

DARKE COUNTY
JOB & FAMILY SERVICES
PRC PLAN
EFFECTIVE 10/01/15

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DARKE COUNTY JOB AND FAMILY SERVICES PRC PLAN

SECTION I

PRC IS THE ACRONYM for Prevention, Retention, and Contingency defined as follows:

1. **Prevention:** Services provided to an assistance group to allow an employed individual to maintain employment and enable him/her to maintain and achieve self-sufficiency.
2. **Retention:** Services provided to an assistance group to allow an employed individual to maintain employment and enable him/her to maintain and achieve self-sufficiency.
3. **Contingency:** Services provided to an assistance group to meet an emergent need which threatens the health or well-being of one or more AG member.

A PRC service is not ongoing OWF (TANF) assistance. PRC services are of a one-time or short-term assistance which is limited to the amount actually required to meet the presenting need, up to 1 per 12 consecutive month period of eligibility outside of PRC Job Supportive Services and PRC Section II, III, and IV. PRC issued in another county within the past 12 months will disqualify an assistance group from PRC in Darke County. A PRC assistance group (PRC AG) is a group of individuals containing at least one minor child or a pregnant woman in at least her 6th month of pregnancy (if verified in writing by a doctor or nurse). A pregnant woman will be counted as one person. (Definition of a child is one who meets the Ohio Works First definition of a minor dependent child, and caretaker if in the home, who meets the definition of OWF.) Stepparents and their income are also included in the PRC assistance group. These individuals are treated as a unit for the purpose of determining eligibility for the PRC Program. Per county option, SSI recipients who meet the definition of an Assistance Group member will have their income and resources included in the PRC case.

6001 ELIGIBILITY AND APPLICATION

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines the provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 100% of the Federal Poverty Guidelines (FPG) and updated annually. The economic need standards are based on the federal poverty guideline measures which shall be automatically updated annually, generally in March, when the federal poverty guidelines are released. PRC assistance is only available to members who have not received PRC assistance during the previous 12 consecutive months outside of PRC Job Supportive Services and PRC in Section II, III and IV. Families receiving assistance under another program may receive PRC assistance.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 10 business 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 CDJ&FS. Under this program, an assistance group that includes at least one minor child as defined by Ohio Works First 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 people 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 CDJ&FS must inform individuals about other programs (i.e., Medicaid and Food Stamps) that are available and hearing rights that are applicable.

PRC assistance will be authorized with the expectation that the PRC AG will then be able to function without additional agency help. Services are provided to assistance groups 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 crisis. 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 meet a presenting or contingent need which, if not satisfied, threatens the safety, health, or well-being of one or more PRC AG members.

The CDJ&FS shall enter the PRC AG into CRIS-E for statewide clearance and PRC authorization. All income including needs-based income such as OWF which has been received by any member of the PRC AG during the 30 day budget period is considered when determining financial need. The 30 day period begins 30 days prior to the date of application and ends the day before the application date. The income received during this period is used in the computation of financial eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF, FS or DA.

However, the following types of income are excluded as income and resources in determining financial eligibility for PRC 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 (12/08/2001). 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 of 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.

Self-employment will be figured according to OWF regulations. All lump sums that come in during the budget period will be counted as income unless otherwise listed as exclusion. The total non-excluded gross income, both earned and unearned, of all the PRC AG members, must be counted. There are no other deductions allowed from any type of countable income except for verified court ordered child support payments made during the budget period which will be deducted. 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 of the supplier of the information, the date the verification was obtained, the amount of this verified income, and the name of the individual who obtained the verification.

The gross amount of the PRC AG's countable income is totaled and compared to the amount which is 100% of the Federal Poverty Guidelines amount for the PRC Ag size. Income retains

cents and is not converted. If the total PRC AG income is equal to or less than 100% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement.

