



Franklin County  
Board of Commissioners

**JOB & FAMILY  
SERVICES**

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

Effective Date: November 8, 2023

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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 (See [R.C. Chapter 5108](#) and [OAC 5101:1-24](#)). These supports include limited non-recurring, short-term, crisis-oriented benefits and 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. Eligibility for most types of assistance requires a minor child or a pregnant individual in the home. 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:** Diverting families from ongoing cash assistance by providing short term non-assistance.
- Retention:** Assisting an employed member of the family in maintaining employment.
- Contingency:** Meeting an emergent need which, if not met, threatens the safety, health, or well-being of one or more family members.

## **ASSISTANCE GROUP**

Assistance Group (AG) is defined as a group of individuals treated as a unit for purposes of determining eligibility for the PRC program. For AG composition under the Kinship Caregiver Program, see pg. 21.

In Franklin County, an AG applying for Emergency Assistance, Community Disaster, Personal Disaster, or Community Projects includes all household members at a specified address. An individual living in the household 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, that person's need is not counted when comparing the household income to the economic need standard, see pg. 6. If a 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 the individual 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);
- An individual with no other minor children who is medically verified to be pregnant, although the fetus is not counted as an AG member; or
- Non-custodial parents may be eligible for Emergency Assistance in addition to services provided under TANF Purpose 3 or 4, see below.

A “specified relative,” as defined in section 5107.02 of the Ohio Revised Code, means any of the following for an individual 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 if the marriage has ended in death, separation, or divorce.

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 Emergency 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.

Households without minor children may be eligible for the following programs as follows:

- An individual with no minor children may seek assistance under Community Projects, TANF Purpose 3, see pg. 25; or
- A non-custodial parent of a minor child who lives in Ohio, but does not live in the same household with their minor child, that has established paternity and is currently cooperating with CSEA. A non-custodial parent may apply for Emergency Assistance, see pgs. 17-19; in addition to Workforce Services and Family Support and Stability services under TANF Purpose 4, see pg. 26.

### **INELIGIBLE AG MEMBERS**

Individuals meeting one or more of the following criteria are considered ineligible for purposes of calculating economic need:

- 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 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 medically verified to be pregnant, 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;
- 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.

### **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 Table (see **Appendix A**) details the scope of benefits and services that may be available by program category. The table also specifies eligible AGs and the economic need standards for each benefit or service.

The following PRC programs are non-exclusionary, allowing eligible individuals and families to receive assistance without precluding access to each other: Emergency Assistance, Disaster Assistance, Kinship Caregiver Program, and Community Projects. The cash value of benefits received outside of the Emergency Assistance program is not counted towards its \$2,500 benefits cap (see pg. 6). All purchased services must comply with TANF allowable expenses. Benefits and services may be delivered through the following programs:

## **EMERGENCY AND DISASTER ASSISTANCE**

Emergency Assistance is limited to non-recurrent, short-term cash assistance benefits to help AGs resolve an emergent need. Emergency Assistance cannot exceed \$2,500 but may include one or more benefits. This is not a monthly cash payment or ongoing support program.

Generally, Emergency Assistance may be received once every period of twelve consecutive months, calculated from the date of application. However, individuals who receive Temporary Housing assistance may make a second application for Rent/Mortgage Payments within the same twelve-month period provided that the sum received does not exceed the \$2,500 annual limit.

Applicants who receive Emergency Assistance (or the equivalent) in another county prior to moving to Franklin County regain eligibility for Emergency Assistance twelve months after the date of application.

Emergency Assistance may be used to help families resolve a specific emergent need, including rent/mortgage payments, security deposits, utilities, auto repairs, and employment-related expenses. Rent and mortgage expenses are eligible for assistance when they are overdue or if there is a notice of eviction.

A landlord/property owner/property manager that agrees in writing to the terms and conditions to receive payment by FCDJFS are prohibited from evicting a tenant for nonpayment of rent with respect to the period covered by the assistance.

