

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

**PREVENTION, RETENTION, AND  
CONTINGENCY PLAN**

**EFFECTIVE DATE: August 2016  
REVISION DATE: August 2016**

## **Table of Contents**

**Introduction**

**General Eligibility Requirements**

**General Application Information**

**Children Services PRC Programs**

**OWF Work Required Individuals Gas Card/Bus Token Program**

**Ohio Works Incentive Program**

### **Appendix**

**Appendix A – Application**

**Appendix B – Approval/Denial Form**

**Appendix C – TANF Subsidized Summer Youth Employment Program**

**Appendix D – TANF School Clothes for Kids Program and Application**

# **INTRODUCTION**

*This revision of the PRC Program replaces all previous versions of the plan created by the Belmont County Department of Job and Family Services and the Belmont County Board of County Commissioners.*

The Belmont County Department of Job and Family Services (BCDJFS) will operate a Prevention, Retention and Contingency (PRC) Program to provide assistance to Children Services families and emancipated foster care youth with a child.

BCJFS will also operate or facilitate a Summer Youth Employment Program and a TANF School Clothes for Kids Program when funds are available and at the discretion of the Director.

BCDJFS is responsible for using objective criteria when determining eligibility and approving or denying the application within five (5) working days after all verifications have been received. Eligibility will be determined on a case-by-case basis. An Ohio Works First (OWF) participant must be in compliance with their Self-Sufficiency Contract and Plan in order to receive help through the PRC Program. PRC funds may not be used for any medical services or to pay for health insurance.

BCDJFS has the right to collect all overpayments of PRC funds that were received fraudulently or in error. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in the OAC Section 5101:1-23-70 and 5101:1-23-75.

**ELIGIBILITY  
REQUIREMENTS**

## GENERAL ELIGIBILITY REQUIREMENTS

- A. Must have a minor child under the age of nineteen and still enrolled in secondary school, be a specified relative with a minor child, or be a pregnant woman (at least six months into pregnancy) as defined in OWF.
- B. Income will be based on a 30 day budget period. The budget period shall be thirty days prior to the application date and ends on the date of the application. All income which is received or expected to be received during the 30 day budget period or projected income 30 days from the application date, whichever is the least is considered when determining financial need. Gross income for the purpose of PRC includes any income received, earned or unearned by a member of an Assistance Group. Excluded income includes earnings of a minor child enrolled in a secondary school and income from a college work study program.
- C. The Assistance Group requesting assistance under the Family Emergency Assistance component must be able to demonstrate that all other resources, including community resources, have been explored.
- D. Receiving ongoing Medicaid, OWF or DA assistance is not a factor in eligibility for the PRC Program.
- E. A person must be a resident of Belmont County, Ohio to be eligible for PRC. A resident is one who is currently residing in Belmont County with the intent to remain in the county. An Assistance Group moving from another county or state will become a resident when one of the following exists:
  - 1. Payment has been made for one month's rent or mortgage for a residence in Belmont County. Verification of payment is required.
  - 2. When moving into an existing household, the applicant can provide verification that their address was changed 30 days earlier at the post office.
  - 3. Their vehicle license has been changed to an Ohio registration.
  - 4. The address on their driver's license has been changed and matches the address on their application.
  - 5. Persons receiving any public assistance from another county or state will not be considered a resident of Belmont County until the end of the month that the last benefit was received.
  - 6. If the applicant is currently homeless and has been referred for homeless services, the residency requirement will be waived for the Family Emergency Assistance (Contingency) component only.
- F. At least one member of the applicant family must be a citizen of the United States or a qualified alien as defined in OAC 5101:1-2-30.

- G. Eligibility guidelines may be amended at any time and services are provided based on the availability of funds. Changes to eligibility guidelines and maximum grant amount may take place without prior notice after the county has submitted changes through the PRC revision process.
- H. The following are ineligible PRC:
1. A single individual, childless couple or parents without a minor child.
  2. Fugitive felons and parole violators.
  3. An unmarried parent, under 18 years old, not attending high school or the equivalent.
  4. An unmarried parent, under 18 years old, not living in an adult supervised setting.
  5. A person who has fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten (10) years.
  6. Households containing an individual who is ineligible for this or any other assistance program due to non-compliance with the terms of their assistance. This includes, but is not limited to, cooperation with the Child Support, quitting a job or not participating in the JOBS program (without good cause) when required to work off OWF or Food Assistance benefits. Sanctioned individuals or households.
  7. Those applicants who abuse their PRC benefits by not spending all of the benefits for the purpose for which it was approved, sell or trade items purchased with PRC funds, or deliberately misrepresent information on their PRC application will have their application denied and/or be ineligible for PRC until repayment is made.
  8. If the amount available from PRC funds will not pay for the emergent need, the agency should explore with the assistance group other possible combinations of resources that may meet the need. If the amount available from PRC alone or from the allowable PRC amount combined with other co-payments will not meet the amount of the emergent need, and no other funds are available, and no other financial arrangements can be made for paying the balance of the necessary amount, PRC application will be denied. Also, if the applicant does not have sufficient income to meet an ongoing expense (such as monthly rental or utility amounts) PRC cannot be issued. Since the amount of PRC available cannot prevent the onset or continuation of the emergent situation, there is not eligibility for payment.
  9. Anyone who makes arrangements to satisfy their own emergent need without prior authorization from BCDJFS. Some examples would include someone seeking rent and/or deposit, but has already moved into the rental unit or someone ordering their own fuel oil then wanting PRC funds to pay on the account. This is not an all-inclusive list.
  10. PRC benefits and services may not be provided to a family that fraudulently received benefits until a member of the assistance group repays the cost of the fraudulent assistance. PRC overpayments, received fraudulently or in error, are subject to the same rules and regulations as TANF overpayments outlines in OAC 5101:1-23-70 and 5101:1-23-75.

