Assistance, OWF or Child Care, there must be clear documentation 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.

INELIGIBLE FAMILY ASSISTANCE GROUPS & PENALTIES

Federal and State law must be adhered to when providing PRC benefits and services. Listed below are federal and state prohibitions based upon 42U.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 three and four of the TANF program).
2. No assistance to a single individual, unless such individual is pregnant (with above exception).
3. No assistance for families that fraudulently receive assistance under the OWF or PRC program until repayment occurs per Ref 5101.83 O.R.C. and rule 5101:1-23-75 of the Ohio Administrative Code. The ACDJFS will verify through Benefit Recovery and the CRIS-E system to ensure no fraudulent OWF or PRC assistance exists.

In addition, further restrictions by Ashtabula County include:

1. Fugitive Felons, probation and/or parole violators.
2. Any member of an AG found to have committed an Intentional Program Violation (IPV) in the OWF, PRC, FA and Child Care programs renders that AG ineligible.
3. Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance.
4. Recipients referred to Budget or Housing Counseling who have failed to follow through and are again requesting any PRC Grant.
5. AGs that are serving a sanction, have a pending sanction, or are ineligible for Food Assistance, OWF, or Medicaid benefits due to non-cooperation of the requirements of the program.
6. An unmarried, non-graduate parent under 18, who is not attending high school or the equivalent.
7. An unmarried parent under 18 not living in an adult supervised setting, except as permitted in the OWF regulations and the ACDJFS agency policy on minor parent living arrangements.
8. A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states may be subject to prosecution and is ineligible for one year from the point the fraud is established. The person fraudulently misrepresented their residence and is convicted by a federal or state court would be subject to a ten-year period of ineligibility from the point the fraud is established. The amount of assistance fraudulently received must be reimbursed in full to the ACDJFS prior to regaining eligibility.

If a PRC Grant or Service application is for a payment specifically for a minor, the minor may be found eligible even if the parents are on a sanction. The PRC Grant or Service must be for the minor only. However, the minor child must not be on a sanction for a failure the minor caused. All other eligibility requirements must be met.

Providing false information on a PRC application or hiding information necessary to determine eligibility for PRC benefits is considered falsification and is subject to criminal penalty. A PRC assistance group (AG) that is discovered to have fraudulently received or improperly disposed of PRC grants or services will be required to reimburse the ACDJFS the full cost of the benefit and may be subject to prosecution. The AG members will carry this penalty with them if they move to another AG.

Overpayment Policy

Any erroneous payments issued under the PRC plan due to client or vendor error, misrepresentation, intentional program violation, fraud or agency error constitutes an overpayment. Pursuant to section 5101.83 of the Ohio Revised Code and rule 5101:1-23-75 of the Ohio Administrative Code, PRC benefits and service may not be provided to a family that fraudulently receives assistance under the PRC program until a member of the assistance group (AG) repays the cost of the fraudulent assistance. Overpayments will be referred to the ACDJFS Benefit Recovery Unit for collection to recover as per agency policy and procedure. Methods of repayment may include regular payments, community service hours (as determined by dividing the PRC payment by the current federal minimum wage), waiting until the minimum time period for the receipt of that service has expired, or a combination of any of the above.

COMMUNITY RESOURCES

Every effort must be made to explore the availability of resources within the community prior to the authorization of PRC. The "local community" as it relates to PRC, may include areas beyond the county's boundaries. A PRC AG shall apply for and utilize any programs, benefit or support system which may reduce or eliminate the presenting need. The denial for the program, benefit or support system must be for any reason other than non-cooperation on the part of the AG.

Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of available resources is necessary to determine if any other means within the community may meet or help meet requested need. The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

The documentation of agency attempts to locate and utilize resources must be clearly documented in the AG file.

PRC grants cannot be used as a substitute for Ohio Works first (OWF). If an AG has no income, yet refuses to apply for and/or accept OWF cash assistance, PRC grants cannot be authorized, regardless of the need.

APPLICATION

All PRC Grant applicants must complete the form ACDJFS 414-Prevention, Retention, and Contingency (PRC) Program Application to request benefits. Applicants requesting PRC services must complete ACDJFS-412 Prevention, Retention, and Contingency Services application or an application approved by the Ashtabula County Department of Job and Family

Services. Application 412 can be completed at the ACDJFS office or other locations approved by the ACDJFS. The applicant's signature on the PRC application will serve to authorize the exchange of information between ACDJFS and the designated provider.

Entities contracting with ACDJFS to provide PRC services may use alternative application forms only with the approval of ACDJFS. All forms will contain language approved by ACDJFS which notifies the AG of state hearing rights.

A face-to-face interview is not required.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered under PRC will be explained during an interview or upon request. In addition, anyone applying for PRC benefits will receive appropriate information about, referrals to, and access to Medicaid, Food Assistance, child care assistance and other programs that provide benefits that could help them successfully transition to work.

All PRC applicants will be advised of the hearing rights and will be provided with a copy of the ODJFS 4059 Explanation of State Hearing Procedures.

The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for or participating in the PRC program (reference section 329.051 of the O.R.C.).

APPLICANT RESPONSIBILITY

The applicant 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 in meeting the presenting need. This includes ongoing assistance programs such as OWF, SSI, and DFA, unemployment benefits, social security and the special energy programs. There is no PRC eligibility if the AG fails to make use of available income sufficient to meet a portion of, or the entire amount of the presenting need.

