

**LIST OF SERVICES & BENEFITS**  
**Effective 04-05-07**

# **Prevention, Retention, and Contingency (PRC)**

**Prepared By**

**Tuscarawas County Job & Family Services**

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The Prevention, Retention, Contingency (PRC) program is designed to provide benefits and services to needy families and low income employed families who are in need of help with central supports to move out of poverty and become self-sufficient. These supports include nonrecurrent short-term crisis-oriented benefits and ongoing services that are directly related to the four purposes of the TANF program which do not meet the definition of federal assistance. Nonrecurrent short-term assistance addresses crises situations and do not provide for needs extending beyond four consecutive months. These nonrecurrent benefits and services may encompass more than one payment but not more than four in a calendar year, as long as the payment provides short-term relief and addresses a crisis situation, rather than meeting ongoing and recurring needs. The 12-month time period begins on the date of approval of the emergency. For example, a PRC application is approved on 02-01-02, then the 12-month period will end on 02-01-03. When a new PRC and approved during that time, the 12 months for the second PRC will also end on 02-01-03. These benefits and services are consistent with the federal definition of “nonassistance” as found in Ohio Revised Code. The definition of nonassistance includes:

1. Nonrecurrent short-term benefits that
  - A. Are designed to deal with specific crisis situation or episode of need
  - B. Are not intended to meet recurrent or ongoing needs
  - C. Will not extend beyond four months
2. Supportive services, such as child care and transportation provided to families who are employed
3. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment related services that do not provide basic income or support
4. Transportation benefits provided under a job access or reverse commute project to an individual who is not otherwise receiving assistance.

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Assistance Group Composition

PRC benefits and services are available to a family assistance group which includes a minor child under age 18 or under 19 and full-time secondary school student or a pregnant individual. A noncustodial parent may receive PRC if he/she has been employed for at least six months and has made demonstrated efforts (defined as ordered amount of support paid in at least the last 4 of 6 months) to comply with any court-orders relative to their child support obligation.. An eligible family may consist of a pregnant individual (in at least 6<sup>th</sup> month of pregnancy) or minor child/children who resides with a parent, caretaker relative, legal guardian, or legal custodian.

A child may be “temporarily absent” from the home, within six months of removal with case plan in place for reunification, and still may qualify for PRC. During this temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. An eligible family may also consist of a minor child residing with the parent, caretaker relative, legal guardian, or legal custodian, or other members of the household who may or may not be related to the minor child (and have lived there at least 60 days). These people may significantly enhance the family’s ability to achieve economic self-sufficiency. AG formation for contingency services, with the exception of temporary housing, will include all household members. Any retention and/or prevention service which will benefit all household members will also use the above AG formation rule. For non-custodial parents, the service requested must be in the name of the person who is the non-custodial parent.

Eligibility

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or qualified alien. Eligibility for PRC is based on the assistance group demonstration and verification of the need for financial assistance and/or services. The assistance group’s net income must be less than or equal to the economic needs standard established for the benefit and service requested. The Help Me Grow Program will include all children from birth through age 3 who are recipients of any of the following programs: Ohio Works First (OWF), Food Stamps, free lunch program in the schools, WIC, all categories of Medicaid, and publicly-funded child care. Children not known to the above program must meet the 200% FPL. The economic need

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standards are based on federal poverty guideline measures which shall be updated annually in March, when the federal poverty guidelines are increased. Eligibility for contracted services through PRC funds will not be subject to all eligibility factors listed in this plan. The differences include but are not limited to payment on current overpayments and sanctions.

Any service which will extend past 12 months will require a new application be filed and eligibility determined before services may continue past the 12<sup>th</sup> month.

Income

The combined net income, both earned and unearned, for all members in the PRC assistance group shall be counted, with the exception of earnings of a minor child. The exception to this is the Kinship Navigator program, which will follow the OWF rule that only the child(ren)'s income will be countable. This will apply only if not currently on OWF, Food Stamps, or Medicaid. All income which is received or expected to be received during a 30-day budget period is considered when determining financial need. The 30-day budget period begins from the date of the PRC application unless the time period does not accurately reflect the expected income. In that instance, the income received in the 30 days prior to the date of application may be used.