An applicant, in situations in which a landlord/property owner/property manager agrees in writing to receive payment by FCDJFS for emergency rental assistance, breaches the agreement by evicting the tenant, and the application was subsequently approved thereafter and cashed by the landlord/property owner/property manager, may reapply for emergency assistance within the same 12-month period, and the sum approved in the initial application will not count towards the applicant's \$2,500 benefit cap. Applicants must provide proof of eviction to be eligible to reapply within the same 12-month period, calculated from the date of the initial application.

PRC benefits are paid directly to a third-party provider (e.g. vendor, landlord, utility, or repair shop) – not the applying individual.

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

Emergency Assistance alone, or in combination with payments or resources from other sources, must resolve the emergent need presented by the AG. This assistance is limited to four months' worth of expenses and liabilities. See pages 17-20 of Appendix A for more information on the types of Emergency and Disaster Benefits and Services.

### Eligibility for Emergency Assistance: Economic Need

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 Table located in **Appendix A** of this Plan.

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 Emergency Assistance is set at 175% of the federal poverty guideline. For an AG with two individuals, the 2023 poverty guideline is \$19,720. Dividing this annual figure by twelve provides a monthly threshold, \$1,643.33. Multiplying this monthly threshold by 175% (or 1.75) provides the economic need standard for PRC eligibility, or \$2,875.83, making two-person AGs with \$2,875.83 or less in countable monthly income eligible for Emergency Assistance.

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

The 30-day budget period begins 30 days prior to the date of 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 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, but not limited to:
  - 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;
  - All income from individual rebates (also referred to as stimulus payments) and pandemic unemployment compensation authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

#### **Emergency Eligibility Factors:**

- Gross household income at or below 175%;
- Reside in Franklin County;
- Household includes a minor child or an individual medically-verified to be pregnant;
- AG members have or have applied for SSNs;
- Citizen or legal resident;
- Have not received Emergency assistance in last 12 months;
- No fraud overpayment balance or outstanding IPV for TANF;
- Not on OWF sanction.

\*non-custodial parents see pg. 5

- 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; and
- Rental income.

Written or verbal verification of income from an employer is required (e.g. pay stubs or a statement in support). Self-declared zero-income statements are permitted.

Income from individual rebates (also referred to as stimulus payments) and pandemic unemployment compensation authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act or other federal legislation are excluded when determining income eligibility for PRC benefits and services.

PRC Presumptive Eligibility Pilot for SNAP and OWF Recipients:

For a period of 6 months, applicants enrolled in the Supplemental Nutrition Assistance Program (SNAP) and/or the Ohio Works First program (OWF) at the time of application for PRC are not required to verify income to satisfy the economic need standard when applying for PRC Assistance. Applicants enrolled in SNAP and/or OWF in Franklin County at the time of application for PRC are still responsible for completing all other necessary documents, furnishing all available forms and information, and eligibility determinations on the application for the assistance category or categories requested. Discrepancies on the application may require further verifications. Applicants not receiving SNAP or OWF are required to verify income to satisfy the economic need standard.



## Eligibility for Emergency Assistance: Citizenship

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 by birthright or naturalization. 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 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 application will not be delayed while the agency obtains secondary verification. If secondary verification establishes that the applicant is not a qualified alien sometime after benefits are issued, the agency will attempt to recoup the cost.

An undocumented person may apply on behalf of the AG. The income that is received by the undocumented alien is included in the countable income of the AG; however, the undocumented alien is not included in the AG size that the income is being compared to in the eligibility determination. 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 AG. Eligible members of the AG may receive PRC benefits and services as long as they benefit the household group (e.g., assistance with 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 person and earns \$750 per month; Mary is a U.S. citizen and she earns \$500 per month. Either John or Mary can apply 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).

#### Eligibility for Emergency Assistance: Other Non-Economic Requirements

- 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 they are not receiving PRC assistance through another county or state and if the individual attests that he or she is a resident and intend to remain in Franklin County.
- Household Composition: An applicant may verify household composition in writing or by self-declaration.
- Social Security Numbers (SSNs): AGs applying for Emergency Assistance, Community, or Personal 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 Community Projects only require a SSN from the participating individual. Adults applying for Community Projects on behalf of a minor must supply SSNs for both themselves and the minor individual.

#### Disaster Assistance: State-Declared, Community, or Personal

Only a single PRC payment will be made for a given disaster (e.g. individuals cannot receive both state-declared and personal disaster PRC payments for the same flood).