If the amount owed on a specific request for a PRC grant exceeds either the individual cap for that benefit or the overall PRC maximum benefit available, the applicant will be responsible for the difference. Verification that the applicant has paid or made arrangements to pay their portion will be required before the PRC payment will be processed.

STANDARD OF PROMPTNESS

The focus of the program is to provide and authorize benefits and services within ten (10) days from 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 processing 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.

If the AG fails to cooperate in establishing eligibility, the application will be denied within thirty (30) days from the date of the application.

NOTICE OF APPROVAL/DENIAL

If it is determined that an application for PRC is approved, the ODJFS 4074 "Notice of Approval of Your Application for Assistance" shall be mailed or otherwise delivered. If application is for a service, a copy of the approval will be forwarded to the service provider, indicating the authorization of services by the ACDJFS.

If it is determined that an application for PRC services is denied, the ACDJFS shall mail or otherwise deliver the ODJFS 7334 "Notice of Denial of Your Application for Assistance". If the application is for a PRC service, a copy of the denial will be forwarded to the service provider. The PRC applicant will be given the opportunity to select a provider or vendor. Under no circumstances will an employee of the Ashtabula County Department of Job and Family Services be an approved vendor.

Once eligibility for PRC is established, authorization shall occur and a payment for the benefits or services will be generated. Payment to the vendor is made according to the procedures in place. The ACDJFS is a tax-exempt government unit and, as such, will not pay taxes owed by any assistance group (AG) member. Policy has been written to ensure all auditing requirements are maintained.

PROGRAM OPERATION

To insure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of the policy and procedures as set forth within this document. The provision of the services is contingent upon the availability of local, state and federal funds, plus a valid contract with qualified provider of the service. The inclusion of a service in this plan is not a guarantee that this service will be available. The amounts cannot be reduced, limited, or restricted unless the program is amended, except in the event of loss or reduction of program funding from the State of Ohio.

All programs including services and benefits are subject to availability of funds.

AMENDMENTS TO THE PLAN

This plan may be amended or modified at any time upon recommendation of the Executive Director of the Ashtabula County Department of Job and Family Services and the Ashtabula County Board of Commissioners. All amendments will be submitted to ODJFS with effective date of the amendment.

SCOPE OF SERVICES

The following tables and appendix contain the scope of services provided under the PRC Program of Ashtabula County. The tables contain the assistance groups (AG's) 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.

ASHTABULA COUNTY FAMILY AND CHILDREN FIRST COUNCIL

DATE: [REDACTED]

COUNCIL MEMBER	ORGANIZATION	SIGNATURE
Patrick Arcaro	AC Dept. Job & Family Service	[REDACTED]
Paul Bolino, Vice Chair	Community Counseling Center	[REDACTED]
Tania Burnett, Chair	AC Children Services Board	[REDACTED]
Peggy Carlo	AC Commissioner	[REDACTED]
Patrick Colucci	Ashtabula Area City Scho	[REDACTED]
Chris DeGasperis	Ohio Dept. of Youth Serv	[REDACTED]
Laurie DeVivo	ACCAA/Head Start	[REDACTED]
Shauna Dewey	Family Representative	[REDACTED]
Robin Eastman	Family Representative	[REDACTED]
Rosa Field	Family Representative	[REDACTED]
John Rubesich	AC Educational Service Center	[REDACTED]
Ray Saporito	AC Health Department	[REDACTED]
Miriam Walton	AC Mental Health & Recover	[REDACTED]
Lynn Zaleski	Catholic Charities of AC	[REDACTED]
Anne Zeitler	AC Board of DD	[REDACTED]

GUEST/ALTERNATE

Christina Ray	AC Educational Service Center	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

COUNCIL STAFF

Hilary Strauss	ACFCFC	[REDACTED]
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This is to certify that the Ashtabula County Department of Job and Family Services has complied with ORC Chapter 5108 in adopting and amending this Policy.

The Board of County Commissioners of Ashtabula County, Ohio, reviewed and

Approved the Policy on [redacted] Resolution

Number 201 [redacted]

Ashtabula County Commissioners

[redacted signature]

Peggy Carlo, President

[redacted date]

Date

[redacted signature]

Dan Claypool

[redacted date]

Date

[redacted signature]

[redacted date]

Date

PRC CASH-RELATED BENEFITS

Maximum cash benefit per 12 month period is \$500 unless otherwise stated. See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<ul style="list-style-type: none"> • Employment-Related Expenses • Uniforms, work clothes, specialty footwear, business attire not provided by employer. 	Cap equal to emergent need up to \$500 per 12 month period and subject to individual caps.	Parents with minor children or with minor children temporarily absent from home.	150% FPL	Unemployed
<ul style="list-style-type: none"> • Outfit for job interviews. 		Non-custodial parent Pregnant woman.		Under-employed
<ul style="list-style-type: none"> • Tools, Safety Glasses, other required equipment not provided by employer. 		Specified relatives with minor children or with minor children temporarily absent from the home.		Employed
<ul style="list-style-type: none"> • Fingerprinting, licensing, such as, but not limited to, commercial driver's license, state tested nurse's aide. 	See Appendix for limitations.			Non-custodial parent cooperating with CSEA
<ul style="list-style-type: none"> • Telephone subject to disconnection Telephone installation-limited to basic local service only. No additional features. 				Employed Recently Employed
Educational-Related Expenses not Available under PRC Services				
<ul style="list-style-type: none"> • Short-term educational/training needed for job advancement, to gain employment or required for employment. 		Parents with minor children or with minor children temporarily absent from home.		Unemployed Under-employed Employed Recently custodial parent cooperating with CSEA
<ul style="list-style-type: none"> • Uniforms, work clothes, specialty footwear, tools, books, tuition fees, fees, equipment, certification fees not included in tuition costs. 		Non-custodial parent Pregnant woman. Specified relatives with minor children or with minor children temporarily absent from the home.		