When accurate net income cannot be obtained, the implementation of practice of reasonable and prudence should occur when determining a countable income. A signed ODHS 7341 application/recipient authorization for release of information should be obtained from the applicant for the inquiry. Once the release is received, verification which is obtained by phone must contain clear documentation in the PRC assistance group record concerning the names, the position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. More stringent verification is required when PRC benefits and services involve direct monetary gain by the applicant and opportunities of fraud are prevalent.

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Unearned Income

Examples of unearned income are, but not limited to:

RSDI Benefits	Alimony and Child Support
VA Benefits	Worker's Comp Benefits
Unemployment Benefits	Pension and Retirement Benefits
Investment Income	Rental Income
OWF, DA, SSI Payments	

Earned Income

Earned income is income in which an assistance group member must perform some type of labor or service to be able to receive cash. The following examples are earned income. This, too, is not intended to be an all-inclusive list.

- Earnings from work as an employee, less mandatory taxes and child support
- Earnings from self-employment with OWF/FS guidelines for allowable deductions
- Training allowances

Resources

Any resources or assets (including but not limited to checking, savings, cash on hand) exceeding \$500 must be used before PRC can be authorized. Any accounts for AG members must be verified.

Residence

PRC benefits and services are available to residents of the county in which they reside. Residence is established by living in a county voluntarily with the intent to remain permanently and for an indefinite period of time. Residence is also established by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment.

Ineligible Family Assistance Groups

According to state and federal law, the following are not eligible for PRC:

1. Families without a minor child
2. A single individual unless that individual is pregnant
3. An individual who is not a citizen of the United States

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4. Families that fraudulently received assistance under ADC and PRC payments until repayment in full
5. Fugitive felons

In addition, the following are not eligible per Tuscarawas County PRC Plan

6. Families under an OWF sanction unless minimum sanction period has been served and sanctioned individual or other OWF AG adult is now employed.
7. Individuals ineligible for other programs due to deliberate noncompliance with terms of assistance.
8. Any AG in which a required PRC AG member received PRC within the last 12 months in another county if that amount equals or exceeded Tuscarawas County's Plan cap. If any balance remains, that amount will be used in determination pursuant to Tuscarawas County PRC plan.

Program Operation

To ensure fair equitable treatment, the families applying for PRC shall be considered according to the standards of policy and procedures set forth within this document. The covered benefits and services or amount specified for the benefits and services listed in the section detailing the scope of coverage may not be reduced, limited, or restricted, unless the program is amended. Any other expense or service which Tuscarawas County JFS believes will help the PRC AG obtain long-term self-sufficiency will be considered. Eligibility will be carefully evaluated on a case-by-case basis.

Scope of Benefits/Services

The attached chart lists the scope of benefits and services provided by the Tuscarawas County Job & Family Services PRC program. The chart also lists assistance groups served, economic need standards for a particular benefit/service, caps on benefits/services, and targeted groups. The targeted groups are used to customize service delivery specific to a family's circumstances.

Diversion

PRC assistance may be issued as a diversion service so that qualifying households may avoid using their time-limited OWF for a short-term need. Payments are limited to four months with the monthly amount to be equal to the OWF payment standard. Eligibility will be based on OWF eligibility standards, which may differ slightly from other benefits in this plan. These differences include but are not limited to AG formation, economic need standard, gross income calculation, resources, and payments on current overpayments.

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Standard of Promptness

The intent of this program is to provide and authorize benefits and services within ten days of the receipt of the signed application. In some instances, the time frames may not be met, due to unavoidable delays on the part of the applicant or the agency.