Applicants who are ineligible include:

- 1) Fugitive felons and probation and parole violators;
- 2) AG's with an outstanding OWF or PRC fraud overpayment balance or any Food Stamp or Medicaid fraud overpayment balance.
- 3) AG's ineligible for other programs due to deliberate non-compliance (as defined in Food Stamp, PA or SS rules) with the terms of their assistance. This would also include proposed sanctions.
- 4) AG's who are under sanction on the OWF Program. This would also include proposed sanctions.
- 5) An unmarried, non-graduate parent under 18 not attending high school or equivalent
- 6) An unmarried parent under 18 not living in an adult supervised setting;
- 7) AG's that include a person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states in 10 years.
- 8) AG's who include an individual who quit or refused employment or whose job was terminated because of lack of maintenance of effort within 90 days prior to the date of application.
- 9) Families who do not use their own resources to help meet their need. AG's who have not made an effort to make payment on the item requested on the PRC application within the 90 days before the date on the application. Assistance payments made by other outside organizations will not be included as an effort to pay.

- 10) Applicants who do not reside in Darke County do not qualify for PRC.
- 11) AG's who include an individual who is currently on an IPV penalty will not qualify.

6002 RESOURCES

A general principle of the PRC program is that any resources which an assistance group member has currently available must be applied toward the emergent need. The resources to be considered for PRC are those which are both liquid and available during the period to help the assistance group meet the emergent need. For PRC purposes, resources do not include the value of real property, automobiles, life insurance, or household goods.

Liquid assets are those resources which are in cash or payable in cash upon demand. For PRC purposes, liquid assets are those which can be converted to cash within the 10 day processing period so that the funds are available to help meet the emergent need. The most common types of liquid assets are cash or savings accounts, checking accounts, stocks, bonds, mutual funds, promissory notes and revocable burial accounts.

6003 AVAILABILITY OF LIQUID ASSETS

Available liquid assets are those in which the assistance group member has a legal interest and the legal ability to use or dispose of them. If both legal interest and ability to use the liquid resource does not exist, the value of the liquid asset is unavailable for PRC.

Resources owned by one assistance group member are considered available to all other assistance group members. If ownership of a resource is shared by an assistance group member and a person who is not a member of the assistance group, the liquid resource is considered available if the applicant has access to the entire account.

6004 VERIFICATION OF LIQUID ASSETS

Verification of liquid assets is required. A current verbal or written statement from the source is acceptable verification. Examples are a passbook, savings, current checking verification, written notice, or a phone call report. The applicant's statement is not acceptable as verification. Any verbal verification must be obtained from the financial institution, stock broker, etc. Due to the nature of the PRC program, it is expected that verification is readily obtained. Therefore, phone verification with the applicant's release of information is permissible.

Verification that is obtained by phone must be clearly documented in the assistance group record as to the name of the person supplying the information, the date the verification was obtained, the current amount of the resource, and the name of the individual who obtained the verification. The resource limit for PRC is \$100.00. Any resources above \$100.00 are to be applied to a co-payment toward the amount which the DCJ&FS agency could pay.

6005 OTHER ELIGIBILITY REQUIREMENTS

When determining eligibility for PRC, the following Administrative Code Rules also apply:

- 1) Each person applying for PRC must provide the CDJFS or contracted agency with a social security number or apply for a social security number for each person in the assistance group.
- 2) Citizenship requirements are according to Ohio Works First Administrative Code rules (5101:1-2-30)

6006 EXPLORING COMMUNITY RESOURCES

Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purpose of PRC, the “community” could be defined to include areas beyond the county boundaries. A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources which reduce, eliminate or meet the need. The PRC application provides a section for written documentation of the agency’s attempt to locate and utilize community resources.

6007 AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the presenting need, up to 1 in 12 consecutive month periods of eligibility. Below are the general categories of assistance, goods, and services to be provided via PRC. If the amount available from PRC is not sufficient to meet the PRC need, then PRC cannot be issued.

6008 RENT

PRC can be utilized to make rent payment only when there is a legal court ordered eviction pending, the AG is homeless, or when the conditions of the home cause it to be uninhabitable supporting TANF purposes 1 & 2. The limit of PRC under this category is \$100.00. The rental must be in the applicant’s name.