**APPLICATION  
REQUIREMENTS**

## GENERAL APPLICATION REQUIREMENTS

- A. The Belmont County Department of Job and Family Services, in accordance with Section 329.051 of the Revised Code, will make a voter registration application available to persons applying for or participating in the PRC program. This applies to the county agency and to any entity with whom the county agency contracts. Those third party entities can submit the completed voters registration forms to the county agency who in turn will provide them to the Board of Elections.
- B. None of PRC benefits that could subject an applicant to OWF time limits, work requirements, or self-sufficiency contract regulations are to be approved more than once in a twelve month period. This is supported in the documentation of each PRC section in this manual. Services which do not subject an applicant to the OWF time limits, work requirements, or self-sufficiency contract regulations include: work subsidies,(i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training); supportive services such as child care and transportation provided to families who are employed; refundable earned income tax credits; contributions to, and distributions from, Individual Development Accounts (IDA'S); services such as counseling, case management, peer support, child care information, transitional services, job retention, job advancement, and other employment related services that do not provide basic income support; and transportation benefits to an individual who is not otherwise receiving assistance.
- C. Families must utilize any and all state and federal programs (i.e. HEAP) before utilizing PRC. Other community resources should also be explored before applying for PRC.
- D. Approval or denial of the PRC applications shall be determined within five (5) business days after the receipt of all verifications needed to determine eligibility. BCDJFS will notify the applicant of the approval or denial of the PRC application by mailing or delivering the BCDJFS Notice of Approval or Denial of Your Application for Assistance.

**CHILDREN SERVICES**

**PRC PROGRAMS**

## CHILDREN SERVICES PRC PROGRAMS

The services and benefits in this section meet purposes one and two of the TANF program as they are designed to protect children, prevent neglect and/or abuse of children, prevent out-of-home placements, preserve families, reunify families and/or assist families in meeting goals set forth in their family reunification plans. In addition, these services are designed to help emancipating foster children, who have a minor child or are at least three month pregnant, to become employed and self-sufficient. There is a \$1,000 dollar limit per every twelve (12) months for services under the Children Services component, except for those listed under the certain components of the Emancipation Services for Foster Children. Applicant must have a Children Services case or qualify for Emancipation Services, as determined by the Children Services management staff. This program depends on availability of funds. Applicant must have a minor child, be a pregnant individual (at least three (3) months into pregnancy, be a caretaker relative, a legal guardian, or a legal custodian. Applicant resources do not count in determining eligibility. The income level for these services is 200% of the federal poverty level guidelines. Services include, but are not limited to:

- Family Emergency Assistance
  - Available once every 12 months - Rent, mortgage payment or security deposit. Must have a court ordered eviction notice, or moving to safer, more affordable housing. The only exception for not having a court ordered eviction notice will be for those in HUD housing such as Jaycee Manor, Monroe Court, etc. This does not include private landlords whose property is HUD approved. If client has already moved into a new residence, they are not eligible for PRC.
  - Emergency shelter or temporary housing must use other funding sources first.
  - Available once every 12 months - Utility shut-offs (excluding cable television and water). No reconnect or service call fees will be paid unless requested by the BCDJFS agency. All fees associated with back bills from a previous address and deposits are the responsibility of the individual. (see Section J, number 13 of the General Eligibility Requirements before approving bills). Available once every 12 months - Heating or utility assistance during heating season (40° or lower) if the individual is a customer of an un-regulated utility (i.e. fuel oil, propane) the amount paid will equal to the amount to fill the tanks up to \$750. If the individual is a customer of a regulated utility (gas or electric) the amount paid will equal to the amount to avoid a disconnect up to \$750.
  - Repair or purchase of water heater.
  - Purchase of a washers and dryers will be done for medical need only.
  - Homeowner's insurance, if non-payment may lead to loss of home.

The purpose of this program is not to provide assistance to families who structure their living situation so that they encounter “emergent” situations on a regular basis when emergency assistance will presumably be available. Denial of the PRC request may be appropriate in situations where it can be documented by the CDJFS that no attempt has been made to prevent the occurrence of the emergent need and the assistance group member can show no evidence that the assistance group has experienced any extraordinary circumstances or expenses. Situations in which no attempt to prevent the occurrence of the emergency include making no payment toward a financial obligation or making only a minimal payment with the knowledge that such an amount would not actually prevent the occurrence of the emergency.

Eligibility will be determined on a case-by-case basis and services are based on the availability of funds. Applicants must demonstrate that they have tried to access all other community resources.

Assistance provided under this component does not count towards the cap of any other PRC component.

- Case Management
- Respite Care
- Day Treatment
- Diagnostic Caretaker Services
- Homemaker Services
- Parent Education
- In-Home Services
- Special Services for Drug and Alcohol Abusers
- Transportation
- Unmarried Parent Services
- Domestic Violence Services
- Post Finalization Services (Adoption)
- Counseling
- Placement Prevention Services
- Family Reunification Services
- Child Development Screening
- Protective Day Care
- Children Clothing (non-custodial cases)

Assistance provided under this component does not count towards the cap of any other PRC component.

## **EMANCIPATION SERVICES FOR FOSTER CARE YOUTH WITH A CHILD**

The services and benefits in this section, which meet TANF purposes 1 and 2, are available to assist the emancipating foster child, who has a minor child or who is at least three months pregnant, to become employed and self-sufficient. A foster child between the ages of seventeen to twenty-one may receive services that assist them in gaining and maintaining employment, career assessment and training, housing costs and transportation. The services are available beginning twelve months before the child leaves the foster care system. All General Eligibility Requirements apply except that a foster child in the care of BCDJFS residing in foster care outside of Belmont County is eligible. The eligible foster child may also receive services listed under the PRC Employment and Training and Transportation sections. Services provided under this section do not count towards the dollar limits of the other PRC sections. The income eligibility limit is 200% of the FPG.

