

**PRC Plan Summary of Changes  
9/21/16 Revision**

1. On page 4 of the PRC Plan Matrix, under "Family Preservation & Reunification Services", added "Case Management for Children Services Protective Cases" and "Case Management for Children Services Custody Cases with a 6-month Reunification Plan."
2. On page 4 of the PRC Plan Matrix, added "shoes" with "clothing" and put it at the end of the list of services; also added CAP of \$500/child/year and Economic Need Standard of 130% FPL.
3. On page 5 of the PRC Plan Matrix, removed "(See Contract Language)" under Child Welfare Programs.
4. On page 6 of the PRC Matrix, removed the "Student Success Incentives" service.
5. On page 6 of the PRC Matrix under "Shoes for Children" service, under CAP, added 2x/year and under Economic Need Standard, changed the FPL from 200% to 130%.



the PRC AG must be: 1) at or below the required percentage of the corresponding poverty level or; 2) homeless; which means an individual who lacks a fixed and regular night time residence or an individual whose primary night time residence is a supervised shelter designed to provide temporary accommodations.

PRC assistance is only available to members who haven't received PRC assistance above the monetary cap during the previous 12 or 24 consecutive months as specified in the plan and matrix. **Families receiving assistance under another program may receive PRC assistance if found eligible. Families who have received PRC assistance in another county during the past 12 or 24 months which equals or exceeds the cap amount listed in the County Services & Benefits or the family maximum cap of \$1,500 total in a 24 month period are ineligible for PRC assistance in Columbiana County.**

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 30 calendar days after completion of the application process in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC Program can be of benefit will be determined by the CDJFS. Under this program, an assistance group as defined above and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the County Department of Job and Family Services.

This program is designed to help overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF or DA assistance group is active is not a determining factor in the consideration of eligibility for the PRC Program. In addition, the CDJFS must inform individuals about other programs (i.e., Medicaid, CSEA and Food Stamps) that are available and hearing rights that are applicable. Cooperation with these programs may affect future eligibility for the PRC Program.

PRC assistance will be authorized with the expectation that the PRC AG will then be able to function without additional agency help. If the applicant does not have sufficient income to meet an ongoing expense, PRC cannot be issued. Since the amount of PRC available cannot prevent the onset or continuation of the emergent need, there is not eligibility for payment.

**Services are provided to an assistance group to prevent them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting economic need in order to achieve family preservation and reunification. Services are also provided to a PRC AG to help members retain employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to overcome a**

**presenting emergent economic need which, if not satisfied, threatens the safety, health or decent living arrangement of one or more PRC AG members.** PRC assistance for heating fuel and heating utilities may be authorized during winter heating months as long as the applicant has applied for all available HEAP funds.

Former Family Emergency Assistance (FEA) Program policies and benefits are replaced by the PRC Program. The CDJFS shall enter the PRC AG into CRIS-E for statewide clearance and PRC authorization.

All income which is expected to be received during the thirty (30) day prospective budget period is considered when determining financial need. The thirty (30) day calendar period begins with the date that a signed PRC application is received. In certain situations where all members of the assistance group are in receipt of OWF, food assistance, child care assistance or Medicaid, the CCDJFS shall use the existing income verification in the CRISE system to document financial need. The associated PRC application must note the qualifying assistance group connection. In order to be counted, the income must be readily available to meet the presenting economic need.

Effective October 1, 2005, the following income is excluded in determining eligibility for PRC benefits and services. Excluded income includes all income that is federally excluded in determining eligibility for federal needs-based programs; income that is excluded for food stamp and OWF eligibility purposes; the amounts of drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act; Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, and Child Support refunds made by ODJFS as a result of the Governor's Executive Order pursuant to Am S.B. 170.

With the above exceptions, the total gross income, both earned and unearned, of all the PRC AG members, must be counted. Exception: 1.) The gross earnings of a minor child in the Assistance Group who is a full-time student, as defined by the school, unless the minor is a parent. Minor child is defined in Section 5101:02 of the Revised Code. There are no deductions or exclusions allowed from any type of countable income. Exception: 1.) Child Support payments paid by an assistance group member for a child outside the assistance group. The amount paid, up to the amount ordered, is excluded. Written or verbal verification of income is required. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. If income verification is unavailable, the client's statement will be documented and may be accepted. The gross amount of the PRC AG's countable income totaled and compared to the amount which is at or below the required percentage of the corresponding poverty level. If the total PRC AG income is equal to or less than the

required percentage of the corresponding poverty level, the PRC AG meets the income requirements.

