

Franklin County Department of
Job and Family Services

**PREVENTION,
RETENTION, AND
CONTINGENCY (PRC)
PLAN**

Effective Date: August 1, 2014



TABLE OF CONTENTS

OVERVIEW	3
PROGRAM OPERATION	3
PROGRAM INTEGRITY AND CONTROL	4
SCOPE OF BENEFITS AND SERVICES	4
ASSISTANCE GROUP	7
INELIGIBLE ASSISTANCE GROUP MEMBERS	8
ELIGIBILITY FOR PRC	9
APPLICATION PROCESSING	15
Appendix A – PRC BENEFITS AND SERVICES MATRIX	19
Appendix B – MONTHLY FEDERAL POVERTY GUIDELINE (FPG)	37

OVERVIEW

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to low-income families to help with essential supports needed to move out of poverty and become self-sufficient. These supports include limited non-recurring, short-term, crisis-oriented benefits and ongoing services that are directly related to the four purposes of the Temporary Assistance for Needy Families (TANF) program which do not meet the federal definition of assistance. Non-recurring, short-term assistance addresses discrete crisis situations, not to exceed four months in duration, and is dependent upon federal, state, and local funding.

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

- **Prevention:** Benefits and services may be provided to an assistance group to ***prevent*** them from reliance on and divert them from ongoing cash assistance by helping them through the presenting crisis.
- **Retention:** Help assistance group members ***retain*** employment and, thereby, achieve or maintain self-sufficiency.
- **Contingency:** Provide for ***contingent*** needs by helping assistance groups with one-time urgent problems that when left unattended could threaten the safety, health, or well-being of one or more family members and could result in a family's need for long-term public assistance.

PROGRAM OPERATION

To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of policy and procedure as set forth within this Plan. The scope of covered benefits or services and the amounts specified for the benefits and services listed in the PRC Benefits and Services Matrix (see **Appendix A**) may not be reduced, limited, or restricted unless the Plan is amended. Within the regulations that govern the PRC program, the Director of the Franklin County Department of Job and Family Services (FCDJFS) retains the right to expand PRC eligibility to meet the emergency needs of individuals or a target population. All of the PRC benefits and services administered by FCDJFS are temporary in nature and dependent on the availability of funds.

FCDJFS staff and its service providers will provide applicants with referral information regarding Ohio Works First (OWF) cash assistance, Medicaid, food assistance, publicly funded child care, and other programs that could assist families with becoming self-sufficient.

In accordance with Section 329.051 of the Ohio Revised Code, FCDJFS must make a voter registration application available to individuals applying for or participating in the PRC program. FCDJFS, and all agencies with which FCDJFS has purchase of service agreements or vendor contracts for PRC services, will make voter registration applications available to individuals applying for PRC benefits and services.

FCDJFS, in its administration of the PRC program, does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability that can be reasonably accommodated, political affiliation or belief, or veteran status..

PROGRAM INTEGRITY AND CONTROL

FCDJFS reserves the right to deny PRC benefits or services (or condition its approval) to any applicant who has demonstrated a pattern of PRC misuse or abuse (actual or attempted). An application for PRC can also be denied for failure to meet the eligibility requirements, failure to cooperate, and failure to verify income. Submitting fraudulent documentation or failure to provide information needed to determine eligibility within thirty (30) days of completing the application may result in a denial decision being made.

Any erroneous payments issued under the PRC program due to customer or vendor error, misrepresentation, intentional program violation, fraud, or agency error constitute an overpayment. All PRC overpayments are subject to the same rules and regulations as TANF overpayments outlined in Ohio Administrative Code 5101:1-23-70 regarding Ohio Works First (OWF) erroneous payments and will be referred to the FCDJFS Overpayment Recovery Units for collection per established agency procedure.

A PRC assistance group that is discovered to have fraudulently received or improperly disposed of PRC benefits or services will be required to reimburse the Franklin County Department of Job and Family Services the full cost of the benefits or services and may be subject to prosecution. PRC benefits and services may not be provided to a family that fraudulently receives assistance under the PRC program until a member of the assistance group repays the cost of the fraudulent assistance. Providing false and/or misleading information on the application will render the household ineligible for any PRC for a twenty-four-month period.

Under no circumstances will an employee of the Franklin County Department of Job and Family Services receive PRC payment as a vendor, either as an individual or as a member of a corporation or partnership.

SCOPE OF BENEFITS AND SERVICES

PRC benefits and services are not an entitlement and are designed to promote self-sufficiency and personal responsibility for participants. The attached PRC Benefits and Services Matrix (see **Appendix A**) details the scope of benefits and services provided under the Franklin County PRC Program. The chart also specifies the assistance groups served and the economic need standards for each identified benefit or service.

Benefits and services may be delivered through the following programs or combination of any programs/purchase of service agreements as FCDJFS deems appropriate:

PRC One Time or Short-Term Assistance

One-time, non-recurrent short-term cash assistance benefits of tangible value to the assistance group to resolve an emergent need. This is not a monthly cash payment or ongoing support such as that afforded by Ohio Works First (OWF) or Disability Financial Assistance (DFA). PRC benefits must be authorized with a reasonably demonstrated expectation that the PRC assistance group will be able to function without additional agency help (other than any ongoing assistance they may already be receiving) and the assistance group should be able to demonstrate how they will continue to pay the requested expenses after the PRC is approved. PRC benefits will not be authorized if the applicant cannot provide reasonable plans to meet future need. Benefits will be provided which directly lead to or can be expected to lead to the family becoming self-sufficient.

The maximum allowance for Franklin County PRC benefits is **one PRC payment within a period of twelve consecutive months**. The twelve month period is determined by looking at the twelve months prior to the current date of application. Each new application has its own twelve-month look back period that is determined by the date that a PRC payment was issued. Within the twelve-month period, benefits may be authorized to cover **a single PRC request per household** to assist families with basic needs such as shelter, utilities, auto repairs, and employment related expenses to resolve a specific crisis situation. The right of the FCDJFS Director to expand PRC eligibility to meet the emergency needs of individuals or a target population includes the right to allow more than one application and payment in a twelve-month period. **PRC benefits for the single request/episode of need may not exceed \$1000.00 and may be subject to additional assistance limits depending on the subcategory of assistance**. This assistance is provided directly by FCDJFS through vendor payment.

PRC one time or short-term assistance payments are limited to the amount actually required to meet the presenting need per single episode per twelve-month consecutive period of eligibility. PRC will not be authorized for residence in another county or state. Payment for the single episode of need may not exceed the \$1000.00 maximum. PRC assistance is not designed to be an income supplement of \$1000.00 annually and will not pay for the same benefit year after year. PRC is not an entitlement but an

unexpected benefit and should be used to successfully improve a family's crisis, not used to salvage a crisis created by a family.

The FCDJFS PRC payment alone, or in combination with other payments, must stop the emergency presented by the assistance group.

A PRC assistance group member may also be enrolled in a work and training, family support, or other activity through FCDJFS approved TANF/PRC Projects. The cost of the training and/or cash or material benefits derived from the activity are not considered to be part of the \$1000.00 limit set on PRC One Time or Short-Term Assistance.

Family Disaster-Related PRC Assistance

Family disaster-related PRC assistance is available to eligible assistance groups who have sustained damage or losses as a result of state-declared natural disasters. The assistance group must reside in Franklin County, be adversely affected by the emergency condition, and meet the standard of economic need. FCDJFS may issue PRC benefits to meet the emergent need, up to \$750.00 per family dwelling, per declared disaster. Assistance groups may use self-declaration when reporting income for eligibility determination under family disaster-related PRC assistance. Disaster-related PRC benefits will not count as usage toward the PRC one time or short-term assistance limit per consecutive 12-month period. Disaster-related PRC assistance groups may request multiple items (up to \$750.00 collectively) to resolve their emergent need but the application for disaster-related PRC must be made within 30 days from the date of the disaster (unless approved by the FCDJFS Agency Director or his/her designee).