Additional services available to an eligible foster child include, but are not limited to:

### **TRANSPORTATION**

- Car insurance (may be paid for a maximum of four months) for employed recipients only – a new application may be made for additional assistance
- A foster child who has her own vehicle may be eligible for a transportation work allowance of a maximum of \$200 per month for up to four months at a time. This allowance may be used for a car payment, car maintenance, gas, or other transportation need to ensure employment. A foster child must maintain a valid Ohio driver's license to maintain eligibility for these transportation services, and they may reapply for these services
- Bus tokens, taxi fare, gas voucher or other short term transportation service.
- Driver's education training, driver's license, license plates.
- BCDJFS may pay up to a maximum of 75% of the down payment towards the purchase of a used vehicle. The emancipating youth will pay the remaining amount up to 25% towards the down payment. Benefits for the car purchase are limited to \$2,500. This is a one-time service.

### **EMPLOYMENT AND TRAINING**

- All services available under the PRC Employment and Training section.
- All services available under the Youth Employment, and
- Any career assessment, psychological testing or other testing needed to evaluate the foster child's employability.

**OWF  
GAS CARDS  
AND  
BUS TOKENS**

## **OWF WORK REQUIRED INDIVIDUALS**

### **GAS CARDS AND BUS TOKENS**

#### **Purpose:**

The Belmont County Department of Job and Family Services, in an effort to end dependency of needy parents on governmental benefits by promoting job preparation, work, and marriage; and also to provide assistance to needy families so they may care for their children in their homes or the homes of relatives (meeting purposes 1 and 2 of the TANF program) establishes this program to assist with transportation barriers.

- Assist with gas cards for applicants who have not yet been approved for cash assistance and have not yet received a participant work allowance.
- Provide bus tokens for those applicants on a bus line who have not yet been approved for cash assistance and have not yet received a participant work allowance.

#### **Duration:**

- This program will begin 10/01/13 and continue until further notice.

#### **Eligibility:**

- An individual must be a resident of Belmont County, applying for OWF cash assistance, and assigned to a work component.

Prepaid gas cards and bus tokens are available to applicants of the OWF program who are work required to enable them to overcome the transportation barrier. These services are available to those applicants who have not yet been approved for cash therefore a participant expense allowance cannot be issued. Case managers will provide the needed number of bus tokens for a client to attend Job Search/Job Readiness activities and then issue a participant work expense equivalent to the cost of a monthly bus pass for those who live on the bus line. For those who provide their own transportation a gas card will be provided so that the Job Search/Job Readiness activities can be completed. These are issued in \$10.00 or \$20.00 increments, usually one card per assistance group unless supervisor approval due to extenuating circumstances. Applicants will sign a form indicating they understand the gas card is for gas only. Recipients of the cards will be required to return the card and the receipt to verify the purchase. Once OWF cash is approved a participant work expense can be issued. Any misuse of the card, or not returning the card and/or receipt could render the recipient ineligible for other PRC benefits until the amount of the card is re-paid to the agency.

The agency will keep a log of all gas card recipients and amounts issued.

**OHIO WORKS  
INCENTIVE  
PROGRAM**

---

---

## Ohio Works Incentive Program

### PRC Plan

“Updated 8/1/16”

---

#### **GUIDANCE**

- Office of Family Assistance /Office of Workforce Development letter dated May 14, 2013.
- Office of Family Assistance/Office of Work Development Memo: June 14, 2016.
- OWIP Webinar: June 28, 2016

#### **PURPOSE**

The Belmont County Department of Job and Family Services and Workforce Investment Board 16 through OhioMeansJobs Belmont County will coordinate services.

The program meets the first two purposes of TANF:

- 1) To provide assistance to needy families so the children may be cared for in their homes or the homes of relatives.
- 2) To end dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.

and will

- Assist Ohio Works First recipients in achieving and maintaining unsubsidized employment.
- Reduce dependency on the Ohio Works First program while strengthening Ohio’s workforce.

#### **DURATION**

- OWIP will operate until June 30, 2017.

#### **ELIGIBILITY**

- Beginning July 1, 2016 to be OWIP eligible, participants must be 25 years old or older in order to receive an initial placement.
- An individual must be a Belmont County resident and in receipt of OWF cash payments as determined by the Belmont County Department of Job and Family Services.
- An individual must be an Ohio Works First recipient at the time of initial work as verified by the Belmont County Department of Job and Family Services.

#### **INCENTIVE PAYMENTS AND PAYMENT POINTS**

- The program allows for placement and retention incentives to be earned for individuals placed in on-the-job training or directly into unsubsidized employment.

Track	Placement or Earnings Increase	Retention – 90 Days	Retention – 180 days
A (OWF Recipients)	<b>\$1000</b> 1 – Receiving OWF with initial placement in unsubsidized employment or on-the-job training.	<b>\$1500</b> 2 - Receiving OWF and working in unsubsidized employment for 90 consecutive calendar days.	NA
B (No longer OWF Recipients because of earned income)	<b>\$1500</b> 3 – Income from on-the-job training or unsubsidized employments leads to customer no longer being eligible for OWF.	<b>\$2000</b> 4- Remains in unsubsidized employment and off of OWF for 90 consecutive calendar days.	<b>\$1000</b> 5- Remains in unsubsidized employment and off of OWF for 180 consecutive calendar days.

- The Belmont County Department of Job and Family Services/WIB 16 will issue 50% of the incentive amounts to the individuals and retain the other 50% for local use. Option: 100% of the incentive payments received from the State may be retained for local use, and the 50% incentive payment to the individual may be issued using local PRC dollars.