PRC CASH-RELATED BENEFITS

See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service	CAP	Assistance Group	Economic Standard	Targeted Group
<ul style="list-style-type: none"> • GED testing 	Maximum of three (3) times per individual if not available through other means.		150% FPL	Employed
Transportation Benefits: For Adult Member of the AG <ul style="list-style-type: none"> • Gasoline Vendor must be in Ashtabula County.	For individuals not using public transportation limited to \$250 limited to once in a two (2) year period.	Parents with minor children or with minor children temporarily absent from home. Pregnant woman. Specified relatives with minor children or with children temporarily absent from the home.		
<ul style="list-style-type: none"> • Driver's education fees 	Cap equal to emergent need up to \$500 per AG limited to once in a two (2) year period.			
<ul style="list-style-type: none"> • Driver's license fees, fines and other fees 	See Appendix for limitations	Non-Custodial parent with minor children		
<ul style="list-style-type: none"> • License Plate fees 				
<ul style="list-style-type: none"> • Bus Pass 				

PRC CASH-RELATED BENEFITS

See Appendix A for additional limitations and information.

Prevention Retention Benefit or Service

Vehicle Expenses:

- Vehicle Insurance Subject to valid contract.
- Vehicle Repairs must be necessary to the operation and/or the safety of the vehicle. No repairs will be made for cosmetic purposes.

- Vehicle Tires

CAP

Cap equal to emergent need up to \$500 limited to once in a two (2) years

\$1000 limited to one (1) time in a two (2) year period.
Vendor must be in Ashtabula County.

Tires purchased will be the least expensive tires recommended for the make and model of the vehicle.

See Appendix for limitations.

Assistance Group

Parents with minor children or with minor children temporarily absent from home.

Pregnant woman.

Specified relatives with minor children or with minor children temporarily

absent from the home.

Non-custodial parent with minor children.

Economic Standard

150% FPL

Targeted Group

Employed
Unemployed
Underemployed

Employed

PRC CASH-RELATED BENEFITS

See Appendix A for additional limitations and information.	CAP	Assistance Group	Economic Standard	Targeted Group
<p>Prevention Retention Benefit or Service</p> <p>Educational Expenses for Children AGs with children attending a school that requires fees or other payments for academic classes, including vocational training, arts, music, sports, books, tuition, or equipment, uniforms.</p>	<p>Cap equal to emergent need up to \$100</p> <p>See Appendix for limitations.</p>	<p>Parents with minor children or with minor children temporarily absent from the home.</p> <p>Specified relatives with minor children temporarily absent from the home.</p>	<p>150% FPL</p>	<p>Minor Children</p>
<p>Contingency Services. An emergent need that threatens the health, safety or decent living arrangements to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and marriage.</p> <p>Mandatory budget counseling referral for shelter and utility services payments.</p>	<p>Cap equal to emergent need up to \$500</p> <p>Subject to individual caps.</p> <p>Established written agreement vendor(s) of these services. Contractual limits apply.</p> <p>See Appendix for limitations.</p>	<p>Parents with minor children or with minor children temporarily absent from home.</p> <p>Pregnant woman.</p> <p>Specified relatives with minor children temporarily absent from the home.</p>		<p>Unemployed individuals</p> <p>Under-employed individuals</p> <p>Recently employed</p>
<p>Verification is required that member of AG is responsible for the payment.</p> <p>Payments per a specific need are restricted to one time per twelve (12) consecutive month span.</p>				<p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>

PRC CASH-RELATED BENEFITS

Maximum cash benefit per 12 month period is \$500 unless otherwise stated. See Appendix A for additional limitations and information.

	Economic Standard	Assistance Group	Targeted Group
<p>Prevention Retention Benefit or Service</p> <ul style="list-style-type: none"> Shelter Payments (rent or mortgage) Eviction notice or delinquent by at least thirty (30) days. Waived if moving into Section 8 or Metropolitan Housing. 	150% FPL	<p>Parents with minor children or with minor children temporarily absent from home.</p>	Unemployed
<p>Payment limited to one (1) time in a three (3) year period.</p>		Pregnant woman.	Under-employed
<ul style="list-style-type: none"> Security Deposits Eviction notice or foreclosure notice resulting in a forced move. 		Specified relatives with minor children or with minor children temporarily absent from the home.	Employed
<p>Payment limited to one (1) time in a three (3) year period.</p>			Victims of Domestic Violence
<ul style="list-style-type: none"> Emergency Shelter Only when appropriate shelter is not available. 			Homeless
<ul style="list-style-type: none"> Home Repairs Must own or purchasing the home and verify responsibility for 			
<ul style="list-style-type: none"> Fire Damage Loss due to fire. Must utilize homeowners insurance and other community resources. 			