6009 EVICTION

PRC can be issued for payment of delinquent rent to prevent eviction due to a legal, court ordered eviction. A written court-ordered notice of such eviction or proposed eviction action, showing the date of any scheduled court appearance, is a necessary verification, a copy of which is retained in the assistance group record. The PRC payment must be an amount sufficient to

prevent the eviction, supporting TANF purposes 1 & 2.

The amount paid is the actual rent cost necessary to prevent eviction (no court costs or late payment charges included) up to a maximum of two months' delinquent rent or the payment standard of \$100.00 whichever is less. Written documentation must be received from the landlord specifying the monthly rent amount, the total amount due in order to prevent the eviction, and verification that the payment will actually prevent eviction. A copy of this documentation must be retained in the assistance group record.

6010 UNINHABITABLE CONDITIONS

PRC can be issued for rent payment when a family is in need of new living arrangements because of the uninhabitable conditions of their home as certified by a city, county, township, or state agency having the legal authority to declare a residence uninhabitable supporting TANF purposes 1 & 2

6011 ARRANGING PERMANENT HOUSING/HOMELESS

PRC may be authorized for payment of rent to set up a permanent living arrangement for a family who is homeless. The payment for rent is made in an amount not to exceed one month's rent up to the PRC payment standard of \$100.00. The amount needed must be verified by the landlord and such verification retained in the assistance group record supporting TANF purposes 1 & 2.

Emergency shelter payments may not be issued to a child under the age of 18 who has moved or is planning to move out of his parent's home. Documentation that verifies the court order, the agency's certification, or the homeless status must be retained in the assistance group record.

6012 SECURITY DEPOSIT

PRC may be issued for a security deposit with a limit of \$100.00 when the landlord will not waive it. In addition, the need for the security deposit for a rental property must exist because the family is homeless due to one of the following situations & supporting TANF purpose 1 & 2.

- 1) A legal court-ordered eviction or foreclosure, a written court-ordered notice of eviction or proposed eviction action showing the date of any scheduled court-ordered appearance.
- 2) The uninhabitable conditions of the previous home, as certified by a city, county, township, or state agency having the legal authority to declare a residence uninhabitable.
- 3) Homeless - living on the street, or living in a temporary shelter.

A repayment agreement must be signed by the client before payment can be issued. The landlord must also complete the appropriate section on the repayment agreement. Security deposit for a rental may not be combined with a rent payment. A security deposit is subject to the repayment provisions by the applicant.

6013 HEATING FUEL AND UTILITIES

Heating fuel is any type of fuel used to provide heat for a home. Utilities may include electricity, water or propane or any source of energy necessary for the functioning of the current home.

Payment for heating fuel and utilities will not be authorized while the emergency Home Energy Assistance Program (HEAP) is in operation. EXCEPTION: During the HEAP season, we will only pay water bills and propane for cooking.

Prior to the issuance of any emergency assistance payment for heating fuel or utilities, it must be verified that the amount is sufficient to prevent the shut-off, restore service, establish service, maintain services or enroll in PIP. With fuel oil the amount to be issued is the minimum delivery. Reconnect and trip charges can be paid if they will not be waived. Telephone, security lights, tank rental and trash removal are not included under this category and supports TANF

purpose 1 & 2.

Specific verifications regarding the threatened shutoff must be obtained along with the service bill. The maximum under the category is \$100.00 and cannot be issued in conjunction with any other category of PRC. The bill must be in the applicant's name, or the applicant must be a consumer of the service. Service that the caseworker identifies as only heat will not be issued from May 15th through September 14th. A security deposit for the current home is subject to repayment by the applicant and a Repayment Agreement must be completed by the client.

6014 NOTICE OF APPROVAL/DENIAL;

If it is determined that an application for PRC is approved, the CDJ&FS shall mail or otherwise deliver the ODHS 4074 "Notice of Approval of Your Application for Assistance." If it is determined that an Application for PRC is denied, the CDJ&FS shall mail or otherwise deliver the ODHS 7334, "Notice of Denial of Your Application for Assistance." Darke County Department of Job and Family Services agree to implement the PRC County Plan as written above.