The ten-day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten-day period is not cause for denial of the application. When this time limit cannot be met, the AG record should include sufficient documentation of case activity, including an explanation of expected and unavoidable delays in the process of the application.

Community Resources

The availability of resources within a local community shall be explored prior to the authorization of PRC. The PRC assistance group shall apply for and utilize any program, benefit, or support system which may reduce or eliminate their presenting need. An example of this would be the HEAP program.

Personnel authorizing PRC are to be aware of the community resources that could assist a family in need of immediate services. The knowledge of those resources that are available is necessary to determine if any other means within the community may be used to meet their emergent need. Attempts to locate community resources and arrangements made with other service providers will be documented in the PRC application.

Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all required information, and cooperating with the eligibility determination process. This may include ongoing assistance programs, such as OWF, DA, SSI, food stamps, unemployment compensation, social security, and special energy programs. There will be no PRC eligibility when the AG fails to make use of available income or community resources available sufficient to meet all or part of their emergent need. (This would encompass any community resources available, such as Harcatus and other community agencies that work in collaboration with PRC

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program.) If no payments on recurring monthly bills have been made since the last PRC or any other community agency's payment, then they may not be eligible for further PRC payments on those recurring monthly bills. PRC eligibility must be determined prior to service delivery to be eligible (exception is HMG). PRC applied for on an annual basis or applications which exhibit a pattern of use may be required to attend money management classes if available. These classes can be funded by PRC monies if PRC application is filed for class.

Benefit Recovery

Any member of a PRC assistance group and/or member of household having an overpayment will not be eligible for PRC benefits until a payment plan is in place. If payments are not maintained, any subsequent PRC requests will be denied.

Any applicant giving false or misleading information in order to obtain PRC benefits may have their application denied. If it is discovered after authorization of benefits that information was falsified, the applicant will be subject to repayment of any overpayment and the recovery procedures by the Benefit Recovery Unit. (See rules in OAC 5101:1-23-75.) Any PRC benefits paid to an instructional entity will be subject to benefit recovery if the student for whom the tuition is paid fails to successfully complete the program or the course. Any monies issued through PRC for drivers license reinstatement or reinstatement for failure to carry liability insurance will be repaid to the agency. A repayment schedule will be established and monitored. Failure to maintain scheduled payments will result in ineligibility for any PRC service until payments are brought current.

Application

The IM 36, Prevention, Retention, Contingency (PRC) program application has been developed to use when a family is applying for PRC benefits and services. The application and any other information gathered during the eligibility determination process will be maintained in a separate PRC file. If the AG is not in receipt of ongoing OWF, Medicaid, and/or food stamp assistance, a separate AG folder should be maintained for the PRC application and related verifications will be kept in a separate file in closed files. It should be noted that PRC benefits and services provided to noncustodial parents shall be kept in a separate assistance group record. All PRC applications

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will be entered in CRIS-E for statewide clearance and PRC authorization.

Eligibility factors, time restraints, & amounts available to pay for the various benefits & services covered must be explained. Anyone applying for PRC services must receive appropriate information about referrals to and access to Medicaid, food stamps, child care assistance, and other programs that provide benefits that could help them make the successful transition to work. Voter registration applications are made available to persons applying for and/or receiving assistance through the PRC program.

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

1. Providing assistance to needy families
2. Ending the dependency of needy parents by promoting job preparation, work, and marriage
3. Preventing and reducing out-of-wedlock pregnancies
4. Encouraging the formation and maintenance of two-parent families.

Notice of Approval and Denial

If it is determined that the application for PRC is approved, the ODHS 4074 (Notice of Approval of Your Application for Assistance) shall be mailed or otherwise delivered. If it is determined that the application for PRC is denied, the ODHS 7334 (Notice of Denial of Your Application for Assistance) shall be mailed or otherwise delivered. Once the eligibility for PRC is established, authorization shall occur and the payment for benefits or services will be generated. Authorization may occur at any time during the period beginning from the date the PRC is approved. As long as the payment is authorized within 30 days an actual payment may be made to vendors according to the standard payment procedures of the county. All payments shall be made to the vendor. Policy has been written to assure all auditing requirements are maintained.