PRC CASH-RELATED BENEFITS

See Appendix A for additional limitations and information.	CAP	Assistance Group	Economic Standard	Targeted Group
<p>Prevention Retention Benefit or Service</p> <ul style="list-style-type: none"> • Appliance Repair/Replacement/Purchase Appliance repairs will be authorized prior to replacement. AG must provide verification that they are responsible for the repair or replacement of the appliance. Any insurance payments must be applied to the cost of repair or replacement prior to PRC payment. 	<p>Cap equal to emergent need up to \$500</p> <p>Subject to individual caps.</p> <p>See Appendix for limitations.</p>	<p>Pregnant woman.</p> <p>Specified relatives with minor children or with minor children temporarily absent from the home.</p>	<p>150% FPL</p>	<p>Employed</p> <p>Unemployed</p> <p>Underemployed</p> <p>Families with children at risk of abuse or neglect.</p> <p>Victims of domestic violence</p>
<p>• Utility Payments A member of the AG must be responsible for the utility bill.</p> <p>Payment is restricted one (1) time in a three (3) year period.</p> <p>A shut off or disconnect notice must be in effect.</p>	<p>Cap equal to emergent need up to \$500</p>	<p>Parents with minor children or with minor children temporarily absent from home.</p>		

PRC CASH-RELATED BENEFITS

Maximum cash benefit per 12 month period is \$500 unless otherwise stated. See Appendix A for additional limitations and information.

	Assistance Group	Economic Standard	Targeted Group
<p>Prevention Retention Benefit or Service</p> <ul style="list-style-type: none"> Sewer/Water Hook-up <p>AG member must own or be purchasing the home. Only if no other payment arrangement can be made.</p>	<p>CAP</p> <p>Cap equal to emergent need up to \$500</p>	<p>150% FPL</p>	<p>Unemployed individuals</p> <p>Under-employed individuals</p>
<ul style="list-style-type: none"> Telephone Service for the Disabled <p>member of the AG must be disabled</p>	<p>Parents with minor children or with minor children temporarily absent from the home.</p> <p>Pregnant woman.</p> <p>Specified relatives with minor children or with minor children temporarily absent from the home.</p>		<p>Recently employed Families with children at risk of abuse or neglect</p>
<ul style="list-style-type: none"> Domestic Violence Services <p>A victim of Domestic Violence</p> <p>Application must be made within sixty (60) days of incident to qualify for furniture, bedding, linens and clothing, emergency shelter, rent, security deposit.</p>	<p>Subject to individual caps.</p> <p>See Appendix for limitations.</p>		<p>Victims of domestic violence</p>
<ul style="list-style-type: none"> Services for children placed by CSB <p>For a child removed by CSB and placed with a relative. The family receiving the child must meet eligibility requirements for PRC.</p>			<p>Child at risk of abuse or neglect</p>

PRC SUPPORTIVE SERVICES

PRC Services are limited based on an established written contract with a provider of the services. See Appendix "B" for additional limitations and information.

SERVICE OR BENEFIT	CAP	Assistance Group	Economic Standard	Targeted Group
<p>Training, Employment and Career Advancement</p> <ul style="list-style-type: none"> • Employment, Placement and Work Support Services. • Education and Training including fees, supplies, equipment, and tools. • Driver's license • Job Readiness • Subsidized Employment Program (SEP) 	<p>Established written agreement with a vendor of these services.</p> <p>Contractual limits apply.</p>	<p>Parents with minor children or with minor children temporarily absent from home.</p> <p>Non-custodial parents.</p> <p>Pregnant woman.</p>	<p>150% FPL</p>	<p>Unemployed</p> <p>Under-employed</p> <p>Recently employed</p> <p>To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.</p>
<ul style="list-style-type: none"> • Licensing fees, Board Certification fees, testing fees. • Gas card • \$250.00 in 12 month period per AG. (No affect on cap) <p>Employment, Retention, Incentive (ERI)</p>	<p>See Appendix for limitations</p>	<p>Parents or specified relatives with minor children or with minor children temporarily absent from home.</p> <p>Non-custodial parents.</p>	<p>150% FPL</p>	<p>School age children up to age 19</p> <p>At-risk youth age 19-21 if linked to WIA</p>
<p>Youth Education and Support</p> <ul style="list-style-type: none"> • Before/After School Programs • Family and Youth Intervention • Youth Workforce Preparation and Employment Programs • TANF Summer Youth Employment Program 			<p>150% FPL</p>	

PRC SUPPORTIVE SERVICES

PRC Services are limited based on an established written contract with a provider of the services. See Appendix "B" for additional limitations and information.

SERVICE OR BENEFIT	CAP	Assistance Group	Economic Standard	Targeted Group
<p>Child Welfare and Family Support Services</p> <ul style="list-style-type: none"> • Family Preservation Supportive Services • Family Reunification Services • Visitation Centers, Exchanges, Mediation Services • Community Outreach • Wellness Block Grant • Homemaker Services 	<p>Established written agreement with a vendor of these services.</p> <p>Contractual limits apply.</p>	<p>Parents or specified relatives with minor children or with minor children temporarily absent from home.</p> <p>Non-custodial parent.</p>	<p>150% FPL</p>	<p>School age children</p> <p>At-risk children</p>
<p>Kinship Care Navigator</p> <ul style="list-style-type: none"> • Respite care • Training related to caring for special needs children • Legal Services 	<p>Established written agreement with a vendor of these services.</p> <p>Contractual limits apply.</p>	<p>Specified relatives with minor children.</p>	<p>150% FPL</p>	<p>Relatives caring for minor children.</p>
<p>Access to Better Care</p> <ul style="list-style-type: none"> • Prevention • Assessment/early intervention • Improved treatment 	<p>Established written agreement with a vendor of these services.</p> <p>Contractual limits apply.</p>	<p>Parents or specified relatives with minor children or with minor children temporarily absent from home.</p>	<p>150% FPL</p>	<p>Multi-need children with non-behavioral health disorders and who do not have a substance abuse or mental health condition.</p>

PRC SUPPORTIVE SERVICES

PRC Services are limited based on an established written contract with a provider of the services. See Appendix "B" for additional limitations and information.