##### State-Declared Disaster:

- If Franklin County is declared a disaster county and allocated federal disaster funds, the AG must apply for federal disaster benefits at the local agency designated by the State to receive funding;
- If the State declares a disaster for all or parts of Franklin County they will issue directives on eligibility requirements, allowable services, and required documentation. FCDJFS will comply with the rules set forth for that disaster;
- In the event that disaster-related PRC assistance funds from the state are not sufficient to meet the needs of Franklin County families, county commissioners may opt to use PRC funds within the county allocation.

##### Community Disaster:

- A disaster that results in an emergency housing situation that affects 10 or more housing units; and involvement by the Franklin County Emergency Management Agency;
- The AG must reside in Franklin County, be adversely affected by the disaster, and meet the standard for economic need;
- Up to \$1,000 per family household, per declared disaster may be awarded.
- Authorized payments for goods and services may include benefits 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;

- AGs may self-declare when reporting income for eligibility;
- Applications must be made within 60 days of the disaster.
- Household expenses may include:
  - Household items (dishes, sheets, pots, 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).
- For residing homeowners, household-related repairs may include:
  - Labor, supplies, and equipment for essential home repairs;
  - Repair or purchase of furnace or water tank.

Personal Disaster (i.e. house fire, flood, etc.):

- The AG must reside in Franklin County, be adversely affected by the disaster, and meet the standard for economic need;
- Up to \$1,000 per family household, per declared disaster may be awarded;
- Authorized payments for goods and services may include benefits 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;
- AGs may self-declare when reporting income for eligibility;
- Applicants must provide documentation of the disaster, such as verification from a public or nonprofit disaster relief agency. Documentation also includes a declaration by the Franklin County Emergency Management Agency.
- Application must be made within 60 days of the disaster.
- Household expenses may include:
  - Household items (dishes, sheets, pots, 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).
- For residing homeowners, household-related repairs may include:
  - Labor, supplies, and equipment for essential home repairs;
  - Repair or purchase of furnace or water tank.

### Application Processing: Emergency Assistance and Disaster Assistance

FCDJFS is responsible for using objective criteria when determining eligibility for PRC benefits and services. The following processes will be observed:

To be considered eligible, an applicant must be at least 18 years of age and complete the Franklin County "Prevention, Retention, and Contingency Program (PRC) Application" (FCDJFS 3800) or another application as directed. Any individual who requests assistance will be given an application even if the circumstances they describe seem likely to result in denial. Because an original signature is not required, a faxed application is acceptable. A face-to-face interview is not required.

Applications may be submitted by any available options provided which may include in-person to the FCDJFS clerical staff, the 24-hour application drop box, mail, fax, email, or through the [FCDJFS website](#).

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

PRC staff have 15 calendar days to make eligibility determinations. It may take up to 30 additional days to issue payment upon approval. Applicants must submit required documentation before determinations can be made; all applicants will receive an approval or denial notice following a decision. Applicants may reapply when they have the necessary documents. This time frame may be subject to unavoidable delays on the part of the agency.

### **SPECIALIZED SERVICES**

#### 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 Emergency 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. PIPP reinstatement costs are not the same as the total balance due, which may include unpaid utility fees incurred prior to PIPP participation.

#### Eviction Avoidance Fund Community Partnership

There are times when FCDJFS will reimburse a third-party community organization for rental assistance paid on behalf of a PRC approved customer through the Eviction Avoidance Fund Community Partnership. This partnership was created to allow community-based organizations to expedite payments where necessary to avoid an eviction. The community organization will submit the PRC application and all required documentation to FCDJFS on behalf of the customer,

including documentation of any rent payments. If approved, FCDJFS reimburses the community organization up to the amount allowable by PRC.

### **COMMUNITY PROJECTS**

Community Projects include services that either have no direct monetary or limited cash incentives for the purpose of building family capacity. These services are intended to promote self-sufficiency and enhance family stability.

The PRC Benefits and Services Table (see **Appendix A**) lists a number of services that may be offered to AGs. Only those projects with a current contract or subaward agreement will be available unless the project is being obtained directly by the Family Stabilization Unit (FSU) Pilot Program for eligible, enrolled FSU participants.