If Franklin County is declared a disaster county and is allocated Federal disaster funds, the assistance group must apply for federal disaster benefits at the local agency designated by the State to receive Federal FEMA funds.

TANF/PRC Projects

TANF/PRC Projects include services that have no direct monetary value and do not involve implicit or explicit income support (e.g., job training and education activities, after afterschool programs, family support services, etc.) **or** services that provide limited cash incentives for the purpose of building family capacity (e.g., IDA accounts, employment retention bonuses, subsidized employment, etc.). These supportive services are intended to build family capacity, promote self-sufficiency, or enhance family functioning. All TANF/PRC Projects are designed to help individuals overcome immediate and/or long-term barriers to achieving or sustaining self-sufficiency and personal responsibility and/or family stability. TANF/PRC Projects may be implemented at the discretion of the FCDJFS Agency Director, are contingent upon available funding, and must be consistent with one of the four purposes of the TANF program.

The PRC Benefits and Services Matrix (see **Appendix A**) lists a number of services that may be offered to assistance groups; however, due to funding constraints only a portion of the projects may be in operation at a given time. Only those projects with a current purchase of service agreement or vendor contract in place will be available to applicants.

An assistance group's eligibility for TANF/PRC Projects does not conflict with any other PRC One Time or Short-Term Assistance limits or terms of eligibility as these projects are for non-monetary, service-only benefits provided under contract or directly by FCDJFS. A member of the assistance group is eligible to participate in more than one TANF/PRC Project simultaneously or sequentially if participation will enhance the individual's progress toward self-sufficiency. More than one member of the assistance group may participate in a TANF/PRC Project if it will benefit the assistance group. If a service is designated as provided by a purchase of service agreement or vendor contract and the funding has been exhausted, then the service will not be available.

ASSISTANCE GROUP

An assistance group (AG) is defined as a group of individuals treated as a unit for purposes of determining eligibility for the PRC program. In Franklin County, an assistance group for PRC benefits or services includes all household members at a specified address residing as a family or family unit. An individual living in the household does not have the option to be excluded from a PRC assistance group. If the household contains an ineligible member, that person's income is counted as available to the rest of the assistance group; however, his/her need is not counted when comparing the household income to the economic need standard. If the only child in the household is an ineligible individual, the entire PRC AG is ineligible for benefits or services. An eligible family assistance group must consist of at least:

- A minor child who resides with a parent, specified relative*, legal guardian, or legal custodian. A minor child is defined as an individual who is under eighteen years of age (whether he/she attends school or not) or an individual who is eighteen years of age but not yet nineteen and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training) **or**
- A pregnant individual with no other minor children who is medically verified to be at least six months pregnant, although the fetus is not counted as an AG member

*A "specified relative", as defined in section 5107.02 of the Ohio Revised Code, means any of the following who is age eighteen or older and caring for a minor child in place of the parent(s) **and** can verify the relationship:

- The following individuals related by blood or adoption:
 - Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great"
 - Siblings
 - Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand", or "great-grand"

- First cousins and first cousins once removed
- Stepparents and stepsiblings
- Spouses of any individual identified above, even though the marriage has ended in death, separation, or divorce

A minor child may be temporarily absent from the home and the assistance group may still qualify for PRC. “Temporary absence” has the same meaning for PRC as it does for OWF in accordance with ORC section 5107.10 and OAC 5101:1-3-04. The absence of a member of the assistance group is temporary when the following criteria are met:

- The AG member has been absent for no longer than forty-five consecutive days
- The location of the AG member is known
- There is a definite plan set for the return of the absent AG member to the home
- The absent child shared the home with the assistance group before the onset of the absence
- PRC benefits or services will assist with the return of the absent member

When the temporary absence is due to the removal of a child by the local public children services agency (PCSA), a reunification plan to return the child to the home within six months from the date of removal is required.

There may be other members in the household who may or may not be related to the minor child/pregnant individual who significantly enhance the assistance group’s ability to achieve economic self-sufficiency; these other members may affect the eligibility of the assistance group. This is determined on an individual case basis as FCDJFS’ PRC benefits and services are customized to serve the individual assistance group.

For TANF/PRC Projects only, additional individuals are also eligible for services:

- An individual with no minor children who is seeking contracted teen pregnancy prevention services
- A non-custodial parent of a minor child who lives in Ohio but does not live in the same household with his/her minor child

INELIGIBLE ASSISTANCE GROUP MEMBERS

The following groups are not eligible to receive PRC benefits or services under the Franklin County Department of Job and Family Services PRC Plan:

- Fugitive felons and probation and parole violators
- Individuals with any outstanding OWF or PRC fraud overpayment balance or those who have committed an Intentional Program Violation (IPV)
- Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance
 - Assistance groups under sanction may receive PRC benefits or services as long as the assistance provided is not intended to replace income lost as a result of the sanction (e.g., PRC One Time or Short-Term Assistance

may not be used to pay shelter or utility expenses for an individual under sanction)

- PRC benefits or services for sanctioned assistance groups may be designed to resolve issues that led to the sanction or may be intended to impact emerging problems that would prolong the AG's need for assistance
- An unmarried, non-high school graduate parent age nineteen who is not attending high school or the equivalent
- An unmarried parent under age eighteen who is not living in an adult supervised living arrangement
- An individual found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years
- Unemployed assistance groups who are receiving public assistance and who are not actively engaged with FCDJFS Workforce Development (e.g., completing assessment, completing and signing Self-Sufficiency Contract/Plan, participating in a work activity, etc.) unless in the third trimester of pregnancy, caring for an individual with a short-term medical issue, or in receipt of a type of income that is indicative of a disability (e.g., SSI, Social Security Disability, etc.)
- Assistance groups that refuse to use available community resources or excess income to help meet their need(s)
- Assistance groups that demonstrate a pattern of requesting assistance and/or non-payment of expenses
- Individuals who falsify a PRC application
- Individuals who are not U.S. citizens or qualified aliens
- Individuals who are not residents of Franklin County
- An applicant or assistance group member who is on strike

The income of ineligible individuals is available to other assistance group members but the ineligible individual's needs may not be included in the economic need standard for the AG. FCDJFS reserves the right to deny PRC benefits and services to any applicant who has demonstrated a pattern of PRC actual or attempted misuse or abuse.

ELIGIBILITY FOR PRC

Eligibility for PRC is dependent upon the PRC assistance group's demonstration and verification of need and whether FCDJFS determines that provision of PRC will satisfy the need. There is no automatic eligibility for PRC benefits and services. Delivery of all benefits and services are contingent upon the availability of funds. The applicant must have a clearly defined need and be able to demonstrate that receipt of the benefit or service will promote the goal of self-sufficiency. In order for the PRC AG to be determined eligible, the PRC AG's gross income must be at or below the specified limit of the Federal Poverty Guideline (FPG) in effect at the time. Those economic need standards are enumerated for each benefit and service in the PRC Benefits and Services Matrix located in **Appendix A** of this Plan.

PRC One Time or Short-Term Assistance is only available to assistance groups who have not received PRC assistance during the previous twelve consecutive months and in accordance with any additional sub-limits or cap guidelines for that particular benefit or service. Applicants who have received PRC in another county and move to Franklin County may be eligible to receive benefits. Any benefits issued in another county will count as the single episode of assistance in a consecutive twelve-month period. The beginning date of PRC in the other county will be used as the beginning of the twelve-month time period in Franklin County.