SERVICE OR BENEFIT	CAP	Assistance Group	Economic Standard	Targeted Group
Community and Economic Development • Community Planning and Organizational Development • Employer Recruitment • Sustain Employment	Established written agreement with a vendor of these services. Contractual limits apply.	Parents or specified relatives with minor children or with minor children temporarily absent from home. Pregnant woman. Non-custodial parent.	150% FPL	Families with children Unemployed Under-employed Recently employed
Pregnancy Prevention Services • Family Planning Support, Clinical and Follow-up Services • Education Outreach • Mentoring Services • Community Services • Teen peer support group • Pregnancy prevention counseling	Established written agreement with a vendor of these services. Contractual limits apply.	Parents or specified relatives with minor children or with minor children temporarily absent from home. Pregnant woman. Single adults Non-custodial parent	No cap on service	Pre-teens Teens Young adults Families at risk of unwed pregnancies
Domestic Violence • Shelter Services • Personal and Family Support Services • Community Outreach	Established written agreement with a vendor of these services. Contractual limits apply.	Parents or specified relatives with minor children or with minor children temporarily absent from home. Pregnant woman.	150% FPL	Victims of domestic violence
Ohio Works Incentive Program (OWIP) – Employment Incentives Disaster Relief Program				

Appendix A

PRC VERIFICATION GUIDELINES FOR CASH-RELATED GRANTS

The request must meet the emergent need. The Assistant Group (AG) is required to pay and provide written documentation for any and all amounts in excess of the maximum amount available. Provider of service must accept PRC voucher. At this time, Ashtabula County does not participate in Individual Developmental Accounts (IDA).

Verifications for all PRC requests

- Completed and signed Application for PRC is required (ACDJFS 414). Date of application is the date received by ACDJFS.
- Assistance Group (AG) Composition. See assistance groups (AG's) section as to who is included in PRC AG.
- In order to receive PRC benefits and services, a member of the PRC AG must be a citizen of the United States or a Qualified Alien (see pg. 4)
- Landlord statement, residency statement, lease agreement or other acceptable documentation.
- Non-custodial parent relationship to child must be verified by birth certificate or paternity testing results.

Identity:

- Driver's license, photo ID for adult member.
- Social Security verifications for all AG members.

Income:

- Written verification of all countable income earned and unearned, received for the past thirty (30) beginning 30 days prior to application date and ending on the application date.
- Pay stubs, employer statement, self-employment records must be verified.
- Unearned income must be verified.

Employment Related Expenses:

- Written verification of approval or denial for community resource.
- Written verification from the employer that items are required and not provided by employer.
- Limit of up to three (3) uniforms or work outfits per 12 month period as required by employer.
- One pair specialty footwear per 12 month period.
- Invoice from store provider listing each item separately and the price for each item for the work-related clothing or footwear.
- One outfit for job interview if appropriate clothing cannot be obtained through other means, such as a clothing bank.
- Tools, safety glasses, other required equipment not provided by employer.
- Prescription safety glasses not provided due to potential eligibility through Medicaid.

Educational Related Expenses:

- Written verification of financial aid applied for such as Pell, OIG, scholarships. Must apply for WIA funding prior to applying for PRC.
- Fingerprinting, licensing. Maximum of three (3) times per individual if not available through other means.
- Limit of up to three (3) uniforms or work outfits per 12 month period as required by school or training.
- One pair specialty footwear per 12 month period if required by school or training.
- Required fees or tuition for academic classes, vocational training, tools or equipment as required and not covered by other means.
- GED related costs up to a maximum of three (3) times per individual per lifetime.
- Books, tools, tuition and fees as required.

Educational Expenses for Children:

- Written verification of approval or denial for other community resource.
- Required fees or tuition for academic classes, vocational training, arts, music, sports, tools or equipment as required and not covered by other means.
- Written verification from the school that items are required.
- Maximum \$100 per twelve (12) month period.
- Up to one (1) uniform as required by school.
- One (1) pair of appropriate footwear as required by school.
- Invoice from store provider listing each item separately and the price for each item for the work-related clothing or footwear.

Transportation

For all vehicle related expenses:

- Value of the vehicle must be greater than \$1500 as verified by Kelly Blue Book using the "Private party sale" value amount. The only exception to this requirement is for vehicle insurance.
- A member of the AG must be employed or self- employed earning at least minimum wage at 20 hours per week, or may be employed but on temporary leave and intends to return to the same employer. Must be verified by the employer as to date of expected return.
- The only exception to the employment requirements is for vehicle insurance. When the request is for vehicle insurance, employment is not a factor.
- Proof of current valid insurance coverage for the vehicle.
- Current registration and title must be listed in the name of a household member. If both not available, registration shall be required. If title is not available, the agency will access the Bureau of Motor Vehicles to verify ownership and place a copy of the verification in file.
- Valid and current driver's license of AG member.
- Vehicle insurance coverage must be used prior to PRC payment for repairs.
- Vendor must be in Ashtabula County.

Vehicle Repairs & Tires:

Vehicle repair is a cap of \$1000. Limit of once in a two (2) year period. Vehicle repair to the same vehicle is limited to two times during a 12 month period.

Two estimates for the repairs or tires are required. The lowest estimate will be accepted, unless there are extenuating circumstances.