Members of the AG are eligible to participate in more than one Community Project simultaneously or sequentially if participation will enhance self-sufficiency.

#### **Eligibility:**

To be considered eligible, an applicant must be at least 18 years of age or the parent (including non-custodial parent) or legal guardian applying for services on the behalf of a minor. The applicant must 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, the designated provider, and necessary collateral contacts.

The Community 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 Community 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) no later than 20 business days of the receipt of all required verifications and 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 Social Program Developer 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 staff for the period of the subaward 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 Community Project can be of benefit to the AG member. The span of eligibility will be outlined in each contract.

For 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 Community 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 Community 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.

### **PROGRAM OPERATION**

To ensure fair and equitable treatment of families, this program shall be administered according to the standards set forth within this Plan. The benefits, services, or amounts listed in the PRC Benefits and Services Table (see **Appendix A**) may not be reduced, limited, or restricted unless the Plan is amended. Within the governing regulations, the Director (or designee in their absence) of the FCDJFS retains the right to expand 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 this discretion.

FCDJFS staff and/or its service providers may 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 makes voter registration applications available to PRC applicants. Agencies in contract with FCDJFS also make voter registration applications available to PRC applicants.

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. Overpayments are subject to TANF rules and regulations as outlined in Ohio Administrative Code 5101:1-23-70 and will be referred for collection.

Pursuant to section 5101.83 of the Revised Code and rule 5101:1-23-75 of the Ohio Administrative Code, PRC benefits and services may not be provided to a family that fraudulently received benefits under the OWF and/or PRC programs until a member of the assistance group repays the cost of the fraudulent assistance. An AG that is discovered to have fraudulently received or improperly made use of PRC benefits or services may also be subject to prosecution.

Prohibitions against self-dealing require that under no circumstances will an FCDJFS employee receive PRC vendor payments, either as an individual or as a member of a corporation or partnership.

# Appendix A

## PRC BENEFITS AND SERVICES TABLE



## PRC Benefits and Services Table

### PRC Emergency Assistance

<b>Payment Cap:</b>	\$2,500 (may include one or more benefits)
<b>Frequency:</b>	One PRC payment per twelve-month period, generally. Applicants receiving Emergency Assistance for temporary housing may make a second application for rent/mortgage payments within the twelve-month period provided that the sum total received does not exceed \$2,500.
<b>AG:</b>	Families with minor children or pregnant women, and non-custodial parents. Includes all individuals living in the household.
<b>FPG Standard:</b>	175%
<b>TANF Purpose:</b>	1, 2
<b>Notes:</b>	Limited to four months of expenses. Must document past 30 days of income. Applications for Rent/Mortgage Payments require projected income for next 30 days.

#### General Overview

Limited, 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 State, Community, and Personal Disaster-Related PRC Assistance, Kinship Caregiver Program, or Community Projects. The FCDJFS PRC payment alone, or in combination with other payments, must stop the emergency.

#### Rent Payments

- Applicant must provide documentation regarding the amount due and the month(s) for which payment is being requested.
- Rent expenses are eligible for assistance when it is overdue or there is a notice of eviction.
- A current lease agreement is required for all rent-related requests and payments. The name of the applicant must match the name on the lease.
- A copy of any subsidized assistance agreement is required, if applicable.
- Payment will not be made for 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.
- Payment will not be made to the landlord for utilities if not disclosed in the lease agreement.

Please note: The AG is different for homeless individuals in “doubled-up” living arrangements. See pg. 4.

#### Mortgage Payments

- Applicant must provide documentation regarding the amount due and the month(s) for which payment is being requested.
- Mortgage expenses are eligible for assistance when they are overdue or there is a notice of foreclosure.
- Payment will not be made for closing costs, down payments, second mortgages, or home equity lines of credit.
- Payment will not be made for any legal expenses, penalties, or court costs.

#### 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

- Payment may be made to prevent shut-off or restore service.
- Applicant must provide documentation regarding the amount due.
- During the Winter Heating Season – PRC can only pay to prevent the shut-off of or restore non-heating utilities; PRC will only be approved for heating assistance if the customer provides documentation from Impact/HEAP stating that this resource was denied.

