



Franklin County  
Board of Commissioners

# **JOB & FAMILY SERVICES**

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

Effective Date: May 20, 2019

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## **OVERVIEW**

The Prevention, Retention, and Contingency (PRC) Program provides benefits and services to low-income families, helping them 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:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numeric goals for preventing and reducing the incidence of these pregnancies; and
4. Encourage the formation and maintenance of two-parent families.

Non-recurring, short-term assistance addresses discrete crisis situations, not exceeding four months in duration, and is dependent upon federal, state, and local funding.

The PRC Program helps families retain employment, prevents dependency, and promotes family stability within the context of community priorities and needs. PRC addresses the immediate needs of low-income families through supportive services and/or short-term payments so that they do not need Ohio Works First (OWF) cash assistance. PRC takes its name from its three-pronged approach:

**Prevention:** Providing short-term benefits and services to an Assistance Group (AG) may prevent reliance upon and divert them from ongoing OWF cash assistance;

**Retention:** Helping AG members retain employment and maintain self-sufficiency; and

**Contingency:** Addressing an emergent need that might otherwise threaten the safety, health, or well-being of one or more family members and result in the need for long-term public assistance.

## **PROGRAM OPERATION**

To ensure fair and equitable treatment of families applying for PRC, the program shall be administered according to the standards of policy and procedure as set forth within this Plan. The scope of and amounts specified for the benefits or 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 (or designee in his/her absence) 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. The plan will be amended the same day or as soon as practicable to reflect any eligibility, benefit, or service changes due to the exercise of the Director's discretion.

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 participating in the PRC program. FCDJFS, and all agencies with which FCDJFS has contract or subaward agreements or 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 (or condition its approval of) PRC benefits or services to any applicant who has previously misused or attempted to misuse the program. An application for PRC may also be denied for failure to meet eligibility requirements or cooperate with income verification. Submitting fraudulent documentation or failure to provide information needed to determine eligibility within 30 days of completing the application may result in denial.

Payments issued under the PRC program due to customer, agency, or vendor error, misrepresentation, intentional program violation, or fraud constitutes an overpayment. PRC overpayments are subject TANF rules and regulations as 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.

A PRC AG that is discovered to have fraudulently received or improperly disposed of PRC benefits or services will be required to reimburse the full cost of the benefits or services and may be subject to prosecution. PRC applications from these AGs will be denied until repayment is made. Providing false and/or misleading information during the PRC application process will render the household ineligible for PRC benefits and services for a 24-month period.

Under no circumstances will an employee of the FCDJFS receive PRC payment as a contract or subaward agreement, 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. The attached PRC Benefits and Services Matrix (see **Appendix A**) details the scope of benefits and services that may be available by program category. The chart also specifies the AGs served and the economic need standards for each identified benefit or service.

All purchased services must comply with TANF allowable expenses. Benefits and services may be delivered through the following programs or combination of programs:

### PRC One-Time Assistance

One-time, non-recurrent, short-term cash assistance benefits (One-Time) help AGs resolve an emergent need. This is not a monthly cash payment or ongoing support program such as OWF. One-Time PRC benefits must be authorized with a reasonably demonstrated expectation that the applicant will be able to continue meeting the emergent need without additional agency help, apart from whatever ongoing assistance they may be receiving already.

The maximum allowance for One-Time PRC benefits is one PRC payment within a period of twelve consecutive months, calculated from the current date of application. Within the twelve-month period, benefits may be authorized to cover a single One-Time PRC request per household to assist families with basic needs such as shelter, utilities, auto repairs, and employment-related expenses to resolve a specific emergent need. PRC benefits requested to meet an emergent need may not exceed \$1,500.00 and may include one or more benefit(s). This assistance is provided directly by FCDJFS through vendor payment.

PRC will not be authorized for AGs residing in another county or state.

The One-Time payment alone, or in combination with payments or resources from other sources, must resolve the emergent need presented by the AG. The PRC payment is limited to four months' worth of expenses/liabilities.

### Family Disaster-Related PRC Assistance

Two types of Family Disaster-Related PRC assistance are available to eligible AGs who have sustained damage or losses as a result of a state-declared natural disaster or personal disaster (i.e. house fire, flood, etc.) verified by a public or nonprofit disaster relief agency (e.g. the American Red Cross). The AG must reside in Franklin County, be adversely affected by the disaster, and meet the standard for economic need. FCDJFS may issue Family Disaster-Related PRC benefits to meet emergent needs, up to \$750.00 per family dwelling, per declared disaster. AGs may use self-declaration when reporting income for eligibility determinations under Family Disaster-Related PRC assistance. Disaster-related PRC benefits will not count toward the One-Time PRC assistance limits. Acceptance of state-declared disaster PRC benefits will not preclude an award of PRC benefits for a personal disaster verified by a public or nonprofit disaster relief agency.

Assistance Groups applying for disaster-related PRC benefits may request assistance with multiple expenses (up to \$750.00, collectively) to resolve their emergent need but the application for Family Disaster-Related PRC must be made within 30 days of the disaster.

For a state-declared natural disaster, if Franklin County is declared a disaster county and is allocated federal disaster funds, the AG must apply for federal disaster benefits at the local agency designated by the State to receive funding through the Federal Emergency Management Agency (FEMA).