A PRC AG that is discovered to have fraudulently received or improperly disposed of PRC benefits or services, i.e. sell tools, tires, car or convert PRC to cash, will be required to reimburse the Columbiana County Department of Job & Family Services the full cost of the benefits or service and may be subject to possible prosecution. PRC will not be authorized to these assistance groups until the PRC amount fraudulently received or improperly disposed is paid in full. Providing false information on the application will render the household ineligible for any PRC for a twenty-four (24) month period.

Applicants who are ineligible include: 1) fugitive felons and probation and parole violators; 2) individuals with any outstanding OWF, PRC, Food Stamp, or Day Care fraud overpayment balance; 3) individuals ineligible for other programs due to deliberate non-compliance with terms of their assistance, with the exception that family reunification and preservation soft services may be provided to families involved with Children Services to meet the requirements of their case plan; 4) an unmarried, non-graduate parent under 18 not attending high school or equivalent; 5) an unmarried parent under 18 not living in an adult supervised setting; 6) a person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for 10 years; 7) individuals residing outside Columbiana County; 8) individuals who do not follow through with referrals; 9) AG's referred to Credit Counseling who fail to follow through with the program requirements.

**An adult PRC AG member must complete the form Prevention, Retention, and Contingency Program (PRC) Application to request PRC. A Voter Registration application is made available to persons applying for or participating in the PRC Program.**

For services provided under a contractual arrangement with the agency, the application process and eligibility criteria will be included in the contract language.

Availability of resources located within the local community shall be explored prior to the authorization of PRC. For the purposes of PRC, the "community" could be defined to include areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the **presenting economic need**. For contingency service, emergent economic need is defined as an unexpected or unavoidable financial crisis which resulted in an inability to meet a presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the agency's attempt to locate and utilize community resources.

The PRC assistance group must explore and use any readily available resources prior to utilizing county PRC funds.



PRC payments are limited to the amount actually required to meet the presenting economic need up to the cap amount as listed in the County Services & Benefits per 12 or 24 consecutive month period of eligibility. Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and do not exceed the cap amount listed in the County Services & Benefits Matrix and the family maximum cap of \$1,500 total in a 24 month period.

Once eligibility for PRC is established, the CDJFS Director or designee will authorize and generate payment for the assistance, goods, and/or services. All authorized payments must be based on the lowest and most responsible of three quotes for the cost of meeting the presenting need. For vehicle repairs, if the vehicle is inoperable, the county may consider utilizing the emergent nature language as per the county procurement plan. Authorization may occur at any time during a period beginning on the date the PRC is approved. As long as payment is authorized within the appropriate period, the actual payment may be made to vendors according to the procedures in place at the CDJFS. All PRC payments are made by the CDJFS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.



The Columbiana County Department of Job and Family Services may provide the following family preservation and reunification services to a child and his parent, guardian or custodian as the agency determines necessary and subject to the availability of unencumbered funds. Any number of individual payments can be made as long as they do not exceed \$2,000.00 for the assistance group over the 12 consecutive month period. Following are examples of covered services:

Diagnostic Services	Family Counseling	Respite Care
Parent Education	Family Stability Follow-up	In-Home Services
Case Management	Homemaker	Retention
Emergency Caretaker	Post Finalization Services	Transportation
Special Services for Drug & Alcohol Abusers	Unmarried Parent Services	Domestic Violence

Family Preservation and Reunification Services do not affect the \$2,000.00 cap if provided by an agency employee or an agency contracted service. Documentation will be provided by Children Services as to the need of services which may involve a case plan.

[Redacted]

[Redacted]  
Date

Effective 9/21/2016

Prevention, Retention and Contingency Program

**MONTHLY FEDERAL POVERTY GUIDELINE (FPG) MEASURE**  
**Effective January 25, 2016**

Assistance Group Size	50% Monthly FPG	100% Monthly FPG	130% Monthly FPG	150% Monthly FPG	175% Monthly FPG	200% Monthly FPG	300% Monthly FPG	Annual FPG
1	495	990	1276	1485	1733	1980	2970	11880
2	668	1335	1726	2003	2337	2670	4005	16020
3	840	1680	2177	2520	2940	3360	5040	20160
4	1013	2025	2628	3038	3544	4050	6075	24300
5	1185	2370	3078	3555	4148	4740	7110	28440
6	1358	2715	3529	4073	4752	5430	8145	32580
7	1531	3061	3980	4592	5357	6122	9183	36730
8	1704	3408	4430	5112	5964	6815	10223	40890
9	1878	3755	4881	5632	6570	7509	11263	45050
10	2051	4101	5332	6152	7177	8202	12303	49210
11	2224	4448	5783	6672	7784	8895	13343	53370
12	2398	4795	6234	7192	8390	9589	14383	57530
13	2571	5141	6685	7712	8997	10282	15423	61690
14	2744	5488	7136	8232	9604	10975	16463	65850
15*	2918	5835	7587	8752	10210	11669	17503	70010