- If the vehicle is towed or otherwise inoperable or unsafe, and is indicated on the estimate, then only one estimate will be required.
- Tires purchased will be the least expensive tires recommended for the make and model of the vehicle.
- Towing is not a covered expense.
- Routine maintenance is not a covered expense.

Vehicle Insurance:

- Proof of past due insurance amount from insurance company.
- Maximum payment up to 3 months coverage up to limit of \$500 per 12 month period, whichever is less.
- Payment is dependent on a valid contract with provider. Individual insurance companies will not accept PRC voucher as payment.
- Payment is restricted to one (1) time in a two (2) year period

Drivers License Fees, Fines and other Fees:

License Plates Fees:

Driver's Education Fees:

- For adult members of the AG.
- An AG member must be employed or actively participating in Ohio Works First, Food Assistance , or work experience.
- Cannot be the results of a DUI or DWI.

Domestic Violence Services:

- Documented evidence of domestic violence such as police report or court document.
- Must apply within 60 days of incident.

Services for Children Placed by Children Service Board (CSB):

Documented evidence provided by CSB regarding placement of child with a relative.

- May purchase one bed per child, and two sets of sheets and pillow cases, one blanket.
- Invoice from store provider listing each item separately and the price for each item.
- Family receiving the child must meet PRC eligibility requirements.

Contingency Services:

- A referral to budget counseling is mandatory for AGs receiving shelter (rent, mortgage, security deposit) and utility payments. Failure to attend budget counseling will result in denial of future PRC applications until the AG has complied. If more than one vendor provides this service, customer has the option to select one.

For all Contingency requests:

- Proof of ownership such as mortgage deed or land contract agreement or other proof of home ownership of an AG member.
- Lease agreement, landlord statement or other proof that AG member is responsible for rent.
- Written documentation the AG is responsible for the item requested to be repaired or replaced.
- Two estimates are for the repairs or replacements from the provider of the service, repair or replacement are required. The lowest estimate will be accepted, unless there are extenuating circumstances.
- Home repairs will be limited to those required for health and safety of the household.
- Provider of service must accept PRC voucher as payment. Vendor must be in Ashtabula County.
- Invoice from store provider listing each item separately and the price for each item to be replaced.
- Must utilize homeowners insurance and community resources prior to PRC payment.
- Written documentation or verification any co-payment has been paid by the household or no PRC payment can be made.
- Payment is restricted to once per specific need per 12 month period unless otherwise stated.
- Payment cannot be made to meet an emergent crisis if the AG has insufficient income to maintain monthly household expenses. AG will be required to provide proof has or will have sufficient income to meet the monthly need and prevent the crisis from reoccurring. This will be based on a case-by-case situation.

Shelter Payments:

Rent, Mortgage payment, Security Deposit Emergency Shelter

- Must be 30 days past due for the rent or mortgage payment and/or eviction notice or foreclosure notice showing 30 days past due or must be homeless. If rent or mortgage is past due more than one month and without including the current month's rent or mortgage payment will not prevent the eviction, then the current month's rent or mortgage payment can be included. (This will be on a case-by-case situation to determine what is most beneficial to the applicant).
- A full payment on the rent or mortgage payment must have been made within the last four months.
- Past due notice from landlord or mortgage company showing eligible AG member is responsible for payment.
- Payment is restricted to either rent or security deposit.
- Payment is restricted to one (1) time in a three (3) year period.
- Security deposit may only be made prior to the move into new housing.

The above restrictions waived except the payment restriction of once in a 12 month period for the following situations:

- Moving into metropolitan housing or Section 8 housing.
- Victim of Domestic Violence (must verify and apply within 60 days from incident).

Home Repairs:

- Sewer Water hook ups
 - Homeowner's insurance and other means or payment must be utilized prior to PRC payment.
 - Proof of ownership such as mortgage deed or land contract agreement or other proof of home ownership of an AG member.
- Furnace repairs will be authorized prior to replacement.
 - For replacement, written verification from service technician that the furnace is not repairable. Two estimates for replacement.
- Repairs affecting basic home structure, including but not limited to walls, roofing, plumbing, furnace, water supply.

Fire Damage:

- Written verification from fire department or other source to document loss.
- Furniture can be replaced if necessary for the health and safety of the AG and documentation of verification of loss.

Appliance Repair/Replacement/Purchase

- Household must provide documentation that they are responsible for the repair or replacement of the appliance.
- Household is responsible for cost of service call or estimate.
- Purchase of appliance will be authorized only when no other means of obtaining appliance exists.
- For replacement of appliance, written verification from service technician that appliance is not repairable, or that the expense is not reasonable for the age of the appliance. This verification may be waived if the expense of the service call would present a hardship. Two estimates for replacement of appliance.
- Washer and or dryer are not purchased, repaired or replaced except when it can be verified that there is a threat to the health or safety of household.

Telephone Service for Disabled

- AG member must be disabled and provide proof of disability.
- Copy of SSI or SS disability eligibility required.
- Installation of a telephone or payment for service which is subject to disconnection is limited to basic, local service (no additional features).

Utility Payment

- Original utility bill must be in eligible AG household member's name.
- A full payment on the utility must have been made within the last four months.
- Requested service must have a disconnection notice.
- Payment is restricted to one (1) time in a three (3) year period.
- Household must apply for and be enrolled in the percentage of Income Program (PIP).
- During Winter Crisis Program operation, must apply for and be approved or denied. Written documentation is required. The denial cannot be the result of AG's failure to comply.
- During Winter Crisis Program operation, eligibility will be determined on a case-by-case basis to best serve the AG.
- PRC cannot pay for security deposit on utility.
- Reconnection fees for water service are not considered security deposit and are covered PRC expense.