#### INCENTIVE PAYMENTS: VERIFICATIONS AND DOCUMENTATION

- Valid, signed invoice submitted to ODJFS.
- Documentation of employment of at least 20 hours per week or 86 hours per month.
  - The Work Number, wage records, pay stubs, employer letter, employer contact (phone or electronic), etc.
- Documentation of OWF status at time of placement.
  - CRIS-E Screen Print: IQEL
- Documentation of OWF monthly cash benefit amount.
  - CRIS-E Screen Print: AEWAA

#### TRACKING

- The Ohio Workforce Case Management System (OWCMS) will be used to document eligibility, placement and retention.

## **APPENDIX A**

**BELMONT COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
PREVENTION, RETENTION AND CONTINGENCY APPLICATION**

NAME OF APPLICANT \_\_\_\_\_ CASE NUMBER \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_ CASE MANAGER \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_

1. COMPLETE THE CHART BELOW FOR EVERYONE IN YOUR HOME, STARTING WITH YOURSELF (PLEASE USE THE BACK).

NAME	SOCIAL SECURITY NUMBER	RELATIONSHIP TO APPLICANT	AGE	SOURCE OF INCOME (Wages, Child Support, SSI, VA Benefits, etc)	MONTHLY AMOUNT OF INCOME
1.					\$
2.					\$
3.					\$

<b>TOTAL INCOME</b>	\$
---------------------	----

2. Do you currently have an open Children Services case? Yes \_\_\_ No \_\_\_
4. Are you currently employed? \_\_\_ Yes \_\_\_ No If yes, list below.  
 Employer's Name \_\_\_\_\_  
 Employer's Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_
3. Are you an absent parent? Yes \_\_\_ No \_\_\_
5. Are you guaranteed employment? \_\_\_ Yes \_\_\_ No If yes, list below.  
 Employer's Name \_\_\_\_\_  
 Employer's Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_
6. Explain why you need assistance now and how much assistance you need. \_\_\_\_\_
7. Have you or any member of your household received PRC assistance from any other county or state in the last year? \_\_\_ Yes \_\_\_ No  
 If so, when and how much. \_\_\_\_\_
8. What other community resources have you contacted for assistance. \_\_\_\_\_
9. Have any other community resources helped you? \_\_\_ Yes \_\_\_ No If so which one(s) and what amount \_\_\_\_\_
10. Has anyone in your household quit or refused a job? \_\_\_ Yes \_\_\_ No Explain \_\_\_\_\_
11. Is anyone in your household currently under a sanction? \_\_\_ Yes \_\_\_ No Explain \_\_\_\_\_
12. Are you a U.S. citizen? \_\_\_ Yes \_\_\_ No
13. Are you a qualified alien? \_\_\_ Yes \_\_\_ No
14. Are you a fugitive felon? \_\_\_ Yes \_\_\_ No
15. List all vehicles, running or not, in household. \_\_\_\_\_
16. List all the household's liquid assets in the chart below.

RESOURCE	AMOUNT	PERSON WITH RESOURCE
CASH		
CHECKING		
SAVINGS (Including Christmas Club/Credit Union)		
OTHER (Stocks, Bonds, CDs, ect.)		

17. If you are not registered to vote where you live now, would you like to apply to register to vote here today (voter registration application attached). \_\_\_ YES, I want to register to vote. \_\_\_ NO, I do not wish to register to vote.  
 (If you do not check either box, you will be considered to have decided not to register to vote at this time)

I swear or affirm the above information is true and complete to the best of my knowledge. I understand that providing false and/or incomplete information on this application will result in a denial of this application and possible prosecution, and will render me ineligible for any PRC assistance for a period of 24 months. I further understand that obtaining funds by providing false or incomplete information will render me ineligible for any future PRC assistance until those funds have been repaid.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

# =Voter Registration and Information Update Form=

Please read instructions carefully. Please type or print clearly with blue or black ink.  
 For further information, you may consult the Secretary of State's website at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or call (877) 767-6446.

## Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

**Use this form** to register to vote or to update your current Ohio registration if you have changed your address or name.

**NOTICE:** This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

**Numbers 1 and 2 below are required by law.** You must answer both of the questions for your registration to be processed.

## Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Please see information on back of this form to learn how to obtain an absentee ballot.

## Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

## Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

## Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**

FOLD HERE

I am:  Registering as an Ohio voter  Updating my address  Updating my name

1. Are you a U.S. citizen?  Yes  No  
 2. Will you be at least 18 years of age on or before the next general election?  Yes  No  
 If you answered NO to either of the questions, do not complete this form.

3. Last Name  First Name  Middle Name or Initial  Jr., II, etc.

4. House Number and Street (Enter new address if changed)  Apt. or Lot #  5. City or Post Office  6. ZIP Code

7. Additional Mailing Address (if necessary)  8. County (where you live)

9. Birthdate (MO-DAY-YR) (required)  10. Ohio Driver's License No. OR Last Four Digits of Social Security No. (one form of ID required to be listed or provided)  11. Phone No. (voluntary)

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street

Previous City or Post Office  County  State

13. CHANGE OF NAME ONLY Former Legal Name  Former Signature

14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.

Your Signature ↓  Date  /  /   
 MO DAY YR

FOR BOARD USE ONLY SEC4010 (Rev. 4/15) City, Village, Twp. <input type="text"/>
Ward <input type="text"/>
Precinct <input type="text"/>
School Dist. <input type="text"/>
Cong. Dist. <input type="text"/>
Senate Dist. <input type="text"/>
House Dist. <input type="text"/>



PLACE  
STAMP  
HERE

|||  
SECRETARY OF STATE  
PO BOX 2828  
COLUMBUS OH 43216-2828

#### **HOW TO OBTAIN AN OHIO ABSENTEE BALLOT**

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or by calling (877) 767-6446.