Written or verbal verification of eligibility factors is required. Verification that is obtained by phone must be clearly documented in the PRC AG record and include the name and position of the supplier of the information/verification, the date the verification was obtained, and the information/verification details.

Residence

PRC benefits and services are available to residents of Franklin County. For purposes of this Plan, an individual is a resident of Franklin County if he/she is not receiving PRC assistance through another county or state, if the individual attests that he/she is a resident of Franklin County, and if he/she intends to remain in Franklin County.

Household Composition

An applicant may provide written verification of household composition or may verify household composition by self-declaration. The details of assistance group eligibility are explained above in the ASSISTANCE GROUP section of the Plan.

Social Security Number

Each assistance group member applying for PRC must provide FCDJFS or the subrecipient or contracting agency with a Social Security number, or apply for a Social Security number. Providing a Social Security number or proof of application for a Social Security number for each member of the PRC assistance group is a condition of receipt of assistance.

Citizenship

In order to receive PRC benefits or services, a member of the assistance group must be a citizen of the United States or a qualified alien as defined in Section 5101:1-2-30 of the Ohio Administrative Code.

An individual is a United States citizen if he/she was born in the United States **or** was naturalized as a citizen. The United States is defined as the fifty states, the District of Columbia, Puerto Rico, Guam, the Northern Mariana Islands, and the American Virgin Islands. In addition, non-citizen nationals from American Samoa or Swain's Island are considered U.S. citizens for the purposes of the PRC program.

A qualified alien is:

- An alien lawfully admitted for **permanent residence** under the Immigration and Nationality Act (INA)
- An alien who is granted **asylum** under section 208 of the INA
- A **refugee** who is admitted to the United States under section 207 of the INA
- An **Afghan or Iraqi alien** admitted to the United States who was granted a **special immigrant visa (SIV)** under section 101(a)(27) of the INA
- An alien who is **paroled** into the United States under section 212(d)(5) of the INA for a period of at least one year
- An alien whose **deportation** is being withheld under section 243(h) or 241(b)(3) of the INA
- An alien who is granted **conditional entry** pursuant to section 203(a)(7) of the INA as in effect prior to April 1, 1980
- An alien who is a **Cuban or Haitian entrant** pursuant to 45 CFR 401
- An **Amerasian** admitted pursuant to section 584 of Public Law 100-200, as amended by Public Law 100-461
- An alien or an alien's child **battered or subjected to extreme cruelty** in the United States by a spouse or a parent or by a member of the spouse's or parent's family
- A **victim of a severe form of trafficking** in persons certified under the Victims of Trafficking and Violence Protection Act of 2000

Verification of U.S. citizenship or qualified alien status must be provided for all PRC AG members. Primary verification of qualified alien status should be requested from the United States Citizenship and Immigration Services (USCIS) for any non-citizens. If primary verification cannot be obtained (using the Systematic Alien Verification for Entitlements [SAVE] program) *and* if the customer presents a valid INS-151 or INS-94 form, approval of the PRC request will not be delayed while the agency obtains secondary verification. If secondary verification establishes that the applicant is not a qualified alien some time after the PRC is paid, the agency will attempt to recover the benefit.

An undocumented alien may make an application for PRC on behalf of the assistance group. The income that is received by the undocumented alien is included in the countable income of the PRC assistance group; however, the undocumented alien is not included in the PRC assistance group size that the income is being compared to in the determination of PRC eligibility. Undocumented aliens are not required to provide a Social Security number or proof of application for a Social Security number because they are not part of the PRC assistance group. Eligible members of the assistance group may receive PRC benefits and services as long as they benefit the household group (e.g., PRC for utility bills, rent payments, etc.). PRC benefits and services that only benefit the undocumented alien are not allowable (e.g., work clothing/uniforms for the undocumented alien).

An Example is provided for clarification: John and Mary are the parents of a minor child, Bill. John is an undocumented alien and earns \$750 per month; Mary is a U.S.

citizen and she earns \$500 per month. Either John or Mary can make an application for PRC. The countable income for this PRC assistance group is \$1,250 (John's income of \$750 per month plus Mary's income of \$500 per month). The countable income of \$1,250 is compared to the appropriate Federal Poverty Guideline for an assistance group size of two (the AG size includes only Mary and Bill).

Economic Need

PRC applicants, except those requesting contracted teen pregnancy prevention services, must have an identified economic need. There will be no established economic need standard for contracted teen pregnancy prevention or information and referral services.

To meet the income/financial eligibility requirements for requested PRC benefits and services, the PRC assistance group's income for the thirty-day budget period must be equal to or less than the Economic Need Standard established for each benefit or service type as identified in the PRC Benefits and Services Matrix (see **Appendix A**).

The thirty-day budget period begins thirty days prior to the date of the PRC application and ends on the day prior to the application date. All countable income which is received during the thirty-day budget period is used in the computation of income/financial eligibility.

All gross income, both earned and unearned, of all members of the PRC assistance group (including ineligible members) shall be counted with the exception of income exclusions identified in OAC 5101:1-24-20:

- Child support *arrearage* distributions made by the Ohio Department of Job and Family Services (ODJFS)
- All income that is federally excluded in the determination of eligibility for federal needs-based programs including:
 - 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
 - Child support payments paid by an assistance group member for a child outside the assistance group, up to the amount ordered
 - The verified amount garnished from an individual's income
 - Earned income tax credit payments whether added to the individual's wages or as part of an income tax refund
 - Income received due to temporary employment with the Bureau of the Census for a decennial census
- Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act [Section 1860D-31(g)(6) of the Social Security Act]
- Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000

Earned Income is income for which some type of labor or service is performed. The following are examples of earned income which FCDJFS must count when determining eligibility for PRC benefits and services. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from self-employment, less the cost of doing business
- Training allowances
- Commissions

Unearned Income is income that is not gross earned income from employment or self-employment. The following are examples of unearned income which must be counted. These are examples and are not meant to be an all-inclusive list:

- Ohio Works First (OWF) or Disability Financial Assistance (DFA) payments
- Supplemental Security Income (SSI) payments
- Social Security Retirement, Survivor's, and Disability Insurance (RSDI) benefits
- Alimony and child support payments
- Veterans' Administration benefits
- Workers' Compensation benefits
- Non-recurring lump-sum payments
- Unemployment Compensation benefits
- Pension and retirement benefits
- Investment income
- Rental income

Written (e.g., pay stubs, employer statement, etc.) or verbal verification of income is required. For any verification that is obtained by telephone, there must be clear documentation in the PRC assistance group record regarding: the name and position of the supplier of the information, the date the information/verification was obtained, the amount of the verified income, and the name of the individual who obtained the information.

In addition to the income/financial eligibility determination for benefits and services, a sustainability eligibility determination must also be completed **ONLY** if the assistance group has applied for PRC One Time or Short-Term Assistance for shelter costs. The purpose of the sustainability requirement is to ensure that the assistance group can continue to meet its shelter obligation. In order to make the sustainability eligibility determination, a thirty-day budget period is considered. The thirty-day sustainability budget period begins on the day after the date of the PRC application and ends thirty days forward. All countable income that is projected to be received during this period is used in the computation of sustainability eligibility. The steps used in the sustainability eligibility determination are as follows:

- **STEP 1:** Compare the total countable gross income of the PRC assistance group to the 165% Federal Poverty Guideline (FPG). Is the total countable gross

income equal to or less than 165% of the FPG amount for the applicable PRC AG size?