Emergency Shelter

- Homeless and victims of domestic violence.
- Only when appropriate shelter is not available.
- Refer to homeless shelter (Samaritan House).
- Refer to domestic violence shelter (Home Safe).
- Due to the monetary limit for the 12 months, payment for emergency shelter may result in no funds available to secure permanent housing.

PRC Cash-Related grant will be recorded in the CRIS-E System.

Appendix B PRC VERIFICATIONS AND GUIDELINES FOR SUPPORTIVE SERVICES

PRC Services are "soft services" without cash value.

PRC Services are limited based on available funding and an established written agreement with a vendor of the service, in addition to the limitations or number of times a service can be accessed by the individual or assistance group (AG) who meet all PRC eligibility requirements. The service must meet the need.

An application for PRC Services is required. (ACDJFS412).

Providers of PRC Services may be required to submit a PRC application for individuals and families making first contact with the provider. The application should be submitted to the ACDJFS within 5 working days and prior to providing the service. The application form must be approved by ACDJFS. Payment for services may be delayed or denied depending on the processing of applications.

Training, Employment and Career Advancement

Youth Education and Support

- All methods of payment must be utilized such as PELL, OIG, WIA, etc.
- Adult education and Youth Services, Workforce Investment Act (WIA) must be denied before application for PRC services can be authorized. The denial for any program cannot be as a result of failure to comply.
- Licensing fee, board certification fees, and testing fees are limited to a maximum of three (3) times per lifetime. PRC will not pay if the fee is included in the cost of the training.
- Pre-employment physicals, drug testing, and counseling services cannot be paid. Minor child or at-risk youth age 19-21 (if linked to WIA) who are determined by the school district of residence to be in danger of dropping out of school shall have their eligibility determined by using the 150% FPL for the AG size.
- If a PRC service is for a payment specifically for the minor child who resides with a non-parent specified relative, legal guardian, or legal custodian, only the income of the child will be used to determine the child's eligibility for service. This determination will be based on OWF income and eligibility as per section 5101:1-23-02 of the Ohio Administrative Code.
- A PRC Services application is approved for a twelve (12) month span except for education or training programs that charge one price for the complete program. Regardless of the length of class, once payment is authorized the complete program is approved.

Subsidized Employment Program

- PRC Services may be available to individuals who meet the criteria to be eligible for SEP.
- A SEP contract may be developed between an individual, an employer and the ACDJFS to provide employment for the individual in exchange for reimbursement of the wages paid and for a length of time to be determined by ACDJFS.
- The SEP contract is subject to authorization through normal county contracting procedures.

Kinship Care

- The income of the minor child shall be counted in determining eligibility.
- The income of the specified relative and all other members of the household shall be exempt when determining eligibility.
- Income standard is 150% FPL.

ACCESS to Better Care (ABC)

- Creates opportunity for Family and Children First Councils (FCFC) and their member agencies to address needs of children with behavioral health disorders (mental health and substance abuse).
- Pregnancy Prevention Services
- Provided to families and individuals regardless of income.

Domestic Violence

- Must apply within 60 days of documented incident of domestic violence.

PRC Services will be recorded in the PRC Web Reporting Tool (WRT).

Appendix C
PRIORITY POLICY FOR PRC TRANSPORTATION

Transportation/Gasoline Card: For all adult members of the assistance group (AG) who meet all PRC eligibility requirements to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

- Application (ACDJFS 412) is required to be completed. Date of application is date received by ACDJFS for a 12 month period or as approved by Ashtabula County Department of Job and Family Services.
- Verifications required for transportation services: Identity and income. See Appendix A for acceptable verification documents.

Employed Individuals

- The individual must be employed or self-employed and earning at least minimum wage or the equivalent of minimum wage times 20 hours per week.
- If the individual is both employed and attending school, the gasoline card will be issued according to the "employed individuals" policy.
- Gasoline card for individuals not using public transportation. A gasoline card is limited up to a maximum limit of \$250.00. Limited to once in a two (2) year period per assistance group (AG). Once the limit has been met, no transportation services can be authorized in the 12 month span.
- If the individual received gasoline card or transportation service within the 12 month span, no further gasoline cards are available.
- If the maximum was provided under the "unemployed individuals" policy within the past 12 months, no additional cards are available.

Unemployed Individuals Attending Education or Training

- Verification of school or training schedule, job interview letter.
- For individuals attending a program that assist the adult in preparing for employment, education or training, or for job interview. The individual who is 19 years of age or under must be the adult member of an assistance group (AG).
- Gasoline card for individuals not using public transportation. A gasoline card is limited up to a maximum limit of \$250.00 Limited to once in a two (2) year period per assistance group (AG). Once the limit has been met, no transportation services can be authorized in the 12 month span.
- If the maximum was provided under the "employed individuals" policy within the past 12 months, no additional cards are available.
- If maximum limit was issued under the "employed individuals" policy, and the individual is not employed, no additional gasoline cards are available during the remainder of the 12 month period.

PRC Services will be recorded in the PRC Web Reporting Tool (WRT)

Appendix D
TANF SUMMER YOUTH EMPLOYMENT PROGRAM

From time to time The Ohio Department of Job & Family Services may announce the availability of TANF funding to support a TANF Summer Youth Employment Program. The funding will enable county agencies to establish programs that enable low income TANF eligible youth to gain valuable work experience while earning a paycheck to help meet basic needs.