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<b>SERVICE OR BENEFIT</b>	<b>CAP</b>	<b>ASSISTANCE GROUP</b>	<b>ECONOMIC NEED STANDARD</b>	<b>TARGETED GROUP</b>
<p><b><u>Diversion</u></b>            Payment to OWF eligible assistance groups to prevent use of time-limited OWF in short-term situations</p>	Four continuous months in a 12-month period with monthly amount to be equal to OWF grant for assistance group size. Pregnant women on maternity leave will receive diversion payment equal to OWF grant for assistance group size with infant included. Lifetime maximum of three diversion periods	OWF eligible individuals/families	Must be OWF eligible	Pregnant women on maternity leave  Individuals awaiting Worker's Compensation or Unemployment Compensation  Individuals with a short-term disability
<p><b><u>Job Preparation Services and Benefits</u></b>            Job readiness assessments (vocational, literacy, etc.),            Job readiness training (work habits, attitude, dress, literacy tutoring, etc),            Adult Basic Education &amp; GED preparation,            Testing for state licenses, board certification, commercial drivers license,            Occupational training for computer literacy, nursing home aides, etc.,            Money management classes,            Vocational and educational counseling</p>	No cap on services (As needed)  ----- Limit \$500 per 12 mo. Period	Parents with minor children  Specified relatives with minor children  Non-custodial parents	200% Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps.	Recently employed individuals  Under employed individuals  Individuals between jobs  Individuals who are unemployed
<p><b><u>Work Support/Retention Services and Benefits</u></b>            Supplies for new job (mechanics, tools, beautician equipment, etc),            Employer mediation &amp; intervention services,            Vocational and educational counseling.             Suitable attire/uniforms for employment (and/or training)</p>	\$500 in a 12 month period  Limit \$100 per 12 month period	Parents with minor children  Specified relatives with minor children  Non-custodial parents	200% Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps	Newly employed individuals, working 20 hrs a week or more  Under employed individuals. Must be employed 20 hrs or more per week or in a WEP site.
<p><b><u>Work Support/Retention Services and Benefits</u></b>            GED Diploma bonus             LEAP graduation bonus when LEAP status ended prior to high school graduation</p>	\$200 one time per person	Parents with minor children  Specified relatives with minor children  Non-custodial parents	200% Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps	Unemployed individuals  Newly employed individuals  Under employed individuals