- If YES, proceed to STEP 2.
- If NO, deny the PRC request for shelter assistance.
- **STEP 2:** Compare the monthly rent or mortgage amount to the total countable gross income. Is the monthly rent or mortgage 75% or less of the total countable gross income?
 - If YES, the PRC AG meets the sustainability requirement.
 - If NO, deny the PRC request for shelter assistance.

An Example is provided for clarification: A PRC application for shelter assistance is submitted on October 1st. The family is an assistance group size of four and their monthly rent is \$500.

- *Income/Financial Eligibility Determination:* The assistance group's total countable gross income of \$700 for September 1 through September 30 is compared to the 165% FPG for a PRC AG size of four. Because the AG's income is equal to or less than 165% of the FPG for a PRC AG size of four, the PRC AG meets the income eligibility requirement.
- *Sustainability Eligibility Determination for Shelter ONLY:* The sustainability requirement is explored because the PRC assistance group is requesting assistance with shelter costs.
 - **STEP 1:** The assistance group's projected countable gross income of \$675 for October 2 through October 31 is compared to the 165% FPG for a PRC AG size of four. Because the AG's projected income is equal to or less than 165% of the FPG for a PRC AG size of four, proceed to STEP 2.
 - **STEP 2:** Compare the monthly rent of \$500 to the AG's projected countable gross income of \$675. The rent amount of \$500 is 74% of \$675. Because this percentage is 75% or less of the AG's total projected countable gross income, the PRC AG meets the sustainability requirement.

Exploring Community Resources

Applicants are encouraged to make reasonable efforts to explore the availability of resources within the local community prior to FCDJFS authorization of PRC. Whether reasonable efforts have been made is a caseworker determination based upon the presenting need and service availability in the community. The "local community" as it relates to PRC may include areas beyond the County's boundaries.

In addition, efforts shall be made by the agency to identify available community resources that will best reduce or eliminate the presenting need. This includes but is not limited to income which is available to meet the presenting need including income from ongoing assistance programs such as Ohio Works First (OWF), Disability Financial Assistance (DFA), Supplemental Security Income (SSI), Unemployment Compensation, Social Security (RSDI), and child support. Exploration of resources may also include entities responsible for resolution of the emergent need (e.g., homeowner/renter or

vehicle insurance, landlord lease agreements, etc.). County personnel determining eligibility for PRC shall be aware of community resources that may be contracted for or otherwise utilized to help meet the need. FCDJFS will also provide referrals to financial counseling and legal aid.

A PRC applicant is encouraged to apply for and utilize any program, benefit, or support system that may reduce or eliminate the presenting need. The PRC application includes a section for both the applicant and the agency to document, in writing, all attempts to locate and utilize community resources. FCDJFS may request verification of community resources accessed within six months prior to the date of PRC application when the applicant is applying for One Time or Short-Term Assistance. FCDJFS reserves the right to deny applicants who received community resources for a similar need and/or if the request can be met through another resource within a reasonable time frame of thirty days.

PRC will not be authorized to prevent utility shut-off or restore utility service during the "Winter Heating Season" when the Home Energy Assistance Program (HEAP) is an available resource. (The normal heating season begins November 1 and ends March 31.)

FCDJFS is not required to exhaust all potential resources in the Franklin County community before approving PRC benefits or services. The exploration of community resources will not unreasonably delay a decision regarding the customer's PRC request.

APPLICATION PROCESSING

FCDJFS is responsible for using objective criteria when determining eligibility for PRC benefits and services and when approving or denying an application. The application process will be completed in a fair and equitable manner and eligibility will be carefully evaluated on a case-by-case basis. The following processes will be observed to determine eligibility for PRC benefits and services in accordance with Franklin County's PRC Plan:

PRC One Time or Short-Term Assistance and Family Disaster-Related PRC Assistance

To be considered for eligibility, an applicant must be at least 18 years of age and complete the Franklin County "Prevention, Retention, and Contingency Program (PRC) Application" (FCDJFS 3800). Any individual who requests PRC assistance will be given an application even if the circumstances that are described would most likely result in denial of the PRC application. Because an original signature is not required, a faxed PRC application is acceptable. A face-to-face interview is not required.

Applicants for PRC are responsible for completing all necessary documents, furnishing all available forms and information, and cooperating in the eligibility determination

process. The applicant's signature on the PRC application will serve to authorize the exchange of information between FCDJFS and the designated provider.

The focus of this program is to provide and authorize benefits and services within fifteen **business** days of the receipt of a signed application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency.

The fifteen business day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with the PRC application in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the fifteen-day period is not acceptable eligibility determination practice. The AG record should contain sufficient documentation of the case activity on the PRC application, including an explanation of unexpected unavoidable delays in processing the application.

FCDJFS will enter the PRC assistance group into CRIS-E for statewide clearance, tracking, and PRC authorization. The steps listed below will be followed for each PRC application that is submitted:

- Upon receipt of the PRC application (as determined by the agency's stamp in date), the case manager will send to the PRC applicant:
 - An "Application/Reapplication Verification Request Checklist" (JFS 07105), if verification is required
 - If verifications cannot be obtained due to loss from disasters such as fire or flood, good cause may be granted and a client statement used as a statement of fact
 - A JFS 04059, "Explanation of State Hearing Procedures", will be mailed or otherwise delivered to the assistance group to inform them of their hearing rights
- The PRC applicant has ten business days from the date that the verification request (JFS 07105) was sent to provide the required verification(s)
- FCDJFS staff will process the PRC application
 - If it is determined that the application for PRC is denied, the JFS 07334, "Notice of Denial of Your Application for Assistance" shall be mailed or otherwise delivered to the applicant
 - Individuals who are denied PRC benefits will be eligible for hearing rights in accordance with FCDJFS policies and procedures
 - If it is determined that the application for PRC is approved, the case manager shall prepare the PRC package for forwarding to the Finance Department, will mail or otherwise deliver the "Notice of Approval of Your Application for PRC Assistance" (FCDJFS 4074P) to the customer, and will annotate CLRC in CRIS-E
- Once eligibility for PRC is established, payment will be authorized and generated for the benefit
- A supervisor's approval/signature will not be required unless the PRC request is outside the ordinary expenses identified in this Plan

- Approval of a confidential PRC request will be made by the confidential case manager *AND* the FCDJFS Community Opportunity Center Director

As long as payment is authorized within the appropriate time period, actual payment may be made to vendors according to the procedures in place in Franklin County. All PRC payments are made by FCDJFS to the vendor or the PRC assistance group, as deemed appropriate. FCDJFS ensures that its policies and procedures for the PRC program shall satisfy all auditing requirements.

The Franklin County Department of Job and Family Services will closely monitor the usage of PRC funds, as well as the reasons for denial, and make periodic recommendations for adjustments or modification of the program to realistically respond to community needs.

TANF/PRC Projects

To be considered for eligibility, an applicant must be at least 18 years of age and complete the Franklin County "TANF Registration Form". A face-to-face interview is not required.

Applicants for PRC are responsible for completing all necessary documents, furnishing all available forms and information, and cooperating in the eligibility determination process. The applicant's signature on the PRC application will serve to authorize the exchange of information between FCDJFS and the designated provider.