### Kinship Caregiver Program

The Kinship Caregiver Program provides reasonable and necessary relief of child-caring functions so that kinship caregivers (as defined by R.C. 5101.85) can provide and maintain a home for a child in place of a child's parents. "Relief of child-caring functions" includes but is not limited to services, programs, activities, resources, and

costs that eliminate or reduce barriers to maintaining the kinship child in the home and/or which support providing pro-social opportunities for the kinship child. These costs may be one-time purchases or non-recurrent, short-term payments.

The Kinship Caregiver Program begins on May 6, 2019 and ends on June 30, 2019.

### TANF/PRC Projects

TANF/PRC Projects include services that either have no direct monetary value (e.g., job training and education activities, afterschool programs, family support services) or limited cash incentives for the purpose of building family capacity (e.g. IDA accounts, employment retention bonuses, subsidized employment, etc.). These services are intended to build family capacity, promote self-sufficiency, or enhance family functioning. All TANF/PRC Projects are designed to help individuals overcome barriers to self-sufficiency, promote personal responsibility and family stability. TANF/PRC Projects may be implemented at the discretion of the FCDJFS Agency Director.

The PRC Benefits and Services Matrix (see **Appendix A**) lists a number of services that may be offered to AGs; 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 contract or subaward agreement will be available to applicants.

Members of the AG are eligible to participate in more than one TANF/PRC Project simultaneously or sequentially if participation will enhance the member's or AG's progress toward self-sufficiency.

### Program Eligibility

FCDJFS PRC programs are non-exclusionary, allowing eligible individuals and families to receive One-Time cash assistance without precluding access to Family Disaster, Kinship Caregiver Program, or TANF/PRC projects and vice versa. The cash value of benefits received outside of the One-Time cash assistance program is not counted towards the \$1,500.00 benefits cap.

## **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 AG applying for assistance under One-Time, Family-Disaster, or TANF/PRC Projects includes all household members at a specified address. An individual living in those households does not have the option to be excluded from the AG. If the household contains an ineligible member, that person's income is counted as available to the rest of the AG; 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 AG is ineligible for benefits or services. An eligible AG 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 “kinship caregiver” for purposes of the Kinship Caregiver Program (R.C. 5101.85) includes all of the relationships covered by “specified relative” with the addition of:

- A legal guardian of the child; and
- A legal custodian of the child.

A minor child may be temporarily absent from the home without affecting AG eligibility. “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 AG is temporary when the following criteria are met:

- Absence is for no longer than 45 consecutive days;
- The location of the child is known;
- There is a definite plan for the return of the child to the home;
- The child shared the home with the AG prior to absence;
- PRC benefits or services will assist with the return of the absent child.

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.

Homeless applicants who are “doubled-up” and temporarily living at an address where they are not listed on the lease or mortgage may receive PRC One-Time cash assistance to move out and establish their own household. In these situations, the AG is the applicant’s immediate family and not the entire household where they currently reside. The doubled-up living situation may be verified by written self-declaration or a letter from the host or third party. Doubled-up applicants must also demonstrate proof of intent to establish their own household. Benefits for these applicants are limited to rent, and rental and utility deposits.

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

- An individual with no minor children who is seeking contracted services under TANF Purpose 3; or

- 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 seeking contracted services under TANF Purpose 4.

For the Kinship Caregiver Program only, each child living with a kinship caregiver shall make up a PRC AG of one.

### **INELIGIBLE AG MEMBERS**

The following groups are not eligible to receive PRC benefits or services under the FCDJFS PRC Plan:

- Fugitive felons and probation/parole violators;
- Individuals with an outstanding OWF or PRC fraud overpayment balance or those who have committed an Intentional Program Violation (IPV);
- Individuals with an OWF sanction;
- 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 AGs 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.) and or support documents to obtain assistance;
- AGs that refuse to use available community resources or excess income to help meet their need(s);
- AGs 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 AG member who is on strike.

The income of ineligible individuals is available to other AG members but the ineligible individual's needs may not be included in the economic need standard for the AG.

### **ELIGIBILITY FOR PRC**

Unless otherwise specified, to be eligible, the 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 assistance is available to AGs who have neither received PRC assistance during the previous twelve consecutive months nor exhausted the cap



guideline. Applicants who have received PRC in another county and move to Franklin County may be eligible to receive benefits. 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 record and include the name and position of the supplier of the verification, the date the verification was obtained, and the 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 and 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 AG eligibility are explained above in the ASSISTANCE GROUP section of the Plan.

### Social Security Numbers (SSNs)

AGs applying for One-Time cash or Family Disaster benefits must provide SSNs for each member of the AG at the time and place of application. AGs may alternatively submit proof that members have applied for and are waiting to receive SSNs. Applications for TANF/PRC projects only require a SSN from the participating individual. Adults applying for TANF/PRC projects on behalf of a minor must supply SSNs for both themselves and the minor individual.

### Citizenship

In order to receive PRC benefits or services, a member of the AG 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 sometime 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 AG. The income that is received by the undocumented alien is included in the countable income of the PRC AG; however, the undocumented alien is not included in the PRC AG 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 AG. Eligible members of the AG 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).

**Example:** 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 AG 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 AG size of two (the AG size includes only Mary and Bill).

#### Economic Need

Eligibility for PRC services contracted under TANF Purpose 3 (e.g., teen-pregnancy prevention services) does not require a demonstration of economic need. FCDJFS reserves the right to condition eligibility for these services on a demonstration of economic need if necessary to ensure access to the program by low-income residents.