#### **OHIO VOTER IDENTIFICATION REQUIREMENTS**

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or call (877) 767-6446.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY  
OF A FELONY OF THE FIFTH DEGREE.**

## **APPENDIX B**

**NOTICE OF APPROVAL / DENIAL OF YOUR APPLICATION FOR PRC ASSISTANCE.**

Name _____	Case Name _____
Address _____	Case Number _____
_____	Mailing Date _____

This notice is to tell you that your application for PRC assistance dated \_\_\_\_\_, has been  
\_\_\_\_\_ Approved \_\_\_\_\_ Denied because \_\_\_\_\_

The regulations supporting this denial are \_\_\_\_\_

If you do not understand this approval/denial, or want to talk to someone about it, you may call your caseworker.  
Caseworker \_\_\_\_\_ Telephone 740 695 1075

**Your right to a state hearing.**

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

**If you do not agree with this action, you have a right to a state hearing.**

A state hearing lets you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons against the actions. A hearing officer from the Ohio Department of Job and Family Services will decide who is right.

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

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

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

If you want a state hearing, indicate below, sign and date this form and send it to the Ohio Department of Job and Family Services, Bureau of State Hearings, 30 East Broad St., 32<sup>nd</sup> Floor, Columbus, Ohio 43266-0423.

\_\_\_\_\_ I want a county conference and a state hearing on this action.

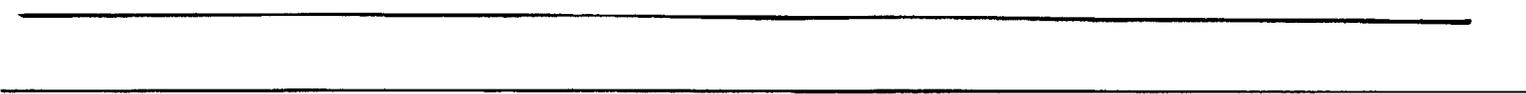
\_\_\_\_\_ I want a state hearing only.

Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

**If this letter indicates that you have been approved for Prevention, Retention, and Contingency (PRC) services, you may be eligible for food stamp benefits. Please contact your case worker if you wish to apply for food stamps. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your food stamp eligibility is determined. In addition, your case worker may need to request additional verifications to determine eligibility for the Food Stamp program.**

## APPENDIX C



Belmont County Department of Job and Family Services

"2016 TANF Summer Youth Employment Program Guidelines for PRC Plan"

---

The 2016 TANF Summer Youth Employment Program will operate between May 1, 2016 and August 31, 2016 following the guidance issued by ODJFS, Office of Family Assistance, per Family Assistance Letter #152 and rule 5101:1-3-16 of the Ohio Administrative Code.

The program meets the first two purposes of TANF:

- 1) To provide assistance to needy families so the children may be cared for in their homes or the homes of relatives.
- 2) To end dependency of needy parents on governmental benefits by promoting job preparation, work and marriage.

The goal of the program is to provide paid work experience to TANF eligible youth so they can develop and enhance their work experience, acquire the skills necessary to succeed in the workplace, and to earn a paycheck to help meet their basic needs. The participants will be placed at work sites throughout the county. The work sites will provide supervision and training.

The program will be operated by a third party provider, Community Action Commission of Belmont County, which is the employer of record. A sub-recipient agreement will be signed between BCDJFS and the provider. BCDJFS may pay the provider for its costs to administer or operate the program so long as those costs do not include items considered as TANF administrative costs pursuant to rule 5101:9-6-08.8.

The provider will serve as the employer for the youth and place the youth on its payroll. The provider will provide workers compensation coverage, pay FICA costs, provide case management, mentoring and job coaching. Ancillary services may be offered to youth for work related items such as uniforms, tools, licenses or certifications. Transportation costs to and from the work site may be provided. BCDJFS will reimburse the provider for allowable costs.

Eligibility:

- 1) The program may serve Belmont County eligible youth between the ages of 16 and 24.
  - Youth ages 16 – 17 as long as the youth is a minor child in a needy family and still in school (youth may be 18 if they are a full time student in secondary school);
  - Youth ages 18 - 24 as long as they are in a needy family with a minor child; or
  - Youth ages 18 – 24 who have a minor child and are considered needy.

The youth served may be non-custodial parents as long as they are considered needy and have a minor child. Needy is not specifically defined by the state or federal regulation but may be no greater than income at 200% of the federal poverty level.

Youth in a foster care setting age 16 to 17 years of age or 18 years of age if age if they are a full-time student in a secondary school may be served under the TANF Summer Youth Employment Program.

- 2) Minor child means an individual who has not attained 18 years of age or an individual who has not attained 19 years of age and is a full-time student in secondary school (or in the equivalent level of vocational or technical training).
- 3) Families are defined by federal regulations and state law as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lives in the state, but does not reside with his/her minor child.
- 4) Family income must be under 200% of the federal poverty level based on family size. Family income includes all income from all sources before taxes except for wages of a minor child, wages earned in college work study programs and Supplemental Security Income (SSI).
- 5) The TANF Summer Youth Employment Program Eligibility Application will be used to determine eligibility. Eligibility will be determined once and will carry through prior to the start of the program and through the entire program.
- 6) The following documentation and verifications will be required to determine eligibility.
  - family income based on a 30 day budget period: Typically, the period covered will be 30 days prior to the application date and ending on the application date. However, income projected to be received 30 days from application date may be used and the lesser amount of previous 30 days income and projected 30 days income will be used to determine the financial need. CRISE income screen printouts may be used to determine income. For self-employment income, the previous year's tax forms can be used to determine eligibility. If a youth is categorically eligible based on (8) below, only documentation of the categorically eligible factor is required to establish income eligibility
  - age/citizenship
  - address
  - social security number
  - school record for secondary school students

- 7) Youth are categorically eligible if they receive OWF or Food Stamps. Any youth receiving a categorically eligible benefit meets the definition of "needy".
- 8) Youth ages 16 – 18 who are part of an assistance group on a sanction are eligible for the program. Youth 19 – 24 who are the head of the household are ineligible for the program if they are under a sanction.
- 9) Prior receipt of PRC for other related items will not affect the eligibility for Summer Youth services. Future eligibility for regular PRC will not be affected by receipt of funds under the Summer Youth Program.
- 10) Applicants ineligible for the Summer Program include:
  - Single people, childless couples and parents without a minor child are ineligible with the exception of a non-custodial parent who has a minor child.
  - Fugitive felons or probation/parole violators.
  - An unmarried, non-graduate parent under 18 not attending high school or equivalent.
  - An unmarried parent under 18 not living in an adult supervised setting.
  - A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states are ineligible for 10 years.
  - Because the PRC program is funded with federal Title IV – A block grant funds, no medical expenses for applicants are covered except pre-pregnancy family planning services.
  - Illegal aliens.
  - Youth 19 – 24 who are the head of the household are ineligible for the program if they are under a sanction.
  - A child who is temporarily absent from the home for more than six months excluding youth in foster care as defined in (4) previously cited.