The TANF/PRC Project vendor or subrecipient will be responsible for assisting the applicant with completing the application accurately and for screening the application for eligibility. FCDJFS staff will be responsible for reviewing the application and confirming eligibility. For TANF/PRC Project applications, the steps listed below will be followed:

- The subrecipient or vendor agency will assist each applicant with accurately completing the application (TANF Registration Form)
- The subrecipient or vendor agency will screen the application to determine whether the applicant meets the eligibility requirements
- The subrecipient or vendor agency will give or send notice of the eligibility determination (FCDJFS 4074 P or JFS 07334) within five business days of the receipt of all required verifications but no later than twenty business days from the date that the application is received (as determined by the agency's stamp-in date)
- The subrecipient or vendor agency will forward the TANF Registration Form to the assigned FCDJFS Project Coordinator no more than fifteen days after the close of the month in which application for services is made

- The subrecipient or vendor agency will maintain all required documentation in a participant file at the subrecipient or vendor agency and will make the documentation available for review at any time by FCDJFS monitoring staff for

the period of the subrecipient agreement or vendor contract and for a period of seven years thereafter

FCDJFS will be the final authority regarding participant eligibility, including evaluation of the applicant's needs and whether or not the TANF/PRC Project can be of benefit to the assistance group member.

For TANF/PRC contracted services, the subrecipient or vendor acting as the agent of FCDJFS may assess the eligibility of the applicant and provide services based on that judgment; however, payment for services will be contingent on review and approval of the TANF Registration Form by FCDJFS. Once eligibility for TANF/PRC Project participation is established, FCDJFS staff will authorize and generate payment for the assistance and/or services.

FCDJFS ensures that its policies and procedures for the PRC program shall satisfy all auditing requirements.

The Franklin County Department of Job and Family Services will closely monitor the usage of TANF/PRC Project funds, as well as the reasons for denial, and make periodic recommendations for adjustments or modification of the program to realistically respond to community needs.

Anthony S. Trotman, Director

Date

Appendix A

PRC BENEFITS AND SERVICES MATRIX

PRC Benefits and Services Matrix

PRC One Time or Short-Term Assistance – Benefits having a cash value (e.g., shelter expenses, employment related expenses, etc.)	Payment Cap	Assistance Group (AG)	Economic Need Standard	Target Groups
<p><u>General Overview</u> Non-recurrent, short-term assistance that addresses a specific crisis situation or episode of need. The payment amount is limited to the amount actually required to meet the presenting need per single episode per 12-month consecutive period of eligibility. Payment for the single episode of need may not exceed the annual cap. All payments are contingent upon funding availability. The FCDJFS PRC payment alone, or in combination with other payments, must stop the emergency. FCDJFS will not reimburse customers for expenses that have already been paid for (e.g., reimbursement for services charged to a credit card or loan).</p>	<p>One PRC payment within a period of 12 consecutive months.</p> <p>PRC benefits for the single request/episode of need may not exceed \$1000.</p> <p>Refer to specific subcategory for additional assistance limits imposed on the maximum amounts payable.</p> <p>When a request for assistance is submitted that exceeds the individual payment cap for the benefit subcategory or the overall PRC maximum benefit available, the AG is responsible for paying the excess. Documentation that the AG has paid or made arrangements to pay the excess will be required <u>before</u> PRC payment will be processed.</p>	<p>Refer to specific subcategory for assistance group composition.</p>	<p>Refer to specific subcategory for economic need standard.</p>	<p>Refer to specific subcategory for target groups.</p>
<p><u>Rent/Mortgage Payments</u></p> <ul style="list-style-type: none"> • Payment will not be made for closing costs, down payment on a home, second mortgages, or home equity lines of credit. 	<p>\$1000 maximum</p>	<p>Families with minor child(ren) or pregnant women and all individuals living in the</p>	<p>165% FPG</p>	<p>Underemployed individuals</p>

<ul style="list-style-type: none"> • Payment will not be made for any late fees, legal expenses, penalties, or court costs. • Eviction filing fees will not be paid without proof from the landlord that eviction paperwork has been filed. • Payment will not be made if the assistance group lives with or is employed by the landlord. • Delinquent rent and mortgage payments will be limited to two (2) months of delinquency. In lieu of two (2) months of delinquency, one future month and one month of delinquency may be paid provided there is at least one month that is delinquent; the total PRC payment will be for no more than two (2) months of the rent/mortgage expense. • Applicant must provide documentation regarding the amount due and the month(s) for which payment is being requested. • Rent and mortgage expenses are considered delinquent if at least thirty (30) days overdue. • A current lease agreement is required for all rent-related requests. • Payment will not be made to the landlord for utilities if not disclosed in the lease agreement. • A copy of any subsidized assistance agreement is required, if applicable. 		household.		Families with children at risk of abuse or neglect
<p><u>Security Deposits</u></p> <ul style="list-style-type: none"> • Payment will not be made for pet deposits. • Payment will not be made if the assistance group lives with or is employed by the landlord. • The applicant and landlord must both complete and sign the PRC Shelter Deposit Repayment Agreement (FCDJFS 3805). • A security deposit paid by FCDJFS must be returned to FCDJFS by the landlord upon 	\$1000 maximum	Families with minor child(ren) or pregnant women and all individuals living in the household.	165% FPG	Underemployed individuals

<p>termination of the lease, minus any verifiable damages incurred by the applicant tenant.</p> <ul style="list-style-type: none"> • A current lease agreement is required for all rent-related requests. • A copy of any subsidized assistance agreement is required, if applicable. 				
<p><u>Utility Bills</u></p> <ul style="list-style-type: none"> • During Impact/HEAP season PRC will only be approved for heating assistance if the customer provides documentation from Impact/HEAP stating that this resource has been denied. • Payment may be made to prevent shut-off or restore service. • Applicant must provide documentation regarding the amount due. 	<p>\$500 maximum for all utilities</p>	<p>Families with minor child(ren) or pregnant women and all individuals living in the household.</p>	<p>165% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p> <p>Families with children at risk of abuse or neglect</p>
<p><u>Purchase of Bulk Fuel for Heating</u></p> <ul style="list-style-type: none"> • May include the purchase of bulk fuels such as propane, heating oil, coal, or wood. • Payment may be made if the assistance group has less than a twenty (20)-day supply of bulk fuel. 	<p>\$500 maximum for all utilities</p>	<p>Families with minor child(ren) or pregnant women and all individuals living in the household.</p>	<p>165% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p> <p>Families with children at risk of abuse or neglect</p>
<p><u>Deposits for Heating Fuel and Utilities</u></p> <ul style="list-style-type: none"> • Utility deposits for a new residence are limited to the amount necessary for service connection. • Utility charges from prior residences will not be paid if required for connection at a new residence. • Applicant must provide documentation regarding the amount needed for deposit. 	<p>\$500 maximum for all utilities</p>	<p>Families with minor child(ren) or pregnant women and all individuals living in the household.</p>	<p>165% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p> <p>Families with children at risk of abuse or neglect</p>

<p><u>Home Repairs</u></p> <ul style="list-style-type: none"> Expenses may only be paid if the applicant is the homeowner of the property. Home repairs may include: <ul style="list-style-type: none"> Labor and/or supplies for essential home repairs Home repairs affecting basic structure (roof, plumbing, walls) 	<p>\$500 maximum</p>	<p>Families with minor child(ren) or pregnant women and all individuals living in the household.</p>	<p>165% FPG</p>	<p>Underemployed individuals</p> <p>Families with children at risk of abuse or neglect</p>
<p><u>Emergency Shelter or Temporary Housing</u></p> <ul style="list-style-type: none"> Expenses may be paid for the following: <ul style="list-style-type: none"> Homeless applicants Applicants who are residing in a domestic violence shelter Applicants whose residence is uninhabitable due to natural, chemical, or any other type of condition as declared by a city, county, township, or state agency – verification of circumstance within the last three (3) months is required Applicants whose residence is unsafe due to criminal activity – verification of circumstance within the last three (3) months is required Payment will be made for no more than two (2) months of the emergency shelter or temporary housing expense. 	<p>\$1000 maximum</p>	<p>Families with minor child(ren) or pregnant women and all individuals living in the household.</p>	<p>165% FPG</p>	<p>Underemployed individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p> <p>Homeless families</p>
<p><u>Property Taxes</u></p> <ul style="list-style-type: none"> Real estate taxes may be paid for either the 1st Half Collection or the 2nd Half Collection (as defined by the Franklin County Treasurer), but not both. Case manager must call the Franklin County Auditor's office to confirm the exact amount owed, including fees, and write an explanation of the confirmation in the PRC package. 	<p>\$750 maximum</p>	<p>Families with minor child(ren) or pregnant women and all individuals living in the household.</p>	<p>165% FPG</p>	<p>Underemployed individuals</p> <p>Families with children at risk of abuse or neglect</p>