To meet the income/financial eligibility requirements for requested PRC benefits and services, the PRC AG's income for the 30-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 30-day budget period begins 30 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 30-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 AG (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 AG who is a full-time student as defined by the school, unless the minor is a parent;
  - Child support payments paid by an AG member for a child outside the AG, 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);
- 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 applicant's 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.

A sustainability determination must be completed where an AG has applied for PRC One-Time Assistance for shelter costs. The purpose of the sustainability requirement is to ensure that the AG can continue to meet its shelter obligation. In order to make the sustainability eligibility determination, a 30-day budget period is considered. The 30-day sustainability budget period begins on the day after the date of the PRC application. All countable income that is projected to be received during this period is used in the computation of sustainability. Sustainability can also be demonstrated when the applicant can show 12 months of employment and/or unemployment compensation prior to the date of application and that they are seeking employment by registering with Ohio Means Jobs. The sustainability determination is performed as follows:

- 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; or
  - If NO, deny the PRC request for shelter assistance.

**Example:** A PRC application for shelter assistance is submitted on October 1<sup>st</sup>. The family is an AG size of four and their monthly rent is \$500.

- *Income/Financial Eligibility Determination:* The AG'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:* The sustainability requirement is explored because the PRC AG is requesting assistance with shelter costs. 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. 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 emergent need including income from ongoing assistance programs such as Ohio Works First (OWF), Supplemental Security Income (SSI), Unemployment Compensation, and child support. Exploration of resources may also include entities responsible for resolution of the 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 emergent need. 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 30 days.

PRC is only authorized to prevent non-heating utility shut-offs or restore non-heating 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.

#### Percentage of Income Payment Plan Plus (PIPP)

The Percentage of Income Payment Plan Plus (PIPP) helps eligible Ohioans manage their energy bills by establishing a consistent, year-round monthly utility payment based on a fixed percentage of the customer's income. The minimum monthly payment is \$10. Each year, on the anniversary of enrollment, a PIPP customer must re-verify their income for purposes of continuing eligibility. Customers must also be caught up on all outstanding monthly PIPP payments or risk being dropped from the program. If the utility customer is not current on their anniversary date, the customer will have one billing cycle to pay past due installment amounts. Once dropped, utility customers assume full responsibility for utility costs.

PRC One-Time Assistance may be used to help customers regain PIPP eligibility by assisting with PIPP reinstatement costs. These costs include missed PIPP installments incurred prior to being dropped from the PIPP program, as well as any unpaid utility charges subsequent to being dropped. PIPP reinstatement costs are not the same as the total balance due, which may include unpaid utility fees incurred prior to PIPP participation.

### **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 Cash 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 15 **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 15 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 efficient manner. The denial of a PRC application due only to the expiration of the 15-day period is not an 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 AG 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 AG to inform them of their hearing rights;
- The PRC applicant has 10 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 contractors according to the procedures in place in Franklin County. All PRC payments are made by FCDJFS to the contractor or the PRC AG, as deemed appropriate. FCDJFS ensures that its policies and procedures for the PRC program shall satisfy all auditing requirements.

#### Eviction Avoidance Fund

A history of eviction filings makes it difficult for families to secure housing. The Eviction Avoidance Fund (EAF) is a short-term pilot designed to expedite the delivery of cash assistance in association with the Prevent Family Homelessness Collaborative (PFHC). This pilot program began operations on January 1, 2018 and is expected to continue through 2021.

As part of the pilot, the PFHC and its identified non-profit partner(s) will assist families with the submission of PRC applications.

If a family is approved for rent assistance and if the rent shortfall was paid by the EAF, then:

- Approved PRC funds for rent assistance would be remitted to the PFHC's non-profit partner up to the amount paid by the EAF; and
- Approved PRC funds for additional rental assistance or non-rent would continue to be paid in accordance with current PRC program design.

If a family is not approved for rent assistance and if the rent shortfall was paid by the EAF, then PRC funds would not be remitted to the PFHC or its non-profit partner(s).

#### TANF/PRC Projects

To be considered for eligibility, an applicant must be at least 18 years of age, or be the parent (including non-custodial parent) or legal guardian of the minor for whom they are applying for services 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 contractor 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 contractor agency will assist each applicant with accurately completing the application (TANF Registration Form);
- The subrecipient or contractor agency will screen the application to determine whether the applicant meets the eligibility requirements;

- The subrecipient or contractor 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 20 business days from the date that the application is received (as determined by the agency's stamp-in date);
- The subrecipient or contractor agency will forward the TANF Registration Form to the assigned FCDJFS Project Coordinator no more than 15 days after the close of the month in which application for services is made;
- The subrecipient or contractor agency will maintain all required documentation in a participant file at the subrecipient or contractor agency and will make the documentation available for review at any time by FCDJFS monitoring staff for the period of the subrecipient agreement or contractor 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 AG member.

For TANF/PRC contracted services, the subrecipient or contractor 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.

FCDJFS 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.

### **MONTHLY FEDERAL POVERTY GUIDELINE**

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

For example, eligibility for one-time assistance is set at 165% of the federal poverty guideline. For an AG with two individuals, the 2017 poverty guideline is \$16,240. Dividing this annual figure by twelve provides a monthly threshold, \$1,353.33. Multiplying this monthly threshold by 165% (or 1.65) provides the economic need standard for PRC eligibility, or \$2,233, making two-person AGs with \$2,233 or less in countable monthly income eligible for PRC one-time assistance.