The Ashtabula County Department of Job & Family Services (ACDJFS) will follow state and federal TANF and PRC requirements, including Rule 5101:1-3-16 of the Ohio Administrative Code.

ACDJFS will contract with service providers to provide the programs. A copy of the current PRC Plan will be provided to the service provider.

Service providers will be responsible to complete reports as required by the program regarding outcomes for the individual participants. A copy of the reports will be provided to ACDJFS.

Applicants for the program will complete and sign a PRC application provided by the ACDJFS. Applicants must meet all eligibility requirements as outlined in the ACDJFS current PRC Plan to be eligible. The program shall only serve persons from a TANF-eligible family and the total income for the all household members must be at or below the Federal Poverty Level as listed in the current PRC Plan.

Those persons served:

- Youth ages 16-17
as long as the youth is a minor child and in school
- 18 and a full time student in a secondary school
- Youth 18-24 that are in a family that includes a minor child
- Youth 18-24 that have a minor child
- The youth served may be a non-custodial parent as long as they have a minor child
- " Youth in temporary or permanent custody of a Public Children Services Agency (PCSA) who are placed in a licensed foster care setting, that are between the ages of 14 to 17 years of age or 18 years of age if they are a *full* time student in a secondary school
 - o The US. Department of Health and Human Services, Administration for Children And Families (ACF) has provided guidance respective to the Summer Youth Employment Program. This guidance is only applicable to the TANF Summer Youth Employment Program and no other TANF or PRC Program
- Eligibility will be based on the youth's countable income only and compared to Assistance Group (AG) of one.

Eligibility for the program will be determined exclusively by ACDJFS. The date of the application will be the date the ACDJFS receives the application. ACDJFS will issue a notice of approval or denial as detailed in the PRC Plan to all applicants.

Approval for PRC will not necessarily guarantee a job assignment will be made. The assignment will be based on the number of available openings with the service providers. A Certificate of Completion will be issued to the participating youth who have completed the program. Those leaving the program before completion will not be eligible for a certificate.

CDJFS reserves the right to suspend or terminate the program for Ashtabula County.

Appendix E
EMPLOYMENT, RETENTION, INCENTIVE (ERI)

PRC Services are limited based on available funding and an established written agreement with a vendor of the service, in addition to the limitations or number of times a service can be accessed by the individual or assistance group (AG) who meet all PRC eligibility requirements.

ERI will promote training and employment that enables individuals to find employment, succeed at employment and improve the economic circumstances of the family (TANF purpose #2)

- e Individual must meet all PRC eligibility requirements
- e Individual must cooperate with all requirements of the OWF program
- Individual must be in receipt of OWF on the date of employment
- e Employment must be a minimum of 20 hours per week at the current federal minimum wage
- e Individual must have countable earned income in month of OWF termination
- " OWF termination does not need to be due to employment
 - o Examples (Not all inclusive To preserve TANF months, AG requests OWF to be terminated when grant is reduced; Reduction in AG size; Increase in unearned income
 - o Termination must not be result of sanction. Must cooperate with all requirements of the OWF and Work Activity programs

Incentive payments will be determined and issued by vendor contract

Retention payments will be determined and issued by vendor of contract

The combined payments for incentive and retention cannot exceed a total of three payments in a twelve (12) month period and must be in compliance with Section 1030 TANF "Assistance" and "Non-Assistance" of the PRC Reference Guide (5/13) and 45 Code of Federal Regulations (C.F.R.) §260.31 defines TANF "assistance and "non-assistance".

The payments will be considered non-recurring lump sums and would be excluded from the Food Assistance and OWF programs OAC 5101:4-4-13 (H) and 5101:1-23-20.1 (B)(1).

ACDJFS reserves the right to suspend or terminate the program for Ashtabula County.

APPENDIX F

OHIO WORKS INCENTIVE PROGRAM (OWIP)

EMPLOYMENT INCENTIVES

Ashtabula County Department of Job and Family Services will provide employment incentives to Ohio Works First (OWF) recipients who have acquired employment of a minimum of twenty (20) hours per week.

Incentives will be based on:

1. OWF recipients who have acquired employment of a minimum of twenty (20) hours per week and continue to be eligible for OWF benefits or their OWF benefit closes for reasons other than over income:
 - \$200 placement bonus
 - \$300 – 90 day retention bonus from the date of hire
2. Incentives earned by OWF recipients who have acquired employment of a minimum of twenty (20) hours per week and become over income for OWF:
 - \$200 placement bonus
 - \$300 – 90 retention bonus from date OWF closes
 - \$300 – 180 retention bonus from date OWF closes

The OWIP Employment Incentives will be available until June 30, 2016, contingent upon the availability of funding.

Appendix G

DISASTER RELIEF ASSISTANCE PLAN

In the Event that Ashtabula County encounters a disaster situation and the Governor of the State of Ohio declares a disaster or a state of emergency, this Plan will be amended to provide assistance as needed and as funds are made available for such cause.

In these cases the application process, determination of need, income and resource limits and payment procedures may be changed in accordance with the official guidance on behalf of the situation. Assistance issued in the form of disaster relief will not affect an applicant's annual maximum payment available under regular PRC.

In these extraordinary circumstances, the PRC Plan can be amended by the Board of Commissioners at the recommendation of the Director of the Ashtabula County Department of Job and Family Services.