<p><u>Food Expenses</u></p> <ul style="list-style-type: none"> • Payment for food will not be made. • Food assistance and food pantry resources should be utilized if a request for food is submitted. 				
<p><u>Auto Repairs and Maintenance</u></p> <ul style="list-style-type: none"> • Applicant must be currently employed. • Payment will not be made for auto repairs completed outside Franklin County unless approved by the Center Director or Agency Director. • Repair costs are limited to the retail value of the car established by Kelley Blue Book (www.kbb.com) or www.NADAguides.com. • Vehicle must be the assistance group's sole means of transportation. • Two estimates are required. Each estimate must be acquired from a business registered with the Ohio Secretary of State's office • Applicant must present valid driver's license and proof of liability insurance. • Applicant must show proof of ownership or lease agreement with dealer. • Applicant must provide verification that the repair is not covered under warranty. • Applicant must present a copy of auto title or lease agreement. The title/lease of the applicant's auto must have been in his/her name for a minimum of ninety (90) days. • Repairs made to the auto are limited to those needed to make the vehicle operable (e.g., body damage, tire damage, etc.). • Cosmetic repairs only, such as painting and striping, will not be paid. • The auto should be drivable after repairs are completed. • Payment will not be made for ongoing 	<p>Lowest of two (2) estimates, not to exceed \$750 maximum</p>	<p>Families with minor child(ren) or pregnant women and applicant must be employed at least twenty (20) hours per week at minimum wage.</p> <p>Applicant must have been employed for a minimum of thirty (30) days.</p>	<p>165% FPG</p>	<p>Members of employed families who meet the economic need standard and employment requirements.</p>

<p>maintenance requirements of vehicle (e.g., oil, air, windshield wipers, filters, tune-up, tire rotation, etc.).</p> <ul style="list-style-type: none"> • If the repair cost exceeds \$750, the applicant must provide written documentation from the vendor indicating that arrangements have been made for payment of balance of the amount due. • Repairs are not subject to sales tax. No payment of sales tax will be made by the applicant or FCDJFS when FCDJFS is making the payment. • Customary warranty from the vendor must be a minimum of thirty (30) days. 				
<p><u>Other Transportation Expenses</u></p> <ul style="list-style-type: none"> • Payment will not be made for driver's license reinstatement fees, initial vehicle registration or renewal, towing fees, auto loans, auto insurance, auto deposits, or purchase of an automobile. 				
<p><u>Employment Related Expenses</u></p> <ul style="list-style-type: none"> • Expenses needed to obtain, retain, or support ongoing employment. • Items and expenses for self-employment are not permissible. • Professional licensure and testing fees for state license, board certification, or commercial driver's license. • Tools and equipment required by the employer but not provided by the employer. • Uniforms and footwear necessary for employment. • Employment related safety equipment. 	<p>\$200 maximum for any combination of Employment Related Expenses</p>	<p>Families with minor child(ren) or pregnant women and applicant must be employed at least twenty (20) hours per week at minimum wage and individual must apply within thirty (30) days of new job, promotion, or receipt of state license or board certification.</p>	<p>165% FPG</p>	<p>Members of employed families who meet the economic need standard and employment requirements.</p>
<p><u>Training Expenses</u></p> <ul style="list-style-type: none"> • No education expenses will be paid. 				

<ul style="list-style-type: none"> WIA resources should be used if a request for education or training expenses is submitted. 				
<p>Family Disaster-Related PRC Assistance – Benefits to assist eligible families who have sustained damage or losses as a result of state-declared natural disasters</p>	<p align="center">Payment Cap</p>	<p align="center">Assistance Group (AG)</p>	<p align="center">Economic Need Standard</p>	<p align="center">Target Groups</p>
<p><u>Family Disaster-Related PRC Assistance</u></p> <ul style="list-style-type: none"> Can be accessed by assistance groups who are residents of an affected area that has been declared a disaster or under a state of emergency by the Governor of Ohio. Can be authorized by FCDJFS to any eligible assistance group in Franklin County who is adversely affected by a disaster. The requirement that the assistance group must demonstrate future self-sufficiency is waived. The requirement that payment must remove a barrier to employment is waived. Eligibility for Family Disaster-Related PRC Assistance will not be affected by any benefits issued under categories of PRC One Time or Short-Term Assistance, nor will the issuance of Family Disaster-Related PRC Assistance preclude the use of PRC One Time or Short-Term Assistance at a future date. Applicants may use self-declaration when reporting income for eligibility determination under the Family Disaster-Related PRC Assistance category. In the event that disaster-related PRC assistance funds from the state are not sufficient to meet the needs of Franklin County families, FCDJFS may opt to use PRC funds within the county allocation. If Franklin County is declared a disaster 	<p>\$750 maximum per family dwelling, per declared disaster for any combination of Family Disaster-Related PRC Assistance expenses.</p> <p>Contingent upon Federal and State funding made available specifically for the disaster.</p> <p>Application for Disaster-Related PRC Assistance must be made within thirty (30) days from the date of the declared disaster (unless otherwise approved by the FCDJFS agency director or designee).</p> <p><u>Subcategory cap: Household expenses may not exceed \$250 for each type of bulleted item.</u></p>	<p>Families with minor child(ren) or pregnant women and all individuals living in the household.</p>	<p>165% FPG</p>	<p>Assistance groups who have sustained a disaster-related damage or loss and are residents of an affected area that has been declared a disaster by the Governor of Ohio.</p>