The current FPL Guidelines are at <https://aspe.hhs.gov/poverty-guidelines>.



# Appendix A

## PRC BENEFITS AND SERVICES MATRIX

# PRC Benefits and Services Matrix

## PRC One-Time Assistance

<b>Payment Cap:</b>	<b>\$1,500 (may include one or more benefits)</b>
<b>Frequency:</b>	<b>One PRC payment per twelve-month period</b>
<b>AG:</b>	<b>Families with minor children or pregnant women, includes all individuals living in the household</b>
<b>FPG Standard:</b>	<b>165%</b>
<b>TANF Purpose:</b>	<b>1, 2</b>
<b>Notes:</b>	<b>Limited to four months of expenses</b>

### General Overview

Non-recurrent, short-term assistance that addresses a specific crisis situation or episode of need. Payment for the single episode of need may not exceed the annual cap. Eligibility for PRC One Time Assistance will not be affected by any benefits issued under categories of Family Disaster-Related PRC Assistance or the PRC/TANF Projects section. The FCDJFS PRC payment alone, or in combination with other payments, must stop the emergency.

### Rent/Mortgage Payments

- Payment will not be made for closing costs, down payment on a home, second mortgages, or home equity lines of credit.
- 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 AG lives with or is employed by the landlord.
- 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 five days overdue or there is a notice of eviction.
- 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.

Please note: The AG is different for homeless individuals in “doubled-up” living arrangements. See page 7.

### Security Deposits

- Payment will not be made for pet deposits.
- Payment will not be made if the AG 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 termination of the lease, minus any verifiable damages incurred by the applicant tenant.
- A current lease agreement is required for all rent-related requests.
- A copy of any subsidized assistance agreement is required, if applicable.

### Utility Bills

- PRC is only authorized to prevent non-heating utility shut-offs or restore non-heating utility service during the “Winter Heating Season” when the Home Energy Assistance Program (HEAP) is an available resource.
- Payment may be made to prevent shut-off or restore service.
- Applicant must provide documentation regarding the amount due.

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.

### PIPP Plus

- PRC may be used to help customers regain PIPP eligibility by assisting with PIPP reinstatement costs.
- These costs include:
  - Missed PIPP installments prior to being dropped from the PIPP program; and
  - Unpaid utility charges subsequent to being dropped from the PIPP program.
- PIPP reinstatement costs are not the same as the total balance owed to a given utility company, which may include unpaid utility fees incurred prior to PIPP participation.

**Purchase of Bulk Fuel for Heating**

- May include the purchase of bulk fuels such as propane, heating oil, coal, or wood.
- Payment may be made if the AG has less than a 20-day supply of bulk fuel.

**Deposits for Heating Fuel and Utilities**

- 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.

**Home Repairs**

- Expenses may only be paid if the applicant is the homeowner of the property.
- Home repairs may include:
  - Labor and/or supplies for essential home repairs; and
  - Home repairs affecting basic structure (roof, plumbing, walls).

**Emergency Shelter or Temporary Housing**

- Expenses may be paid for the following:
  - Homeless applicants, excepting those in “doubled-up” living arrangements, see page 7;
  - 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 months is required;
  - Applicants whose residence is unsafe due to criminal activity – verification of circumstance within the last three months is required;
  - Payment will be made for no more than two months of the emergency shelter or temporary housing expense.

**Property Taxes**

Current year 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.

**Food Expenses**

- Payment for food will not be made.
- Food assistance and food pantry resources should be utilized if a request for food is submitted.

**Auto Repairs and Maintenance**

- Applicant must be employed (or in receipt of a job offer proposing) at least twenty (20) hours per week at minimum wage.
- 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](http://www.kbb.com)) or [www.NADAguides.com](http://www.NADAguides.com).
- Vehicle must be the AG’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 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 maintenance requirements of vehicle (e.g., oil, air, windshield wipers, filters, tune-up, tire rotation, etc.).
- If the repair cost exceeds \$1,500, 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 30 days.

### **Transportation Services:**

#### **Bus Passes**

- Intermittent daily, weekly, or monthly bus passes that support participation in a workforce, training or education program; job search and interviews and employment.
- The PRC benefit is limited to four months' worth of expenses/liabilities.

#### **Driver's License Reinstatement**

With proof of employment or job offer, reinstatement fees for Ohio driver's license may be paid contingent upon the completion of all reinstatement requirements for driver's licenses suspended under the following circumstances:

- accumulation of 12 points;
- missed child support payments;
- first offense OVI (DUI);
- high school suspension;
- juvenile suspension;
- license/bond forfeiture;
- liquor law violations;
- National Driver Registry (NDR);
- non-compliance (crash report, accident, traffic ticket);
- non-resident violator compact;
- Operating a Vehicle After Under Age Consumption (OVUAC);
- random selection;
- tobacco violation; or
- violation of restriction suspension.