**PIPP Plus**

- PRC may be used to help customers regain PIPP eligibility by assisting with PIPP reinstatement costs.
- 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.
- One estimate is required. The estimate must be acquired from a business registered with the Ohio Secretary of State's office.

**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.
- Repairs must be performed by a licensed contractor.
- Two estimates are required.
- Home repairs may include:
  - Labor, supplies, and equipment for essential home repairs.

**Temporary Housing**

Payment will be made for no more than two months of emergency shelter or three months of temporary housing expenses. An additional one-month of assistance can be awarded by approval of the Director. Applicants are permitted to relocate once to another emergency shelter or temporary housing location with respect to the period covered under assistance. Expenses may be paid for the following:

- Emergency 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.
- Temporary Housing
  - Homeless applicants, excepting those in "doubled-up" living arrangements, see pg. 4;
  - Applicants who are residing in a domestic violence shelter.
  - Other temporary housing costs (i.e. hotel or motel).
  - Applicants for temporary housing must agree to a monthly review process with FCDJFS for permanent housing assistance.

**Property Taxes**

- Current year real estate taxes may be paid for the 1st Half Collection and/or the 2nd Half Collection (as defined by the Franklin County Treasurer). Applicants are eligible for up to \$2,500 and must be a TANF eligible family.
- Applicant must reside in the home and provide proof of ownership.
- 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.

**Auto Repairs**

- Applicant must be employed (or in receipt of a job offer proposing) at least twenty (20) hours per week.
- 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 auto established by Kelley Blue Book ([www.kbb.com](http://www.kbb.com)) or [www.NADAguides.com](http://www.NADAguides.com).
- Auto must be the AG's sole means of transportation.
- One estimate is required from either a maintenance shop or insurance agency. The 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 necessary repairs needed to make the vehicle operational (e.g. body damage, tire damage, etc.); cosmetic repairs, such as painting and striping, and body damage that does not interrupt the ability to drive will not be paid. The auto should be operational after repairs are completed.
- If, for the auto to become operational as part of the repair, some regular maintenance such as an oil change is a necessary repair for the auto to become operational, can be covered. Tow fees can be covered if it is a necessary repair to make the auto operational.
- For auto repairs, “operational” is defined as an auto in working mechanical condition, capable of being operated as intended and in a safe manner upon a public road, street, or highway.
- 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.

## Disaster Assistance

Payment Cap:	\$1,000
Frequency:	N/A
AG:	Families with minor children or pregnant women, includes all individuals living in the household
FPG Standard:	175%
TANF Purpose:	1, 2

### State-Declared Disaster:

- If Franklin County is declared a disaster county and 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);
- If the State declares a disaster for all or parts of Franklin County they will issue directives on eligibility requirements, allowable services, and required documentation. FCDJFS will comply with the rules set forth for that disaster;
- 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.

### Community Disaster:

- A disaster that results in an emergency housing situation that affects 10 or more housing units; and includes involvement from the Franklin County Emergency Management Agency;
- The AG must reside in Franklin County, be adversely affected by the disaster, and meet the standard for economic need;
- Up to \$1,000 per family household, per declared disaster may be awarded.
- Authorized payments for goods and services may include benefits 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;
- AGs may self-declare when reporting income for eligibility;
- Application must be made within 60 days of the disaster.
- 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)
  - Baby items (limited to crib, car seat, baby clothing, and baby supplies).
- Household related repairs or replacement expenses will be paid only where the applicant is the residing homeowner and may include:
  - Labor, supplies, and equipment for essential home repairs;
  - Repair or purchase of furnace or water tank.

### Personal Disaster (i.e. house fire, flood, etc.):

- The AG must reside in Franklin County, be adversely affected by the disaster, and meet the standard for economic need;
- Up to \$1,000 per family household, per declared disaster;
- Authorized payments for goods and services may include benefits 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;
- AGs may self-declare when reporting income for eligibility;
- Applicants must provide documentation of the disaster, such as verification from a public or nonprofit disaster relief agency. Documentation also includes a declaration by the Franklin County Emergency Management Agency.
- Application must be made within 60 days of the disaster.
- 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)
  - Baby items (limited to crib, car seat, baby clothing, and baby supplies).
- Household related repairs or replacement expenses will be paid only where the applicant is the residing homeowner and may include:
  - Labor, supplies, and equipment for essential home repairs;
  - Repair or purchase of furnace or water tank.