<p>county and is allocated Federal disaster funds, the assistance group must apply for federal disaster benefits at the local agency designated by the State to receive Federal FEMA funds.</p> <ul style="list-style-type: none"> • Applicants may request multiple items (up to \$750.00 collectively) to resolve their emergent need but the application for disaster-related PRC assistance must be made within thirty (30) days from the date of the disaster (unless approved by the FCDJFS director or his/her designee). • Authorized payments for goods and services can include any benefit that will provide relief of the emergent needs of the assistance group, including reimbursement for expenditures predating the application date, but incurred on or after the disaster date, as long as the expenses are disaster related. • Household expenses may include: <ul style="list-style-type: none"> ○ Household items (dishes, sheets, pots and pans, towels, eating and cooking utensils) ○ New or reconditioned essential furnishings (bed frames, mattresses and box springs, dining room table set) ○ Repair or purchase of appliances (new or reconditioned) – limited to cooking and refrigeration only ○ General clothing (new or second-hand) – case manager must explore community resources first ○ Baby items (limited to crib, car seat, baby clothing, and baby supplies [e.g., diapers, formula, etc.]) – case manager must explore community resources first • Household related repairs or replacement expenses may include: <ul style="list-style-type: none"> ○ Labor and/or supplies for essential home repairs 				
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<ul style="list-style-type: none"> ○ Repair or purchase of furnace or water tank ○ Home repairs affecting basic structure (roof, plumbing, walls), homeowners only 				
<p>TANF/PRC Projects – Services that have no direct monetary value and do not involve implicit or explicit income support (e.g., job training and education activities, after school programs, family support services, etc.) <i>or</i> services that provided limited cash incentives for the purpose of building family capacity (e.g., IDA accounts, employment retention bonuses, subsidized employment, etc.)</p>	Payment Cap	Assistance Group (AG)	Economic Need Standard	Target Groups
<p>General Overview Supportive services that are intended to build family capacity, promote self-sufficiency, or enhance family functioning. Eligibility for participation in a TANF/PRC Project is dependent upon the assistance group’s demonstration and verification of the need for training and/or other individual or family services and whether, in the agency’s determination, the provision of such services will impact the family’s ability to become self-sufficient. TANF/PRC Projects are designed to help individuals overcome immediate and/or long-term barriers to achieving or sustaining self-sufficiency and personal responsibility and/or family stability. TANF/PRC Projects may be implemented at the discretion of the FCDJFS Agency Director, are contingent upon available funding, and must be consistent with one of the four purposes of the TANF program. The services listed below are not an exhaustive list, but are meant to give an idea of the types of programs available.</p>	<p>Eligibility for TANF/PRC Projects does not conflict with any other PRC One Time or Short-Term Assistance Limits or terms of eligibility as these services have no direct monetary value and are provided via purchase of service agreements or directly by FCDJFS.</p> <p>If a service is designated as provided by purchase of service agreement and the Project’s funding has been exhausted, the service will not be available.</p> <p>Refer to specific Projects for additional limits imposed on the services provided.</p>	<p>Refer to specific Project for assistance group composition.</p>	<p>Refer to specific Project for economic need standard.</p>	<p>Refer to specific Project for target groups.</p>
<p><u>Job Preparation and Work Support Services</u> Projects that offer general or specific strategies</p>	<p>Contracted services limited to amount under</p>	<p>Families with minor child(ren) or pregnant</p>	<p>200% FPG</p>	<p>Unemployed individuals</p>

<p>and skills to assist individuals with securing employment and career enhancement.</p> <ul style="list-style-type: none"> • Job readiness assessments (vocational, literacy, etc.) • Job readiness training (work habits, attitude, dress, literacy, tutoring, etc.) • Pre-employment testing • Evaluation of aptitude, abilities, and interests • Job search, placement, and retention • Job preparation skills • Job mentoring and coaching • Assessment, counseling, and support 	<p>contract. Services are contingent upon Federal and State funding.</p>	<p>women Non-custodial parents</p>		<p>Underemployed individuals</p>
<p><u>Education and Training</u> Projects that provide fundamental learning skills instruction to individuals.</p> <ul style="list-style-type: none"> • High school equivalency education (GED) • Adult basic and literacy education (ABLE) • Programs that prepare individuals for specific types of employment 	<p>Contracted services limited to amount under contract. Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren) or pregnant women Non-custodial parents</p>	<p>200% FPG</p>	<p>Unemployed individuals Underemployed individuals</p>
<p><u>Youth Skill Attainment and Intervention Services</u> Projects that provide opportunities for youth to participate in a variety of activities and develop their potential.</p> <ul style="list-style-type: none"> • May include Before and After School services and School Readiness Resources Centers • Include or change wording above to say may include: early childhood readiness services, kindergarten readiness, out of school programs such as before/afterschool programs, summer camps etc • Activities designed to address the reduction of non-academic barriers • Activities designed to increase academic success • Activities designed to address social issues and cultural awareness • Activities designed to facilitate learning 	<p>Contracted services limited to amount under contract. Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren)</p>	<p>200% FPG</p>	<p>Students in kindergarten through grade 12</p>

<ul style="list-style-type: none"> • Activities designed to elicit and stimulate leadership potential • Activities designed to promote the growth and social development of participants • Activities designed to increase parent engagement • Activities to support/promote health and wellness 				
<p><u>Family and Youth Intervention Services</u> Projects that provide an assessment of the individual and/or family's needs and coordinate the delivery of necessary services to address identified needs such as</p> <ul style="list-style-type: none"> • Case management and barrier removal services • Individual, group, or family counseling • Mentoring • Vocational guidance • Tutorial services • Educational strategies and practices for youth who are at risk for not successfully completing school • Activities to assist youth with improving self-esteem • Activities to increase family functioning, support and well being 	<p>Contracted services limited to amount under contract. Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren) or pregnant women</p>	<p>200% FPG</p>	<p>Unemployed individuals Underemployed individuals Families with at-risk youth</p>
<p><u>Youth Workforce Preparation and Employment Services</u> Projects that introduce youth to a variety of career and vocational options.</p> <ul style="list-style-type: none"> • World of work awareness • Occupational information • Positive work habits • Career planning and decision making • Problem-solving skills • Job search techniques 	<p>Contracted services limited to amount under contract. Services are contingent upon Federal and State funding.</p>	<p>TANF Eligible Families Summer Employment : 1) TANF Eligible Families that whose youth meet one of the following categories: a) Youth ages 14-17, may be 18 if they are a full-</p>	<p>200% FPG</p>	<p>Youth ages 14-24</p>

<ul style="list-style-type: none"> • Services that provide or assist youth ages 14-17(18 if still in school) with obtaining employment • Summer youth employment (ages 14-24) 		<p>time student in a secondary school</p> <ul style="list-style-type: none"> b) Youth 18-24, if they are in a family that also has a minor child c) Youth ages 18-24 that have a minor child <p>2) Youth in a foster care setting age 14 to 17 years of age (or 18 years of age if they are a full-time student in a secondary school).</p>		
<p><u>Family Stability and Support Services</u> Projects that augment and expand the protection, supervision, care, and support that are provided through the primary family unit.</p> <ul style="list-style-type: none"> • Short-term, intensive, home-based intervention services for families • Case management services • Community-based services • Classes, groups, or other educational opportunities for parents or potential parents to help them acquire the knowledge and skills to be effective in their parenting role – may include topics such as anger management, conflict resolution, child development, and discipline • Information and Referral services • Assessment and Linkage services 	<p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren) or pregnant women</p>	<p>200% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p> <p>Families with at-risk youth</p>
<p><u>Kinship Navigator Services</u> Projects that provide information, referral, and support services for relative caregivers, legal</p>	<p>Contracted services limited to amount under contract.</p>	<p>Relative caregivers, legal guardians, or court-ordered legal custodians</p>	<p>200% FPG</p>	<p>Relative caregivers, legal guardians, or</p>

<p>guardians, or court-ordered legal custodians responsible for the day to day care of a minor child (not their biological child) residing with the caregiver.</p> <ul style="list-style-type: none"> • Identification of kinship caregivers • Facilitate access to services • Information and referral to appropriate providers for legal services, child care services, respite care services, training, support groups, and financial assistance 	<p>Services are contingent upon Federal and State funding.</p>	<p>with minor child(ren)</p>		<p>court-ordered legal custodians caring for minor children</p> <p>Families with at-risk youth</p>
<p><u>Community Outreach</u> Use of billboards, print and broadcast media, and other general community information/ awareness activities designed to inform a population about community needs and services available.</p>	<p>Indirect service.</p> <p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>None</p>	<p>None</p>	<p>Families</p> <p>Minor children</p> <p>Non-custodial parents</p> <p>Teen Pregnancy Prevention</p>
<p><u>Teen Pregnancy Prevention Services</u> Projects that provide a variety of informational and supportive services which promote healthy attitudes and behaviors regarding sexuality with the objective of heightening awareness of the consequences of sexual activity and helping to avoid an unwanted pregnancy.</p> <ul style="list-style-type: none"> • Topics may include peer pressure, parent/teen communications, male/female relationships, values clarification, self-esteem, human reproduction, birth control, and sexually transmitted diseases • May address specific target populations which are particularly susceptible or may address the entire community • Services may be delivered in the community or in schools; in one-one session or group-based settings 	<p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren)</p>	<p>Without regard to income</p>	<p>Pre-teens</p> <p>Teens</p>