## Family Disaster-Related PRC Assistance

Payment Cap:	\$750 (\$250 per bulleted household expense)
Frequency:	N/A
AG:	Families with minor children or pregnant women, includes all individuals living in the household
FPG Standard:	165%
TANF Purpose:	1, 2

### Family Disaster-Related PRC Assistance:

- Can be accessed by AGs who are residents of an affected area that has been declared a disaster or under a state of emergency by the Governor of Ohio or for personal disasters verified by a nonprofit disaster relief agency.
- Can be authorized by FCDJFS to any eligible AG in Franklin County who is adversely affected by a disaster.
- The requirement that the AG 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 Assistance, nor will the issuance of Family Disaster-Related PRC Assistance preclude the use of PRC One Time Assistance at a future date. The issuance of a state-declared disaster PRC will also not preclude the use of a verified personal disaster PRC payment, or vice-versa.
- Applicants may use self-declaration when reporting income for eligibility determination under the Family Disaster-Related PRC Assistance category.
- Applicants with a personal disaster (such as a fire, flood, etc.) must provide a copy of the "Summary of Client Assistance" form, or other similar documentation, such as verification from a nonprofit disaster relief agency.
- 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.
- For a state-declared disaster, if Franklin County is declared a disaster county and is allocated Federal disaster funds, the AG must apply for federal disaster benefits at the local agency designated by the State to receive Federal FEMA funds.
- 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 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 AG, 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:
  - 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:
  - Labor and/or supplies for essential home repairs;
  - Repair or purchase of furnace or water tank; or
  - Home repairs affecting basic structure (roof, plumbing, walls), homeowners only.

## Kinship Caregiver Program

**Payment Details:** \$1,500 lump-sum payment, plus other FCCS-approved costs  
**Frequency:** Once (may reapply if child is placed with new kinship caregiver)  
**AG:** Each child living with a kinship caregiver is considered an AG of one  
**FPG Standard:** 200%  
**TANF Purpose:** 1  
**Effective dates:** May 6, 2019 through June 30, 2019

### General provisions:

- A Franklin County child placed in a kinship home outside of Franklin County must access the Kinship Caregiver Program in the county where the kinship caregiver resides.
- An application must be submitted to FCDJFS by the kinship caregiver; if caring for multiple children, separate applications must be completed for each child.
- Kinship Caregiver must provide documentation of kinship placement and have a home assessment completed by Franklin County Children's Services (FCCS) prior to the approval of any assistance under this program.
- Goods must be purchased and all services rendered prior to July 1, 2019.

### Services may include but are not limited to:

- Respite care for the kinship caregiver, including licensed child care, counseling, etc.;
- Family support services and activities that enable kinship caregivers to provide and maintain a home for a child placed in their care;
- Pro-social activities for the kinship child or family, counseling for child and/or family members;
- Other structured out-of-school programs, services and activities and associated fees, summer camp, and fees, etc.;
- Other programs and services to address developmental or other special needs of a child to promote their development and functioning (e.g. tutoring);
- General expenses to transition/maintain a kinship child in the home (e.g. school supplies/fees, other program/service fees, clothes, bedding, etc.);
- General household expenses related to transitioning or maintaining a kinship child (e.g. rent, utilities, food, bus passes, etc.);
- Crisis assistance (based on unique circumstances of the family);
- Costs and services related to employment, training, and job search and readiness focused around Child Care;
- Any other (non-medically related) kinship child caring costs and services not mentioned above that are identified by FCCS as a need, barrier, or other services included in FCDJFS' PRC plan.

## TANF/PRC Projects

Frequency:	N/A
AG:	Families with minor children or pregnant women, includes all individuals living in the household; non-custodial parents (where indicated)
FPG Standard:	200%
TANF Purpose:	See below

### **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 AG'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. Eligibility for TANF/PRC Projects does not conflict with any other PRC One Time 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. 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 Purposes 1 and 2

### **Workforce Programs and Services for TANF Families:**

Programs and services that offer general or specific strategies and skills to assist individuals to develop employment knowledge, skills and experiences that lead to employment placement, retention and advancement. Programs and services include but are not limited to:

#### **General Workforce:**

A variety of strategies and components that assist individuals to develop knowledge, skills, abilities and experiences that lead to employment placement, retention and advancement. Component services include but are not limited to:

- Skill, education, career, aptitude, interest and personality assessments, screenings, tests and/or inventories;
- Case management, counseling, barrier removal and other supportive services;
- ESOL, VESOL, and other services specific to the needs of refugee and immigrant communities;
- Basic employability and job readiness training and skill development; including, but not limited to:
  - Trainings on positive work habits, world of work expectations, problem solving, decision making, critical thinking, communication, work/life balance, time management, facilitation and conflict resolution, leadership development, etc.
  - Job Search techniques: applications, cover letters, resumes, networks, interviewing, etc.
- Career exploration, pathways and planning;
- Education, training and certifications that lead to employment;
- Employment placement, retention and advancement; and
- Job mentoring and coaching.

#### **Support Services** – includes but is not limited to:

- Professional licensure and testing fees for state license, board certification or commercial driver's license;
- Tools and/or equipment required, but not provided, by an employer;
- Uniforms and footwear necessary for employer;
- Employment related safety equipment; and
- Suiting and other clothing services.