## Community Projects

Frequency:	N/A
AG:	Families with minor children or pregnant, includes all individuals living in the household; noncustodial parents (where indicated).
FPG Standard:	200% (not required under TANF Purposes 3 and 4)
TANF Purpose:	See below

### **General Overview:**

Supportive services are intended to build family capacity, promote self-sufficiency, or enhance family functioning. Eligibility for participation in a Community 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. Community 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. PRC Projects that meet the objectives of TANF purposes 3 & 4 are not limited to needy families and means testing is not required.

## TANF Purposes 1 and/or 2

### **Kinship Caregiver Programs and Services**

Programs and services that provide stabilization services to transition the child into and maintain the child in the home of the kinship caregiver and caregiver services to administer to the needs of a minor child. Examples of benefits and services include, but are not limited to:

- caregiving service provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver.
- care designed to provide temporary relief of child caring functions.
- Child care services not to exceed four months;
- Incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. purchases for basic needs such as but not limited to cribs/beds etc.).

### **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.
- Auto down payment when an applicant needs the vehicle for transportation to and from work; up to \$2,000 per family household.

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

**Transportation Services:**

- Gas cards, rideshare fees (i.e. Uber, Lyft), and 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.

**Achieve More and Prosper (AMP):**

- 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
- Stipends and incentives for are available for specified outcomes, attendance incentives are an unallowable expense

Available to individuals not participating in AMP

**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;
- Purchases that support bridging the digital divide for youth, adults and families; 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 is targeted for 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 Emergency assistance in the previous 3 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\);
- 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.

# Appendix B

## PRC PLUS RENTAL ASSISTANCE PROGRAM

# PRC Plus Rental Assistance Program

(Program Effective October 1, 2023)

The PRC Plus Rental Assistance Program is designed to assist households that are unable to pay rent or utilities due to economic consequences of the COVID-19 pandemic. The Board of Commissioners has made funding available pursuant to §35.6(b)(8) of the Interim Final Rule promulgated by the U.S. Department of the Treasury, which permits State and Local Fiscal Recovery Funds authorized in section 9901 of the American Rescue Plan Act of 2021 to be used towards this purpose.

## **Eligibility:**

- Household income from 176% to 300% FPG;
- All other eligibility requirements for this program, other than those specifically noted, are identical to the requirements for PRC Emergency Rent Assistance (PRC-ERA) Program. Those requirements are incorporated by reference.
- Residents who have received assistance through PRC-ERA are ineligible to receive assistance through PRC Plus.

## **Assistance:**

- Limited to 3 months of assistance per approved application.
- The assistance available through this program is identical to assistance available through the PRC Emergency Rent Assistance (PRC-ERA) Program.

# Appendix C

## PRC EMERGENCY RENTAL ASSISTANCE PROGRAM



## **PRC-ERA Program**

### **(Effective October 1, 2023)**

Emergency Rental Assistance program makes funding available to assist households that are unable to pay rent or utilities due to the COVID-19 pandemic. This program is funded by ARPA ERA and the Consolidated Appropriations Act of 2021.

#### **Eligibility:**

- Household must be obligated to pay rent on a residential dwelling;
- One or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic;
- One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability;
- Household income at or below 50% of area median income. Applicants may provide a written statement attesting to household income.
- Residents who have received assistance through PRC Plus are ineligible to receive assistance through PRC-ERA;
- Applications for PRC-ERA do not require a sustainability determination; and
- All other eligibility requirements for this program, other than those specifically noted, are identical to the requirements for PRC One-Time Assistance for rent. Those requirements are incorporated by reference.