6015 PRC OVERPAYMENTS

All PRC overpayments are processed according to OWF procedures since PRC is TANF monies.

6016 PAYMENT

Payment can be made only if the documentation that is required by the county auditor/state auditor has been secured

6500 JOB SUPPORTIVE SERVICES

Required Safety Apparel and/or Special Uniforms

The Darke CDJ&FS will provide up to \$100.00 per year to eligible PRC AG's for the purchase of Safety Equipment and/or Special Uniforms required to accept or maintain employment. The \$100.00 is the maximum amount that may be issued in a previous 12 month period. However, the assistance may be accessed up to four times per year provided the \$100.00 is not exceeded for the previous twelve month period. The amount of assistance issued at any one time may not exceed the presenting need. The PRC AG's total countable income will be computed the same as for the other PRC assistance (e.g., Rent or Utilities) supporting TANF purposes 1 & 2.

Accessing this assistance would not prevent PRC AG's from receiving other PRC benefits.

Other than the higher FPG, the eligibility criteria will be the same as for other types of PRC assistance. (e.g., Rent or Utilities). The gross amount of the PRC AG's countable income will be compared to the 200% federal Poverty Guidelines (FPG) for the family size of the PRC AG as updated annually. The PRC AG must be at or below this respective income level and meet the remaining eligibility criteria to be eligible for PRC assistance.

Once eligibility for PRC is established and need has been fully investigated and established and documented on a completed Employability Plan by the Workforce Development Unit, the Darke CDJ&FS Director or his designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date the PRC is approved. Actual payment may be made to vendors according to the procedures in place at the Darke CDJ&FS. All PRC payments are made by the Darke CDJ&FS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.

6510 Federal Poverty Guideline

The economic need standards are based on the federal poverty guidelines. These measures shall be updated annually, generally in March, when federal poverty guidelines are released.

Voter Registration

A Voter Registration Application will be made available to persons applying for or participating in the PRC program. This applies to both the agency and those entities with whom the agency contracts. Third party providing agencies may provide the completed voter registration forms to the agency and the agency will provide them to the Board of Elections.

Darke County Job and Family Services PRC Plan Section II

The Darke County PRC Plan Section I is an excellent tool to encourage employment and prevent people from sliding out of the workforce and into public assistance, however without supportive service to promote family stability, the task is only partially completed. The PRC Plan, Section II, although independent from the eligibility and program mandates, will provide essential direct services to supplement and reinforce PRC Services identified in Section I. Both Section and Section II are complimentary of the other and provide the greatest opportunity to achieve financial independence from public assistance and create, to the fullest extent possible, family stability.

The primary purpose of Section II is to exercise Darke County's option to access TANF funds to offset program costs associated with Child Welfare, Title XX, Work Activities and FCSS (Family Centered Service and Support) activities to promote family stability.

CHILD WELFARE SERVICES AND ADMINISTRATION

Child Welfare Services are an integral component to Darke County's comprehensive community service to promote family stability which is a major component of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Parameters include any Child Welfare

activities that relate to family stability. These activities include, but not limited to, case management, respite care, day treatment, diagnostic services, emergency caretakers, homemaker services, parent education, in-home services, special services for drug and alcohol abuses, transportation, unmarried parent services, counseling, prevention services and reunification services for TANF eligible families or families who are at risk of staying dependent and peer support as well as providing funds for unruly and misdemeanor diversionary programs for TANF eligible youth including youth services provided at the Michaels Resource Treatment Center. Eligibility criteria for services identified consist of the following;

1. Application consists of documentation in the established children services case substantiating that identified direct services were provided to the family on a voluntary or involuntary basis.
2. Direct service is available to vulnerable children and families at or below 200% of poverty and income may be self declared.
3. Direct services approved at the discretion of the Children Service Unit.