<ul style="list-style-type: none"> • Services are not limited to needy families and can be targeted to individuals at risk of out-of-wedlock pregnancy regardless of economic need 				
<p><u>TANF Subsidized Employment Program (SEP)</u> Purpose is to provide eligible individuals an opportunity to obtain employment and provide employers an incentive to hire FCDJFS customers.</p> <ul style="list-style-type: none"> • Payments to employers or third parties for a specific period of time to help cover the costs of employee wages and payroll-related expenses (excluding health benefits), drug testing/screening, background checks, licensing or certification required for employment, benefits, supervision, training, and supportive services • Recruitment and development of employers for the program • Includes an expectation of continuing employment with the participating employer after subsidy expires OR a placement component that leads to employment with another employer after the subsidy expires 	<p>Contracted services limited to amount under contract.</p> <p>Subsidized employment benefits will be limited to a maximum of one hundred percent of the employer's wage and fringe benefit costs (excluding health benefits) aligned with the employer's probationary period not to exceed six (6) months and will be negotiated prior to the employment of the eligible individual.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren)</p> <p>Non-custodial parents</p>	<p>200% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p>
<p><u>Foreclosure Assistance</u></p> <ul style="list-style-type: none"> • May pay delinquent mortgage payments and associated fees in order to prevent foreclosure. • May provide supportive services such as personal financial management and information regarding mortgage lending practices. 	<p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren)</p>	<p>300% FPG</p>	<p>Underemployed individuals</p>
<p><u>Career Achievement Program for Success/ Employment Retention Incentive (CAPS/ERI)</u> May provide cash incentives to eligible employed individuals for the purpose of</p>	<p>Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren)</p>	<p>200% FPG</p>	<p>Members of employed families who meet the</p>

<p>promoting job retention and eliminating OWF dependency.</p>				<p>economic need standard and employment requirements</p>
<p><u>School Clothing</u> May be provided to targeted families, with children, to purchase clothing for children who are in grades kindergarten through grade 12.</p> <ul style="list-style-type: none"> • Child not have withdrawn from or graduated from school • Assistance group is eligible to receive a clothing voucher regardless of the amount of One Time or Short-Term Assistance that has been received in the previous twelve months • Eligible recipients will receive merchandise or a merchandise card/voucher for clothes for the current school year. 	<p>Distribution of merchandise, merchandise cards, and/or vouchers will be determined by FCDJFS.</p> <p>Lost or stolen merchandise, merchandise cards, and/or vouchers cannot be replaced even if lost by mail.</p> <p>Any unredeemed portion of merchandise cards must be returned to FCDJFS.</p>	<p>Families with minor child(ren) in kindergarten through grade 12</p>	<p>200% FPG</p>	<p>Minor children</p>
<p><u>School Supplies</u> May be provided to families, with children, to purchase required supplies for children who are in grades kindergarten through grade 12.</p> <ul style="list-style-type: none"> • Child must not have withdrawn from or graduated from school • Assistance group is eligible to receive a school supply voucher regardless of the amount of One Time or Short-Term Assistance that has been received in the previous twelve months • Eligible recipients will receive merchandise or a merchandise card/voucher for school supplies for the current school year. 	<p>Distribution of merchandise; cards and/or vouchers will be determined by FCDJFS.</p> <p>Lost or stolen merchandise, merchandise cards, and/or vouchers cannot be replaced even if lost by mail.</p> <p>Any unredeemed portion of merchandise cards must be returned to FCDJFS.</p>	<p>Families with minor child(ren) in kindergarten through grade 12</p>	<p>200% FPG</p>	<p>Minor children</p>

<p><u>Individual Training Accounts (ITA's)</u></p> <ul style="list-style-type: none"> • Permit eligible individuals to receive training from approved training providers that are on a statewide list of eligible training providers. • Assist individuals with the development and management of individual employment plans that lead to employment and self-sufficiency 	<p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with minor child(ren)</p> <p>Non-custodial parents</p>	<p>200% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p>
<p><u>Individual Development Accounts (IDA's)</u></p> <p>IDA programs are similar to savings accounts and enable participants to save for a home, an education, or the start-up of a business.</p> <ul style="list-style-type: none"> • Money earned by participants is placed into the account and is typically matched by other sources • Can serve as incentives for participants to find jobs and use their earned income to save for the future 	<p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with at-risk youth</p> <p>Non-custodial parents</p>	<p>200% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p>
<p><u>Micro-Enterprise Development</u></p> <p>A strategy that provides loans, training, and technical assistance to help low- to moderate-income individuals build income, assets, and economic self-sufficiency through entrepreneurship.</p>	<p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with at-risk youth</p> <p>Non-custodial parents</p>	<p>200% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p>
<p><u>Refugee and Immigrant Support Programs</u></p> <p>Projects designed specifically to serve the refugee and immigrant population may include:</p> <ul style="list-style-type: none"> • Job preparation and work support services • Education and training services • Youth skill attainment services • Family and youth intervention services • Youth workforce preparation and employment services • Family preservation and support services 	<p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with at-risk youth</p> <p>Non-custodial parents</p>	<p>200% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p>

<p><u>Case Management Services</u> Projects designed to assess, plan, implement, coordinate, monitor, and evaluate the services necessary to meet a family's or individual's needs which may include the following activities:</p> <ul style="list-style-type: none"> • Development of service plans • Linkage and referral services to address barriers • Provision of support services • Advocacy • Barrier intervention services 	<p>Contracted services limited to amount under contract.</p> <p>Services are contingent upon Federal and State funding.</p>	<p>Families with minor children</p>	<p>200% FPG</p>	<p>Unemployed individuals</p> <p>Underemployed individuals</p>
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Appendix B

MONTHLY FEDERAL POVERTY GUIDELINE (FPG)

MONTHLY FEDERAL POVERTY GUIDELINE

The Monthly Federal Poverty Guideline amount is used to determine income eligibility for the Franklin County PRC Program. The total gross countable income of all members of the assistance group must be equal to or less than the economic need standard (expressed as a percentage of the Monthly Federal Poverty Guideline amount for the appropriate assistance group size).

Note: Dated information; obsolete upon Federal revision.

Monthly Federal Poverty Guideline (FPG) Measure

Effective January 22, 2014

Assistance Group Size	150% Monthly FPG	165% Monthly FPG	175% Monthly FPG	185% Monthly FPG	200% Monthly FPG	300% Monthly FPG
1	\$1,459	\$1,605	\$1,702	\$1,799	\$1,945	\$2,918
2	\$1,966	\$2,163	\$2,294	\$2,425	\$2,622	\$3,933
3	\$2,474	\$2,721	\$2,886	\$3,051	\$3,298	\$4,948
4	\$2,981	\$3,279	\$3,478	\$3,677	\$3,975	\$5,963
5	\$3,489	\$3,838	\$4,070	\$4,303	\$4,652	\$6,978
6	\$3,996	\$4,396	\$4,662	\$4,929	\$5,328	\$7,993
7	\$4,504	\$4,954	\$5,254	\$5,555	\$6,005	\$9,008
8	\$5,011	\$5,512	\$5,846	\$6,181	\$6,682	\$10,023
9	\$5,519	\$6,071	\$6,439	\$6,806	\$7,358	\$11,038
10	\$6,026	\$6,629	\$7,031	\$7,432	\$8,035	\$12,053