**Program Components:**

- Youth may be placed at government, private for profit, and non-profit work sites to acquire work experience.
- Youth will be paid the Ohio minimum wage rate.
- Youth will be supervised by work site staff.
- The youth will be case managed by provider staff.
- The duration of the program and hours worked per week by youth will be based on funding.
- The provider and work sites will abide by the Minor Labor Laws.
- The employer will complete an evaluation of the youth contained in the reporting tool.
- A certificate of completion will be issued to all youth who successfully complete the program.
- Youth will be provided soft skills training such as resume writing, interviewing skills, work ethics or other.
- Youth will be registered on the OhioMeansJobs website.

- The TANF Summer Youth Employment program does not include TANF administration as defined by Federal regulations and rule 5101:9-6-08.8 of the Ohio Administrative Code. Costs considered to be TANF administration may be charged to the county TANF administration allocations pursuant to rule 5101:9-6-08.8 of the Ohio Administrative Code.
- The following are TANF administration costs and cannot be charged to the allocation:
  - Costs associated with eligibility determination
  - Salaries and benefits of staff performing administrative and coordination functions
  - Preparation of program plans, budgets, reports and schedules, and monitoring of program and projects
  - Fraud and abuse units
  - Services related to accounting, litigation, audits, management property, payroll, personnel, procurement, and public relations
  - Costs of goods and services and travel costs required for official business and the administration of the program unless excluded under paragraph (A) of O.A.C. 5101:9-6-08.8
  - Management information systems not related to the tracking and monitoring of the program
- Allowable Costs:
  - Payments to employers for wages and fringe benefits
  - Payments to third parties to operate the program
  - Recruitment and development of employers
  - Other ancillary services which are offered by the employer to the summer youth participants including work related items (uniforms, tools, licenses or certifications); case management activities related to the program; and job coaches and mentors
  - Worker compensation expenses
  - FICA
  - Direct supervision and training costs
  - Transportation costs to and from the work site
  - Cost of health insurance for staff employed by a third party to operate the program
- Reports will be entered into the reporting tool by the 10<sup>th</sup> of each month.
- Governmental/public entities and not for profit entities serving as the employer of record are not required to report the wages paid to youth to ODJFS and are excluded for unemployment compensation. Employers should not include the youth or youth's wages on their quarterly unemployment compensation reports.
- BCDJFS will monitor the provider.
- All documentation will be maintained in case files at BCDJFS.

**Voter Registration:**

- Per PRC Reference Guide, date 5/2013, Section 3020(E), voter registration is required to be offered to summer youth applicants who are of voting age or will be 18 by the next general election.
- As part of the summer youth program, the Voter Registration Questionnaire and Voter Registration Form will be provided to age appropriate youth. Within five days of receipt, the forms will be submitted to the Election Board.

## APPENDIX D

---

---

# TANF SCHOOL CLOTHES FOR KIDS PROGRAM

## Purpose:

- At the discretion of the BCDJFS Director, when TANF funding is available and staffing permits, the Belmont County Department of Job and Family Services, in an effort to provide assistance to needy families or relative caretakers (purpose one of the TANF program), will operate a school clothing program that will enable families to purchase clothes, shoes, coats, and other essential items for children attending Kindergarten through grade 12.

## Duration:

- The program will operate on selected dates between August 1<sup>st</sup> and September 30<sup>th</sup>.
- Applications will be taken during a certain time period to be determined by management.
- If approved, vouchers must be used on the specified dates of the program or benefit will be voided.

## Eligibility Requirements:

- An individual must be a Belmont County resident for at least the last 30 days and have income that does not exceed 150% or 200 % of the Federal Poverty Level. The FPL will be determined by the Director based on the money available and the number of individuals we can serve. This will be made public in a press release. Income must be submitted with the application. The budget period is 30 days prior to the date of application and ends the date the application is received. Actual income will be used and not a converted figure. Gross income includes earned and unearned income of all adult assistance group members, including step-parents, caretaker relatives or other kinship placements. Excluded income includes earnings of a minor child enrolled in secondary school (including Summer Youth income if 18 and under and still in high school), and income from a college work study program. Sanctioned, or otherwise ineligible household members, moving out within the last 30 days may still render the household ineligible. Those receiving clothing vouchers from other counties or states in the current calendar year are also ineligible.
- JOBS participants must be current on the work orders, there can be no sanctions, outstanding fraudulent overpayments, and all other general eligibility requirements must be met. Children in foster care or in juvenile justice services are not eligible for PRC. The exception would be children in Kinship placements. They may be eligible.
- Must have minor child who is enrolled and attending school in Kindergarten through twelfth grade and is no older than 18 years of age. Children who are home schooled or participate in on-line schooling are not eligible. For shared parenting the residential parent shall be the applicant.
- An application is needed for this program. (See Appendix D) **Assistance provided during this one-time program will not count against any other PRC programs or twelve month limits.**

## Program Specifics:

- Each child in the home that meets eligibility requirements will be eligible for an amount not to exceed \$500 per child to purchase clothing. The following items can be purchased: clothing, shoes, boots, coats, socks, undergarments, and winter hats and gloves.