*Note:* items for self-employment are not permissible

**Transportation Services:**

- Intermittent daily, weekly, or monthly bus passes that support participation in a workforce, training or education program; job search and interviews and employment.
- With proof of employment or job offer, reinstatement fees for Ohio driver's license may be paid contingent upon the completion of all reinstatement requirements for driver's licenses suspended under the following circumstances:
  - accumulation of 12 points;
  - missed child support payments;
  - first offense OVI (DUI);
  - high school suspension;
  - juvenile suspension;
  - license/bond forfeiture;
  - liquor law violations;
  - National Driver Registry (NDR);
  - non-compliance (crash report, accident, traffic ticket);
  - non-resident violator compact;
  - Operating a Vehicle After Under Age Consumption (OVUAC);
  - random selection;
  - tobacco violation; or
  - violation of restriction suspension.

**Housing Assistance:**

May pay rent, mortgage, or other housing payments and associated fees in order to obtain/maintain housing, prevent eviction, or prevent foreclosure.

May pay for or otherwise provide a variety of housing-related supportive services including, but not limited to:

- Personal financial management;
- Rental assistance and mortgage lending practices;
- Home ownership;
- Eviction or foreclosure education and assistance; and
- Other supportive services that stabilize housing are allowable contingent upon FCDJFS approval.

PRC Emergency Housing Assistance rules do not apply to individuals enrolled in these contracted services.

**Comprehensive Case Management, Employment, and Training:**

- Tutoring, study skills training, instruction and dropout prevention
- Alternative secondary school services or dropout recovery services
- Paid and unpaid work experience (with an academic and occupational education component)
- Occupational skill training
- Education offered concurrently with workforce preparation activities
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services for not less than 12 months
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Labor market and employment information
- Activities to prepare for and transition to post-secondary education and training

Available to individuals not participating in CCMEP



**Subsidized Employment Program:**

The program provides eligible individuals an opportunity to obtain employment and provides employers an incentive to hire FCDJFS customers.

Payments are to be made to employers or third parties, not directly to individual customers. Payment can be for wages and payroll related costs (excluding health benefits), on-boarding costs (excluding drug testing); trainings, certifications and work related items necessary but not provided by the employer.

Development and recruitment of employers is allowable and there is an expectation of continued employment with the employer past the subsidy period or a placement component that leads to employment with another employer after the subsidy expires.

Subsidized employment benefits will be limited to a maximum of 100% of the employer's costs as detailed in the program description for a period that aligns with the employer's probationary period but not to exceed six months. The payment structure is to be negotiated prior to the employment start date.

**Education, Training, and Work Support Programs and Services:**

Education, training and certifications programs that lead to employment placement, retention and/or placement as well as support programs and services that assist individuals in successfully completing the education, training or certification. Programs may include but not be limited to:

- Basic skills instruction such as math, reading, computer skills;
- Vocation and/or career technical programs;
- GED or similar programs that lead to high school equivalency;
- Aspire programs through the Ohio Dept. of Higher Education;
- English language learning programs (ESOL, VESOL); and
- Other training and certification programs that support or lead to education attainment and employment.

**Individual Training Accounts (ITA):**

These allow eligible individuals to receive training from approved providers that are on a statewide list of eligible providers. Further such accounts assist individuals with the development and management of individual employment plans that lead to employment self-sufficiency

*Note:* WIOA resources should be used if the above services are requested by a WIOA eligible individual.

**Micro-Enterprise Development:**

A program/service strategy that provides loans, training and technical assistance to help low-to-moderate income individuals build incomes, assets and economic self-sufficiency through entrepreneurship. Terms and conditions will be negotiated per project.

**Individual Development Accounts (IDA's):**

IDA programs are similar to savings accounts and enable participant to save for a home, education or business startup. Money earned by participants is placed into an account and typically matched by other sources. Terms and conditions will be negotiated per project.

**Ohio Work Incentive Program:**

These programs provide incentives to eligible employed individuals for the purpose of promoting job placement, retention and eliminating dependency on OWF. The payment structure is dependent on the specific program guidance issued by ODJFS or other funder or criteria established by FCDJFS.

**Youth Workforce Programs and Services:**

A variety of strategies and components that assist individuals to develop knowledge, skills, abilities and experiences that lead to employment placement, retention and advancement. Component services include but are not limited to:

- Skill, education, career, aptitude, interest and personality assessments, screenings, tests and/or inventories;
- Case management, counseling, barrier removal and other supportive services;
- ESOL, VESOL, and other services specific to the needs of refugee and immigrant communities;
- Basic employability and job readiness training and skill development; including, but not limited to:

- Trainings on positive work habits, world of work expectations, problem solving, decision making, critical thinking, communication, work/life balance, time management, facilitation and conflict resolution, leadership development, etc.
- Job Search techniques: applications, cover letters, resumes, networks, interviewing, etc.
- Career exploration, pathways and planning;
- Education, training and certifications that lead to employment;
- Employment placement, retention and advancement; and
- Job mentoring and coaching.

**Family Support and Stability Services:**

Programs and services that assess the issues and needs of families and seek resolution through service referral and linkage, service coordination or collaboration, and/or service provision. Programs and services include but are not limited to:

- Home and/or community based services and interventions;
- Information and referral, service linkage, and/or service coordination;
- Case management, barrier removal and/or other supportive services;
- Counseling and guidance and treatment services (non-Medicaid);
- Trainings and other community education opportunities;
- Individual, group or family sessions;
- Parent Engagement;
- Community and Civic engagement;
- Services specific to the needs of refugee and immigrant families.