Categorical ineligibility exists for applicants with one or more of federal prohibitors listed in the Eligibility and Application section of the PRC plan.

Child Welfare Services and Administration contribute to family stability, therefore, the associated cost will be charged to TANF funds. Reference: U.S. Department of Health and Human Services, OGAM Action Transmittal 98-2, dated 9/30/98. Child Welfare Supportive Services costs for direct services through contracts, purchased services, and other costs for short term supportive services such as preservation, re-unification, respite, kinship care/kinship navigator and community outreach for TANF eligible (less than 200 percent of poverty) and administrative activities will be identified via ODJFS financial reports in lieu of CRIS-E.

TITLE XX SERVICES AND ADMINISTRATION

The comprehensive Social Services Plan of Darke County identifies an array of services which promote the State's goals of self-support, self sufficiency, preventing neglect/abuse/exploitation, preserving families, and community based services, all of which parallels and compliments the Personal Responsibility and Work Opportunity Reconciliation Act of 1997 to decrease financial dependency and strengthen family stability. Title XX services available to families with children include adoption services, *case* management, foster care service, home based services, information/referral services, protective services, continued protective services, transportation, counseling, independent/transitional living services pregnancy/parenting services for young parents, prevention/intervention, day treatment, education/training services, crime prevention services for at risk youth, recreation services and purchased services.

Eligibility criteria for services identified consist of the following:

1. Application consists of documentation in the established children services cases substantiating that identified direct services were provided to the family on a voluntary or involuntary basis.
2. Direct service available without regard to income or resources for a service period not to exceed 12 consecutive months.
3. Direct services approved at the discretion of the Children Service Unit.

Categorical ineligibility exits for applicants with one or more of federal prohibitors listed in the Eligibility and Application section of the PRC Plan.

Title XX Services and Administration contribute to family stability, therefore, the associated cost will be charged to TANF funds. Reference: U.S. Department of Health and Human Services, OGAM Action Transmittal 98-2, dated 9/30/98. Program cost for direct services and administrative activities will be identified via *ODJFS* financial report in lieu of CRIS-E.

Darke County Job and Family Services PRC Plan Section III

WORKFORCE DEVELOPMENT\WORK ACTIVITIES UNIT

The primary purpose of workforce development is to provide a workforce system with all the elements coordinated and complimentary – a comprehensive case management system that promotes economic competitiveness by improving employment opportunities, fostering job retention and increasing the earnings of all workers.

The Darke, Miami, Preble and Shelby County One-Stop Systems have joined together as the Job Center Network to deliver Core, Intensive, and Training services to the employers and job seekers of this region. The universal customer will have access to all core services at any One-Stop.

For employers core services would be:

- Listing job opening;
- Having a job match run to access the skilled workers needed
- Accessing Labor Market Information;
 - Pool of skilled workers available;
 - Current unemployment rate;
 - Wage comparisons for the area and industry;
 - Training opportunities available for skills upgrades;

For job seekers:

- Posting resumes on the OhioMeansJobs.com
- Job matching with open job orders;

- Training provider information;
- Internet access to nationwide job banks;
- Resume preparation software;
- Hardcopy job postings;
- Screening and referral to appropriate job openings.

Intensive services include:

- Testing ;
 - TABE for educational level;
 - COPEs, COPS, CAPS for interest and aptitude;
- Career counseling;
- Self-directed Job Search;
- Interviewing preparation;
- Application preparation;
- Orientation to the computer;
- Orientation to the Internet;

Training:

- Economically disadvantaged or dislocated worker
- WIOA eligibility;
- Demand occupation training;
- Skills deficient;
- State approved training provider;

To serve the employers in the area an Alliance for Business and Industry (ABI) has been formed to bring all the area partners and resources available together to address the needs of area employers or employers that may want to locate within the area.

In addition to the four county departments of job & family services other partners are the educational institutions, Experience Works, ABLE, ORSC, etc. have entered into a Memorandum of Understanding (MOU) to cooperate and support the One-Stop and help meet the performance standards outlined by the Workforce Innovation and Opportunity Act (WIOA) and the Department of Labor.