Revised: August 2016

Effective: August 2016

**BELMONT COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
SCHOOL CLOTHES FOR KIDS PROJECT**

Applicant Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Date of Application: \_\_\_\_\_

Case Number: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Case Manager: \_\_\_\_\_

**1. LIST ALL HOUSEHOLD MEMBERS STARTING WITH YOURSELF (use back if necessary)**

Name	Social Security Number	Relationship to Applicant	Age & Grade Level	Source of Income (Wages, Child Support, SSI, VA Benefits, Lump Sums)	Monthly Amount
1.		<b>Self</b>			
2.					
3.					
4.					
5.					
6.					

**Total Monthly Income:** \_\_\_\_\_

2. Have you or any other household members moved to Belmont County within the last 30 days? Yes  No

3. Have you or any other household members received PRC assistance from any other county or state in the last year?  
 Yes  No  If YES, when, how much and from which state/county? \_\_\_\_\_

4. Is anyone in your household currently under a sanction? Yes  No

If Yes, explain: \_\_\_\_\_

5. What school district does your child(ren) attend: \_\_\_\_\_

6. Has anyone in your household refused or quit a job? Yes  No

If Yes, explain: \_\_\_\_\_

7. Are you currently employed? Yes  No  If yes, please list below:

Employee: \_\_\_\_\_  
 Employer's Name: \_\_\_\_\_  
 Employer's Address: \_\_\_\_\_

Employee: \_\_\_\_\_  
 Employer's Name: \_\_\_\_\_  
 Employer's Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

8. Are you: Yes No

A United States Citizen \_\_\_\_\_ \_\_\_\_\_

A Qualified Alien \_\_\_\_\_ \_\_\_\_\_

A Fugitive Felon \_\_\_\_\_ \_\_\_\_\_

9. If you are registered to vote where you live now, would you like to apply to register to vote here today (voter registration application attached)? Yes, I wish to register to vote  No, I do not wish to register to vote  (If you do not check either box, you will be considered to have decided not to register to vote at this time.)

10. Designate one person to shop in your place in the event that you cannot shop: Name: \_\_\_\_\_  
 (Your designee must bring a VALID PHOTO ID)

11. I understand that I MUST SPEND my entire allowance on my assigned shopping date for the allowable items and cannot shop on multiple days. Initials \_\_\_\_\_

**APPLICATIONS MUST BE SUBMITTED BY AUGUST 18, 2016.**

I swear or affirm the above information is true and correct to the best of my knowledge. I understand that providing false and/or incomplete information on this application will result in denial of this application and possible prosecution and will render me ineligible for any PRC assistance for a period of 24 months. I further understand that obtaining funds by providing false and/or incomplete information will render me ineligible for any future PRC assistance until those funds have been repaid.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

# =Voter Registration and Information Update Form=

Please read instructions carefully. Please type or print clearly with blue or black ink.

For further information, you may consult the Secretary of State's website at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or call (877) 767-6446.

### Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

**Use this form** to register to vote or to update your current Ohio registration if you have changed your address or name.

**NOTICE:** This form must be *received or postmarked* by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

**Numbers 1 and 2 below are required by law.** You *must* answer *both* of the questions for your registration to be processed.

### Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the *last four digits* of your Social Security number on line 10. If you have neither, please write "None."

**Please see information on back of this form to learn how to obtain an absentee ballot.**

### Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

### Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

### Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**

FOLD HERE

I am:     Registering as an Ohio voter     Updating my address     Updating my name

1. Are you a U.S. citizen?     Yes     No  
 2. Will you be at least 18 years of age on or before the next general election?     Yes     No  
**If you answered NO to either of the questions, do not complete this form.**

3. Last Name		First Name		Middle Name or Initial		Jr., II, etc.	
4. House Number and Street (Enter new address if changed)				Apt. or Lot #		5. City or Post Office	
7. Additional Mailing Address (if necessary)						8. County (where you live)	
9. Birthdate (MO-DAY-YR) (required)		10. Ohio Driver's License No. OR Last Four Digits of Social Security No. (one form of ID required to be listed or provided)			11. Phone No. (voluntary)		
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street							
Previous City or Post Office			County			State	
13. CHANGE OF NAME ONLY Former Legal Name				Former Signature			
14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.							
<b>Your Signature</b> ↓				Date    MO / DAY / YR			
<div style="border: 1px dashed black; width: 100%; height: 100%;"></div>							

**FOR BOARD USE ONLY**  
 SEC4010 (Rev. 4/15)

City, Village, Twp.

---

Ward

---

Precinct

---

School Dist.

---

Cong. Dist.

---

Senate Dist.

---

House Dist.



## PRC VERIFICATION REQUEST CHECKLIST

### TANF SPECIAL PROJECT

Applicant Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

- ✓ Gross monthly income, earned and unearned, for the past thirty (30) days for all household members. This includes all pay stubs, award letters, etc. for employment, self-employment, Social Security payments, child support, Veteran's Benefits, unemployment benefits, lump sums received (SSI, Social Security, Gas/Oil leases, etc.) or any other source of income.
- ✓ Verification of school enrollment for each child for whom you are applying (form is attached). **You may only apply for children currently residing in your home. Children who live with someone else and are just visiting are not eligible.**
- ✓ If you moved to Belmont County within the last thirty (30) days, you must provide verification you paid a full month's rent, verify you changed your address at least thirty (30) days ago with the Post Office or have your current address on your driver's license. If you received benefits from another state or county in the month of application you are not eligible.