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<p><b><u>Transportation Services &amp; Benefits</u></b>            Driver's education classes            Payment of drivers license fees and license plate fees            Automobile liability insurance (up to 6 mo. coverage)</p> <p>TCJFS transportation system as available and/or other transportation</p> <p>Driver's license reinstatement (except DUIs, drug-related offenses, and CSEA suspensions until a child support plan of payment is established) (Payment will be repaid – see page 8)</p> <p>Reinstatement for failure to carry liability insurance (see above exceptions). Only for employed individuals or OWF clients in order to assist them off assistance and into employment. Consideration will be given to applicant's efforts to regain their license. (Payment will be repaid – see page 8)</p> <p>Gasoline Voucher</p>	<p>One time payment in a 12-mo.period</p> <p>reinstatement fees \$1,000, once in a lifetime</p> <p>\$200 in a 12-month period</p>	<p>Parents with minor children</p> <p>Specified relatives</p> <p>Non-custodial parents</p>	<p>200% Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps</p>	<p>Employed individuals. Must be employed at least 20 hours per week at minimum wage or , if new employment, promise of at least 20 hours at minimum wage.</p> <p>Unemployed individuals in education or training 20 hours or more per week</p> <p>Families and children at risk of abuse/neglect with referral from Children Services</p>
<p><b><u>Transportation Services &amp; Benefits</u></b>            ***Mechanical only car repairs (with verification of insurance, title, and valid driver's license)</p> <p>Repair vehicle only when other vehicles in the household or assistance group are not available for transportation to employment</p>	<p>Lowest of 2 estimates not to exceed \$1000 per 12 month period</p>	<p>Parents with minor children</p> <p>Specified relatives</p> <p>Non-custodial parents</p>	<p>200% Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps</p>	<p>Employed individuals. Must be employed at least 20 hours per week at minimum wage or, if new employment, promise of at least 20 hours at minimum wage.(or equivalent)</p> <p>Unemployed individuals in education and training 20 hrs or more per week</p>
<p><b><u>Transportation Services &amp; Benefits</u></b>            *Down payment on automobile for Family Loan Program only - verification of insurance, driver's license, test drive with a mechanic's statement that car is in good condition, employee statement of work history of last 6 months, and verification of money management classes must be provided with PRC application</p>	<p>\$8000 PRC allocated monthly; PRC assisted down payment based on income, tiered as follows: 100% Federal Poverty Level (FPL) \$2000            101-149% \$1200;            150-184% \$800;            185-200% \$100            (once a lifetime)</p>	<p>Parents with minor children</p>	<p>Maximum of 200% of the Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps; assistance is tiered based on household countable income (see cap)</p>	<p>Employed individuals with continuous work history for last 6 months and employed a minimum of 20 hours per week</p>
<p><b><u>After School and Summer Program</u></b>  <b><u>School Readiness Enrichment Program</u></b>            Developed by each school district to enrich school readiness during summer and enhance skills after school during school year</p>	<p>No cap on services with limited funding</p>	<p>Parents with minor children</p>	<p>Maximum of 200% of the Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps; assistance is tiered based on household countable income (see cap)</p>	<p>School age children</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u><b>Child Welfare Services</b></u> ABC Initiative	No cap on services with limited funds	Parents with minor children  Specified relatives with minor children	200% Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps	Non-behavioral children
<u><b>Child Welfare Services</b></u> Family counseling, drug/alcohol abuse, mental health (not covered by Medicaid) Family preservation & reunification, Drug screens for parents and/or children, Lice treatment Home-Based Therapy Respite Care (includes foster parents)  Kinship Services  Monitor Visitation  Facilitate Family Meetings	No cap on services (as needed)	Parents with minor children  Specified relatives with minor children	200% Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps   200 % FPL	Court-ordered families  Uninsurable families and children
<u><b>Developmental Services</b></u> Help Me Grow Parenting classes, Mentoring	No cap on services (as needed)	Families with minor children & specified relatives with minor children	200% Federal Poverty Level (FPL) or currently on OWF, Medicaid, Food Stamps	Non-custodial parents Families & children at risk - Children (under 3 years of age for Early Start)
<u><b>Relocation Assistance</b></u> Moving expenses to relocate out of county or state Moving expense to suitable housing if existing not appropriate/safe	Actual cost up to \$1000 (once in a lifetime)	Parents with minor children and specified relatives with minor children	200% Federal Poverty Level (FPL) or currently on OWF, Medicaid or Food Stamps	Individuals with secured employment - Victims of domestic violence
<u><b>Family Disaster Assistance</b></u> Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor.	Cap based on amount allocated by ODHS	Parents with minor children & individuals living in their households; Specified relatives with minor children & individuals living in their households	Up to 200% Federal Poverty Level (FPL)	Families sustaining disaster related damage or loss upon disaster declaration by governor



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\*With demonstrated efforts to make payments. Any deposits made for utility service must be returned to Tuscarawas County Job & Family Services unless applied to client bill.

\*\*Rent and deposit will be paid if client can maintain residence when moved in subsequent months. Also, application and approval must be completed prior to recipients moving into rental. Upon client vacating residence, all security deposits must be returned to Tuscarawas County Job & Family Services, along with itemized statement for any amount not returned.

\*\*\*Client must provide 3 written statements on costs for all purchases (lowest or best will be used for PRC).

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