DARKE COUNTY JOB AND FAMILY SERVICES
PRC/TANF PLAN
SECTION IV

Pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Ohio Department of Job and Family Services has identified specific TANF services with funding designation. The Service Provider, if the service is not exempt, will be required to determine a family's eligibility for the PRC program by the assistance group composition, the economic need standard through poverty percentage on enrollment, and other means-test programs including, but not limited to: Food Stamps, Medicaid, WIC, free-school lunches, , child care, self declaration and other established programs that determine income levels within the eligibility criteria of the services in the parameter of the contractual agreement. At the time of application, individuals are to be afforded an explanation of their right to request a state hearing by giving the participant a "Notice of Approval of Your Application for Assistance" (form JFS 04074) or a "Notice of Denial of Your Application for Assistance" (form JFS 07334). The Darke County Job and Family Services through the PRC Plan has elected to implement comprehensive case management as a client service or via contractual agreement the following services:

House Bill 57

Intersystem Diversion Team (IDT) - (Implementation Date: April 1, 2002)

The Darke County Job and Family Services provides the administrative support for the Intersystem Diversion Team (IDT), which serves to maximize local resources and coordinate wraparound services with the goal of curbing the incidence and changing the behavior of unruly

youth, ultimately keeping children and families who are at or below 200% of poverty united under TANF Purpose 1, 2 3 or 4 depending on the priority of the household needs.

Student Intervention Programs – (Implementation Date: March 1, 2006)

A combined effort between all Darke County Schools, the Darke County Education Service Center, Darke County CIC, Workforce Development Board and the Darke County Job and Family Services to offer multiple educational services to low income families to include summer school projects and after school projects, as well as Adult Education classes through the Greenville City School Program under TANF purpose 1, 2, 3, or 4 depending on the priority of the household needs

ABLE – GED (Implementation Date: December 1, 2006)

To expand and enhance the work participation and support programs to end the dependence of needy parents on government benefits, promoting job preparation, work and marriage under TANF purpose 2 or 4 depending on the priority of the household needs.

TAKING CHARGE OF YOUR LIFE SERIES (Implementation date: July 8, 2013)

A combined effort of P4P (Darke County CIC Workforce Development effort) and DCJFS for educational services to promote and encourage family stability and to expand and enhance the work participation and support programs to end the dependence of needy parents on government benefits, promoting job preparation, work and marriage under TANF purpose 1, 2, 3, or 4 depending on the priority of the household needs.

JOB READINESS (Implementation date: September 1, 2015)

“Getting there” a family centered curriculum designed to meet the needs of adult students who are trying to make a transition from Public Assistance to work or additional education under TANF purposes 1, 2, 3, or 4 depending on the priority of the household needs.

FAMILY CENTERED SERVICES AND SUPPORTS

Family Centered Services and Supports (FCSS) focuses on maintaining children and youth in their own homes and communities by providing non-clinical family-centered services and supports. FCSS, is built on the foundation that family involvement in service planning and implementation is critical to successful treatment outcomes, these practices strengthen the existing capacity of families to function effectively, and ensure the safety and well-being of each

family member. The target population for FCSS are those children (ages 0 through 21) with multi-systemic needs who are receiving service coordination through the local Family and Children First Council. FCSS funding is designed to support the FCFC service coordination process, as described in the service coordination mechanism; and/or the unique needs of children and families identified on the individualized family service coordination plan developed through that process and included under TANF Purpose 1, 2, 3, or 4 depending on the priority of household needs.

DARKE COUNTY

PRC PLAN

SECTION V

When the governor has declared Darke County to be a disaster area as a result of any disaster defined below, Emergency assistance services will be available to all families in the community who are eligible when a disaster occurs. The JFS director will establish a chain of command within the agency to determine who will be in charge in her absence with each individual listed to take command only in the absence of the ones before her/him, and will be responsible for liaison activities which are directly related to their present agency responsibilities. They will coordinate essential staff to activate essential functions and services while taking into account the safety of staff reporting to work, workload demands and resources.