Numbers are rounded up from \$.50

\* 130% Monthly Federal Poverty Guideline effective 10/1/15

\* For each additional person, add (4,160) to the Annual FPG

Cash Asst. Policy 1/16

FPG2016chart1.xls

# COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	TANF PURPOSE	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>JOB PREPARATION SERVICES &amp; BENEFITS</u> Job Readiness Assessments (vocational, literacy) Job Readiness Training (work habits, attitude, dress, literacy tutoring) Vocational & education counseling Job Coach/Employment Retention Services Training for women in non-traditional jobs (construction, manufacturing) Testing for state licenses, board certification, commercial driver's license Short-term education tuition 1 Educational expenses (books, manuals, fees) Adult Basic Education & GED preparation Telephone installation Suitable attire for job interviews Reasonable job preparation services & benefits Wage subsidies	1, 2	\$1000 No effect on CAP if provided by an agency employee or agency contracted services	150% FPL	Non-custodial parents with a legal obligation to pay support Individuals in receipt of OWF & for up to one year after leaving OWF
Seek Work Program/Subsidized Employment Program (SEP)	1, 2, 4		200% FPL	Seek Work/SEP Participants
<u>WORK SUPPORT/RETENTION SERVICES &amp; BENEFITS</u> Supplies for new job (mechanic's tools, beautician equipment, uniforms)	1, 2	\$1000 One episode of need in a 12-month period	150% FPL	Newly employed individuals Under-employed individuals Non-custodial parents with a legal obligation to pay support

1 Customers must participate in a comprehensive assessment through the Columbiana County One-Stop & be found suitable for training

**COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS**

SERVICE OR BENEFIT	TANF PURPOSE	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>TRANSPORTATION SERVICES &amp; BENEFITS</u></p> <p>Drivers' Education classes                      Payment of drivers' license fees &amp; license plate fees</p>	2	\$750 One episode of need in a 12-month period	200% FPL	Non-custodial parents with a legal obligation to pay support OWF recipients cooperating with their self-sufficiency plan Individuals who are unemployed or under-employed
<p><u>DIVERSION BENEFITS</u></p> <p>A single cash payment for a specific crisis related to an AG's temporary loss of income due to individual disability, pregnancy, or FMLA</p>	1, 2	Payment to be specific to the AG's total monthly expenses not to exceed \$1500 - Max of one episode of need in a 24-month period	100% FPL	Individual with disability, pregnancy, or on FMLA and is expected to resume employment or have some other type of viable income to resolve the crisis within 4 months from the date employment was suspended
<p><u>GAS VOUCHER</u></p>	1, 2	\$100 issued in \$25 increments once per 12-month period	130% FPL	Employed individuals who have access to a vehicle Employed non-custodial parents with a legal obligation to pay support Unemployed or under-employed non-custodial parents who are seeking employment as a requirement of their participation in the Columbiana County CSEA Seek Work Program

**COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS**

SERVICE OR BENEFIT	TANF PURPOSE	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>SUBSIDIZED EMPLOYMENT PROGRAM</u></p> <p>Payments to employers to help cover wages, fringe benefits, medical benefits                      Wage subsidy up to 50% provided to the employer                      Subsidized employment contract can be for no less than three (3) months and no more than six (6) months                      Ancillary services such as certifications, training, case management activities, job coaches, and mentors                      Up to \$400 in gas vouchers for transportation to the worksite                      One-time \$600 payment to participant for successful completion of the 6-month program</p>	<p>2, 4</p>	<p>No effect on CAP</p>	<p>200% FPL                      Self-declaration of income</p>	<p>Individuals who are unemployed or under-employed.                      Individuals in receipt of OWF                      Non-custodial parents with a legal obligation to pay support</p>
<p><u>SUMMER YOUTH EMPLOYMENT PROGRAM</u></p> <p>Payments to youths for wages                      Payments to third party for payroll costs                      Case management activities related to the program                      Work/school-related items                      Workers' Compensation expenses                      FICA                      Reasonable Job Preparation Services and Benefits</p>	<p>1, 2</p>	<p>No effect on CAP                      See contract &amp; MOU language</p>	<p>200% FPL                      Self-declaration of income</p>	<p>Youth ages 16-18 and in school                      Youth ages 18-24 as long as in a family with a minor child                      Youth ages 18-24 who have a minor child including non-custodial parents                      Youth placed in a foster care setting ages 16-17, or age 18, if they are a full-time student in a secondary school.</p>

# COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	TANF PURPOSE	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>CHILD WELFARE SERVICES</u> Family Intervention Thirty (30) days of Respite Care – Up to \$30/day/child for relative care Facilities will be reimbursed their IV-E rate for respite per day/child Family Preservation & Reunification Services	1, 4	\$2000	200% FPL Self-declaration of income	Families with children at risk of abuse or neglect Kinship Care Providers Victim of Domestic Violence
<u>FAMILY PRESERVATION &amp; REUNIFICATION SERVICES</u> Family Mentoring & Homemaker Services Case Management for Children Services Protective cases Case Management for Children Services Custody cases with a 6-month Reunification Plan	1, 4	No effect on CAP if provided by an agency employee or agency contracted services	200% FPL Self-declaration of income	Families with children at risk of abuse or neglect Kinship Care Providers Victim of Domestic Violence
<u>CHILD WELFARE CONTINGENCY SERVICES</u> Air Conditioner (Medically necessary with Doctor's Statement) Repair or Purchase of Appliances Furniture (beds, mattress, table, chairs, etc.) Exterminator; Dumpster Service Clothing, shoes	1	\$1000  \$500/child/year	100% FPL  130% FPL	Families with children at risk of abuse or neglect Kinship Care Providers Victim of Domestic Violence
<u>CHILD WELFARE DEVELOPMENTAL SERVICES</u> Parenting Classes	4	\$2000	200% FPL	Families and Children Kinship Care Providers School Age Children

# COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	TANF PURPOSE	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>CHILD WELFARE PROGRAMS</u> Investigation of actual or suspected child abuse or neglect	1, 4	No effect on CAP	200% FPL Self-declaration of income	Families with children at risk of abuse or neglect
<u>KINSHIP CARE SERVICES</u> Respite Care – Up to \$30/day/child for relative care Facilities will be reimbursed their IV-E rate for respite per day/child Gasoline vouchers to attend training related to caring for special needs children Legal services to establish guardianship, placement, or custodial care when all parties are in agreement & it is in the best interest of the child	1	\$2000 See Contract Language \$15/day \$300 CAP/child \$1000	200% FPL Self-declaration of income 200% FPL 200% FPL	Relatives/kinship (past or present) caring for minor children Relatives/kinship (past or present) caring for minor children Relatives/kinship (past or present)caring for minor children
<u>YOUTH DIVERSION PROGRAMS</u> Services that support unruly and misdemeanant diversionary programs. (See Contract Language)	1	No effect on CAP	200% FPL Self-declaration of income	Families with children at risk of being identified as unruly
<u>HEAD LICE ERADICATION PROGRAM</u>	1	No effect on CAP	200% FPL	Families with children identified with chronic and non-chronic head lice infestation

# COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS

SERVICE OR BENEFIT	TANF PURPOSE	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>DOMESTIC VIOLENCE SERVICES</u>	1	No effect on CAP	200% FPL Self-declaration of income	Victims of domestic violence
<u>SHOES FOR CHILDREN</u>	1	2x/year Amount/child based on contract lang.	130% FPL	School age children in grades K-12
<u>CONTINGENCY SERVICES</u> (an emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, and marriage) Utility shut-offs Purchase of bulk fuel for heating Installation or repair of telephone Rent – to move from unsubsidized to subsidized housing Security deposit – to move from unsubsidized to subsidized housing Emergency shelter or temporary housing Repair or purchase of furnace or water tank Home repairs affecting basic structure, e.g. roof, plumbing, walls, etc. Air conditioner (medically necessary with doctor's statement)	1	Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$1000/assistance group per 24-month period	150% FPL	Households with minor children where a household member is employed at least 20 hours/week or in short-term training which will lead to employment  Households with minor children where a household member has been employed and has lost their job due to no fault of their own  OWF recipients cooperating with their self-sufficiency plan

**COLUMBIANA COUNTY PRC LIST OF SERVICES & BENEFITS**

SERVICE OR BENEFIT	TANF PURPOSE	CAP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>FAMILY DISASTER ASSISTANCE</u> (benefits to assist with damage or loss sustained as a result of a natural disaster upon declaration by the Governor)</p>	<p align="center">1</p>	<p align="center">CAP based on amount allocated by ODJFS</p>	<p align="center">200% FPL</p>	<p align="center">Families sustaining disaster-related damage or loss upon disaster declaration by Governor</p>