Program and services should address a minimum number of the following issues/components (not an exhaustive list):

- Legal issues;
- Housing issues;
- Food security; support of food distribution in the community from approved food pantries;
- Transportation;
- Education and employment;
- Financial education, literacy, planning and budgeting;
- Health and wellness (physical, emotional and mental);
- Parenting and familial relationships;
- Mental health;
- Drug use/abuse;
- Community crime and safety;
- Family/relationship abuse, neglect, and safety;
- Services specific to the needs of refugee and immigrant families;
- Family functioning and stability;
- Parent engagement;
- Family planning;
- Teen pregnancy and parenting; and
- Out of wedlock pregnancy.

**Early Childhood Programs and Services:**

• Programs and services designed to support, enhance, improve and increase early development and learning of children ages 0-5 (pre-kindergarten) Programs and services include but are not limited to:

- Information and referral services;
- Service linkage, coordination and provision;
- Early screening, assessment and intervention services;
- Counseling, occupational, and other specific services to address identified developmental delays and health issues;
- Kindergarten readiness services;
- Early literacy programs;
- Programs for youth with delays who are older than age 5;
- Parent engagement;
- Early education programs;
- Recruitment and Trainings for early learning providers and educators; and
- Recruitment and trainings for Step Up to Quality providers and star ranking; and
- Community awareness initiatives and activities that promote early child development and learning.

**School Clothing and/or Supplies:**

This service may be provided to targeted families with school age youth. This is generally assumed to mean youth age pre-school through 12th grade. Dependent on the need the eligible family definition may be expanded to include youth engaged in an early learning program. If this occurs, clear instructions will be provided to the specific service providers and families.

- Eligible youth/families must be currently enrolled in a school/learning program;
- The AG is eligible regardless of whether they have received PRC One-Time assistance in the previous 12 months; and
- Eligible families will receive a merchandise, voucher or gift card to purchase the clothing or supplies.

*Note:* Misuse of the service may result in the termination of current service (i.e. afterschool or summer camp program) and/or the forfeiture of future services under this service.

## **TANF Purpose 3**

**Youth Development and Intervention Programs and Services:**

Programs and services designed to promote, improve, and increase positive youth development and academic success of youth kindergarten through 12th grade. Programs and services include but are not limited to:

- In-school supportive services not required by education system (e.g. City Year, Communities in Schools);
- Out-of-School services and programs such as but not limited to:
  - Before or after school programs;
  - Summer camps;
  - Career exploration and experience programs;
  - Other community based youth programs;
  - Youth mentoring;
  - Youth leadership development programs;
  - Teen pregnancy prevention and parenting services;
  - Family engagement programs; and
  - Community engagement programs.

Program and services should address a minimum number of the following issues/components dependent on the age of the youth being served (not an exhaustive list):

- Youth academic success;
- School and program attendance and behavior;
- Tutoring, homework assistance and other remediation services;
- Drop-out prevention and re-engagement, credit recovery;
- Truancy prevention and intervention;
- Reduction of academic and non-academic barriers;
- Case management and other supportive services for the youth and their family;
- Increased academic engagement for the youth and their parent/guardian;
- Community programming (e.g. nutrition classes, stress management) ;
- Social emotional development and learning;
- Leadership development;
- Trainings such as positive habits, time management, problem solving, critical thinking, decision making, conflict resolution;
- Services that address relevant social and cultural issues and cultural competency;
- Current issues and topics of particular interest/need (bullying, social media, relationship violence, drug use/abuse, etc.);
- School and life transitions;
- Parent engagement; and
- Career exploration.

**Teen and Out of Wedlock Pregnancy Prevention Services and Programs:**

Programs and services that provide a variety of informational and supportive services to promote the prevention/reduction of teen pregnancy, healthy teen parenting, healthy births, and the delay of subsequent pregnancies. Programs and services include but are not limited to:

- Education and awareness programs related to healthy attitudes and behaviors regarding sexual activity, family planning with the goal of sexual health and to prevent or reduce pregnancy;
- Supportive services to address healthy relationships, peer pressure, communication, decision making, self-esteem, boundary setting, goal setting etc.;

- School and community based programs, education and support groups;
  - Service information and referral, linkage, coordination and provision for pregnant and parenting teens and their families; and
  - Community-wide initiatives, campaigns or activities designed to address issues of teen and out of wedlock pregnancy prevention.
- Services, programs, and campaigns targeted towards decreasing infant mortality.

## TANF Purpose 4

### **Workforce Services for Non-Custodial Parents:**

Programs and services that offer general or specific strategies and skills to assist individuals to develop employment knowledge, skills and experiences that lead to employment placement, retention and advancement. Programs and services include but are not limited to:

#### **General Workforce:**

A variety of strategies and components that assist individuals to develop knowledge, skills, abilities and experiences that lead to employment placement, retention and advancement. Component services include but are not limited to:

- Skill, education, career, aptitude, interest and personality assessments, screenings, tests and/or inventories;
- Case management, counseling, barrier removal and other supportive services;
- ESOL, VESOL, and other services specific to the needs of refugee and immigrant communities;
- Basic employability and job readiness training and skill development; including, but not limited to:
  - Trainings on positive work habits, world of work expectations, problem solving, decision making, critical thinking, communication, work/life balance, time management, facilitation and conflict resolution, leadership development, etc.
  - Job Search techniques: applications, cover letters, resumes, networks, interviewing, etc.
- Career exploration, pathways and planning;
- Education, training and certifications that lead to employment;
- Employment placement, retention and advancement; and
- Job mentoring and coaching.