**APPLICATIONS MUST BE TURNED IN BY AUGUST 18, 2016.**

**ALL INCOME VERIFICATIONS MUST BE SUBMITTED WITH THE APPLICATION OR NO LATER THAN SEPTEMBER 7, 2016. IF THE INCOME VERIFICATIONS AND SCHOOL ATTENDANCE FORMS ARE NOT RECEIVED BY THE DEADLINE YOUR APPLICATION WILL BE DENIED.**

The eligibility determination process cannot begin until **ALL** information is received. Once **ALL** verifications are received, the Belmont County Department of Job and Family Services will determine your eligibility within five (5) business days. If you do not provide all the necessary verifications, your application will be denied.

Case Manager: \_\_\_\_\_ Phone: 740-695-1075 ext. \_\_\_\_\_

Date: \_\_\_\_\_

If your application is approved, you will receive an approval letter in the mail. You will need to bring the approval letter and a **VALID PHOTO ID** to the former Aeropostale Store at the Ohio Valley Mall **on your ASSIGNED SHOPPING DAY**. The shopping days are Wednesday, September 28, 2016 and Thursday, September 29, 2016 between the hours of 10:00 AM and 7:00 PM. You will have until the close of business at the mall to shop. Please note there are not any rescheduled shopping days. You must show up on the assigned date on your approval letter between the times noted above. You will exchange your **PHOTO ID** for your vouchers. When you return with your receipts your **PHOTO ID** will be returned to you. There will be no returns or refunds for items purchased through this program. If you purchase anything other than what you are approved for this could be considered fraud. Approved items include clothes, shoes, boots, coats, socks, undergarments and winter hats and gloves.

**NOTICE OF APPROVAL/DENIAL OF YOUR APPLICATION FOR PRC ASSISTANCE**

Name: _____	Case Name: _____
Address: _____	Case Number: _____
City, State, Zip: _____	Mailing Date: _____

This notice is to tell you that your application for PRC Assistance dated \_\_\_\_\_ has been \_\_\_\_\_ Approved. **Your assigned shopping date is: \_\_\_\_\_.** You can only shop on your **ASSIGNED SHOPPING DATE AND IT CANNOT BE CHANGED. ANY UNSPENT FUNDS ARE FORFEITED.**

\_\_\_\_\_ Denied because \_\_\_\_\_

The regulations supporting this decision on your application are the Belmont County PRC Manual – General Eligibility Requirements and TANF School Clothes for Kids Program.

If you do not understand this approval/denial or want to talk to someone about it you may call your case manager.

Case Manager: \_\_\_\_\_ Telephone: 740-695-1075 extension \_\_\_\_\_

**YOUR RIGHT TO A STATE HEARING**

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

**If you do not agree with the action, you have the right to a state hearing.**

A state hearing allows you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons for the action. A hearing officer from the Ohio Department of Job and Family Services will decide who is right.

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

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

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

If you want a hearing, indicate below, sign and date this form and send it to the Ohio Department of Job and Family Services, Bureau of State Hearings, 30 East Broad Street, 32<sup>nd</sup> Floor, Columbus OH 43266-0423.

\_\_\_\_\_ I want a county conference and state hearing on this action

\_\_\_\_\_ I want a state hearing only

Signature: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**If this letter indicates that you have been approved for Prevention, Retention and Contingency (PRC) services, you may be eligible for food assistance benefits. Please contact your case manager if you wish to apply for food assistance. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your food assistance eligibility is determined. In addition, your case manager may need to request additional verifications to determine eligibility for the food assistance program.**



**Belmont County Department of Job and Family Services**

310 Fox-Shannon Place, St. Clairsville OH 43950  
(740)695-1075

**Director**  
Vince Gianangeli

**County Commissioners**  
Matt Coffland  
Ginny Favede  
Mark A. Thomas

Date: _____	Re: _____
School Name: _____	Client Address: _____
School Address: _____	_____
City, State, Zip: _____	City, State, Zip: _____
	_____

To Whom It May Concern:

Please review your records and return this form with whatever information you have available. A self-addressed, stamped envelope is enclosed for your convenience. We appreciate your prompt reply.

Sincerely,

Case Manager

I hereby give my permission for the following information to be released to the Belmont County Department of Job and Family Services.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name	Birth Date	Enrolled Yes or No	Grade	Expected Date of Graduation

According to your records, please state the address at which child(ren) live and identify by name and relationship with whom the child(ren) live. If your records show that both parents live with child, please state this. Please verify the date of change of any address changes.

\_\_\_\_\_

\_\_\_\_\_

Signature and Title of School Official: \_\_\_\_\_

Date: \_\_\_\_\_

The Belmont County Department of Job and Family Services amended our Prevention, Retention and Contingency (PRC) Plan effective 8/10/16. The original PRC Plan was created and reviewed by the Belmont County Department of Job and Family Services (BCDJFS) in coordination with the Belmont County Family Services Planning Committee. The PRC Plan was approved by the Director of BCDJFS and the Belmont County Commissioners and found to be in compliance with requirements of Ohio Revised Code (ORC) Chapter 5108.

This revision is approved and submitted by the Director of Belmont County Department of Job and Family Services effective 8/10/16.



Vince Gianangeli, Director  
Belmont County Department of Job and Family Services

Date

**Belmont County Department of Job and Family Services**  
 310 Fox-Shannon Place, St. Clairsville, Ohio 43950  
 (740) 695-1074



**Director**  
 Vince Gianangeli

**County Commissioners**  
 Matt Coffland  
 Ginny Favede  
 Mark A. Thomas

**Family Services Planning Commission**

**Meeting Attendance Sign-In Sheet**

**Wednesday, August 10, 2016 11:30 AM**

**Belmont County Department of Job & Family Services**

Name	E-Mail Address	Phone Number	Organization	Signature
Vince Giananageli				
Brenna Rocchio				
David Badia				
Christine Parker				
Sandra Nicholoff				
Reverend William Webster				
Barbara Roman				
Kathy Campbell				
Ed Good				
Stephen Williams				
Jack Regis				

*“Creating a partnership for meaningful change in our clients’ lives”*