In establishing eligibility, Public Assistance Manual rules will be considered and applied for a determination of need. The items of services provided for Disaster Relief under Emergency Assistance include food services, clothing, utilities, household essentials, and shelter. The Emergency Assistance services listed may be used singularly or in combination to meet the needs of the household. If an assistance group has previously received Emergency Assistance, duplicate Emergency Assistance may be issued during a disaster.

A disaster is defined as an occurrence such as hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, drought, blizzard, fire, explosion, building collapse, transportation wreck, extreme power outages that are widespread through out the county, or any other situation which cause human suffering or create human needs which the victims cannot alleviate without assistance.

The Disaster Service requested must be essential to the well-being of the household. Documentation must be provided that the item/service is not covered by insurance or another community/government source. Assistance is dependent upon the availability of State or Federal Disaster funding and NOT the regular PRC funding sources. TANF related assistance will be issued according to the Darke County PRC plan guidelines including assistance group, residence, income, resource, and prohibitions with the exception that the income limit will be at 200% poverty. Only under rare circumstances will the 200% poverty limit criteria be considered to be exceeded by the Director. Verification of income will not be required for those currently in receipt of another income based program, providing the income guideline for the program being received is at or below the Disaster Service Guideline.

Adults without minor children must also follow the same guidelines and application process as attached for all governor declared disasters. The income limit will be at 200% of poverty. Only under rare circumstances will the 200% poverty limit criteria be considered to be exceeded by the Director. The applicant who owns, is the user, and is responsible for the item/service and who does not meet the TANF/PRC assistance group guidelines must be childless and 55 years of

age or older, or must be childless and in receipt of disability benefit payments from SSI, SSA, VA, PERS, Railroad, or Black Lung or other disability assistance as recognized by Darke County Job and Family Services. No hearing rights exist for NON-TANF Disaster Assistance, but the applicant will be notified in writing of the decision and will be given the opportunity to discuss the decision at a county conference.

The final determination of assistance under the Disaster Plan rests with the Director, or designee of the Darke County Department of Job and Family Services. If a household has received TANF Disaster assistance, no NON TANF assistance will be issued. The amount of assistance issued will be the minimum needed to meet the emergency, not to exceed \$1500 for TANF households, or \$750.00 for adult only households. All information in regards to the issuance of Disaster Assistance must be verified unless excused by the Director of the Darke County Department of Job and Family Services. If any assistance group has received food stamps and experienced a misfortune in the same month, the food stamp assistance group must apply for replacement of benefits under the food stamp program. If the assistance group is eligible for replacement of benefits under food stamps, no food assistance will be issued under the Disaster Relief Plan.

The CSU Administrator is the essential staff to provide essential services to families and children in need at the time of the disaster, or shortly thereafter, the following process will occur. Upon notification by the director that a disaster has been declared for any area of Darke County the CSU Administrator will notify essential staff to report for work or advise of the alternative plan depending on the disaster and if the agency facilities have been effected in any way. If the agency facility has received damage, or has no power, an alternate location will be determined at the time by coordinating with the local Red Cross, Sheriff Department personnel, United Way, and the local emergency management team to determine the appropriate location to operate services. If the agency has no computer or phone services the agency cell phones will be utilized. Computer services can be utilized at the local library, or school facility. Another alternative to be used is Darke County essential staff will be permitted to access computers at the Preble County JFS. If the entire state computer system would not be accessible, manual notes on cases would be utilized until the system is available. Each worker will be held responsible for maintaining the safety and security of information they obtain. The continuation of investigation for child abuse and neglect will occur by utilizing the after hours on call procedures already established and currently in operation by CSU. Depending on the nature of the declared disaster, the home visits for children already in custody and placed in foster care may be delayed due to the safety of non essential staff reporting to work. In any instance of child placement safety concerns essential staff will be required to complete the home visit immediately.