#### **Support Services** – includes but is not limited to:

- Professional licensure and testing fees for state license, board certification or commercial driver's license;
- Tools and/or equipment required, but not provided, by an employer;
- Uniforms and footwear necessary for employer;
- Employment related safety equipment; and
- Suiting and other clothing services.

*Note:* items for self-employment are not permissible

#### **Transportation Services:**

- Intermittent daily, weekly, or monthly bus passes that support participation in a workforce, training or education program; job search and interviews and employment.
- With proof of employment or job offer, reinstatement fees for Ohio driver's license may be paid contingent upon the completion of all reinstatement requirements for driver's licenses suspended under the following circumstances:
  - accumulation of 12 points;
  - missed child support payments;
  - first offense OVI (DUI);
  - high school suspension;
  - juvenile suspension;
  - license/bond forfeiture;
  - liquor law violations;
  - National Driver Registry (NDR);
  - non-compliance (crash report, accident, traffic ticket);
  - non-resident violator compact;
  - Operating a Vehicle After Under Age Consumption (OVUAC);
  - random selection;
  - tobacco violation; or
  - violation of restriction suspension.

**Subsidized Employment Program:**

The program provides eligible individuals an opportunity to obtain employment and provides employers an incentive to hire FCDJFS customers.

Payments are to be made to employers or third parties, not directly to individual customers. Payment can be for wages and payroll related costs (excluding health benefits), on-boarding costs (excluding drug testing); trainings, certifications and work related items necessary but not provided by the employer.

Development and recruitment of employers is allowable and there is an expectation of continued employment with the employer past the subsidy period or a placement component that leads to employment with another employer after the subsidy expires.

Subsidized employment benefits will be limited to a maximum of 100% of the employer's costs as detailed in the program description for a period that aligns with the employer's probationary period but not to exceed six months. The payment structure is to be negotiated prior to the employment start date.

**Education, Training, and Work Support Programs and Services:**

Education, training and certifications programs that lead to employment placement, retention and/or placement as well as support programs and services that assist individuals in successfully completing the education, training or certification. Programs may include but not be limited to:

- Basic skills instruction such as math, reading, computer skills;
- Vocation and/or career technical programs;
- GED or similar programs that lead to high school equivalency;
- Aspire programs through the Ohio Dept. of Higher Education;
- English language learning programs (ESOL, VESOL); and
- Other training and certification programs that support or lead to education attainment and employment.

**Individual Training Accounts (ITA):**

These allow eligible individuals to receive training from approved providers that are on a statewide list of eligible providers. Further such accounts assist individuals with the development and management of individual employment plans that lead to employment self-sufficiency

*Note:* WIOA resources should be used if the above services are requested by a WIOA eligible individual.

**Micro-Enterprise Development:**

A program/service strategy that provides loans, training and technical assistance to help low-to-moderate income individuals build incomes, assets and economic self-sufficiency through entrepreneurship. Terms and conditions will be negotiated per project.

**Individual Development Accounts (IDA's):**

IDA programs are similar to savings accounts and enable participant to save for a home, education or business startup. Money earned by participants is placed into an account and typically matched by other sources. Terms and conditions will be negotiated per project.

**Family Support and Stability Services for Non-Custodial Parents:**

Programs and services that assess the issues and needs of families and seek resolution through service referral and linkage, service coordination or collaboration, and/or service provision. Programs and services include but are not limited to:

- Home and/or community based services and interventions;
- Information and referral, service linkage, and/or service coordination;
- Case management, barrier removal and/or other supportive services;
- Counseling and guidance and treatment services (non-Medicaid);
- Trainings and other community education opportunities;
- Individual, group or family sessions;
- Parent Engagement;
- Community and Civic engagement;
- Services specific to the needs of refugee and immigrant families.

Program and services should address a minimum number of the following issues/components (not an exhaustive list):

- Legal issues;
- Housing issues;
- Food security; support of food distribution in the community from approved food pantries;
- Transportation;
- Education and employment;
- Financial education, literacy, planning and budgeting;
- Health and wellness (physical, emotional and mental);
- Parenting and familial relationships;
- Mental health;
- Drug use/abuse;
- Community crime and safety;
- Family/relationship abuse, neglect, and safety;
- Services specific to the needs of refugee and immigrant families;
- Family functioning and stability;
- Parent engagement;
- Family planning;
- Teen pregnancy and parenting; and
- Out of wedlock pregnancy.

**TANF Purpose 1, 2, 3, and 4**

**Community Awareness, Outreach and Engagement Programs, Services and Initiatives:**

Initiatives, activities and collaborative projects that address a particular community issue or need relevant to low-income, at risk youth, families and individuals. Issues may include but are not limited to the following topics:

- Infant Mortality (Teen and out of wedlock pregnancy prevention and parenting)
- Early Childhood Development and Learning
- Positive Youth Development and Academic Success
- Poverty indicators and factors
- Workforce Development

Use of billboards, print and broadcast media and other general community information and awareness activities and initiatives designed to inform a population about community needs and services available.

As a general matter, contract and subaward agreements under this category that focus on youth will be justified under TANF Purpose 3; contract and subaward agreements that focus on noncustodial parents will be justified under TANF Purpose 4.