#### **Assistance:**

- General limitations
  - Limited to 3 months of assistance per approved application.
  - Eligible arrears must have accrued no earlier than March 13, 2020.
  - The program will be in effect until funds provided for this purpose are no longer available.
  - Applicants who believe they have been denied in error may request review of their application by the FCDJFS Director or designee.
- Emergency Assistance categories
  - Rent (prospective or arrears)
  - Utilities and home energy costs (prospective or arrears)
  - Other expenses related to housing incurred due, directly or indirectly, to COVID-19. Such expenses include:
    - Relocation expenses, which may include rental security deposits, and rental fees, which may include application or screening fees, if a household has been temporarily or permanently displaced due to the COVID-19 outbreak;
    - Reasonable accrued late fees (if not included in rental or utility arrears and if incurred due to COVID-19); and
    - The cost of a hotel stay may also be covered.
  - Internet services are not considered utilities and are not an allowable benefit under any PRC programs.

In accordance with the Prevention, Retention, and Contingency (PRC) Plan biennial renewal requirements outlined in Chapter 5108 of the Ohio Revised Code, the PRC Plan is approved by:

*Michelle Lindeboom*

11/8/2023

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Michelle Lindeboom  
Director, Franklin County Department of Job and Family Services

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Date

**SIGNATURE SHEET**

Resolution No. 863-23

November 07, 2023

**RESOLUTION APPROVING AND CERTIFYING THE FRANKLIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES' PREVENTION, RETENTION, AND CONTINGENCY PLAN FOR THE 2024-2025 BIENNIAL PERIOD.**

**(JFS - Job and Family Services)**

Upon the motion of Commissioner Kevin L. Boyce, seconded by Commissioner Erica C. Crawley:

**Voting:**

**John O'Grady, President**  
**Kevin L. Boyce**  
**Erica C. Crawley**

**Aye**  
**Aye**  
**Aye**

Board of County Commissioners  
Franklin County, Ohio

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Franklin County, Ohio on the date noted above.

  
\_\_\_\_\_  
Brittany Razeck, Clerk  
Board of County Commissioners  
Franklin County, Ohio

**FRANKLIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
RESOLUTION SUMMARY SHEET**

**Resolution approving and certifying the Franklin County Department of Job and Family Services' Prevention, Retention, and Contingency Plan for the 2024-2025 Biennial period**

In accordance with the requirements of the Ohio Revised Code, the Franklin County Department of Job and Family Services (FCDJFS) drafted a Prevention, Retention, and Contingency Statement of Policy (PRC Plan) for providing benefits and services that individuals need to overcome barriers to achieving self-sufficiency and personal responsibility. The PRC program is available to provide services to Franklin County residents to prevent them from going on public assistance, to help them stay employed, or to help alleviate situations that threaten the health or safety of the resident and the resident's family. The PRC program's services are not an entitlement and are provided only to promote self-sufficiency and personal responsibility.

The Ohio Revised Code requires that counties adopt a written PRC Plan and update it at least every two years. The period of this plan will begin November 8, 2023, and end September 30, 2025.

The PRC Plan must contain certain information, including eligibility requirements and restrictions on the amount, duration, and frequency of benefits and services. In adopting the 2024-25 PRC Plan, FCDJFS has met all of the requirements of Chapter 5108 of the Ohio Revised Code, including receiving public comments during a 30-day period before being signed by the FCDJFS Director. Ohio law further requires the Franklin County Board of Commissioners to certify that FCDJFS has complied with these requirements in adopting the PRC Plan.

The 2024-2025 PRC Plan contains many of the same provisions as the current PRC Plan that was approved and certified by the commissioners. The TANF Allocation funding level of the One-Time Short-Term cash assistance program category is \$3,500,000 in FFY2024. Substantive changes include:

- Raises the FPL eligibility threshold from 165% FPL to 175% FPL.
- Increases the Benefit Cap for Emergency Assistance to \$2,500.
- Increases the Benefit Cap for Disaster Assistance to \$1,000
- The Emergency Avoidance Fund will continue. This program was piloted in 2022.
- Implements a PRC Presumptive Eligibility pilot for recipients of SNAP and OWF for 6 months.
- Noncustodial Parents are now eligible to receive PRC Emergency Assistance.

The existing PRC plan will remain in effect until the provisions of the 2024-2025 PRC Plan become effective on November 8, 2023.

*Christy Russell*

10/27/2023

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Authorized FCDJFS Representative

\_\_\_\_\_  
Date