Franklin County
Board of Commissioners

JOB & FAMILY SERVICES

PREVENTION, RETENTION, AND CONTINGENCY (PRC) PLAN

Effective Date: January 5, 2021

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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 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 an individual at least six-months pregnant 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 pgs. 7-8.

In Franklin County, an AG applying for One-Time Assistance, Family-Disaster, or TANF/PRC 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. 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 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);

- 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; or
- Non-custodial parents may be eligible for 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 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 One-Time 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 under TANF/PRC Projects, as follows:

- An individual with no minor children may seek assistance under TANF Purpose 3, see pgs. 27-28; 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, may apply for Workforce Services and Family Support and Stability services under TANF Purpose 4, see pgs. 28-30.

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 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;
- 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.

PRC programs are non-exclusionary, allowing eligible individuals and families to receive One-Time Assistance without precluding access to Disaster Assistance, Kinship Caregiver Program, or TANF/PRC Projects and vice versa. The cash value of benefits received outside of the One-Time Assistance program is not counted towards the $1,500 benefits cap. All purchased services must comply with TANF allowable expenses. Benefits and services may be delivered through the following programs:

One-Time Assistance

One-time, non-recurrent, short-term cash assistance benefits help AGs resolve an emergent need. One-Time Assistance cannot exceed $1,500, but may include one or more benefits. This is not a monthly cash payment or ongoing support program such as OWF.

Generally, One-Time Assistance may be received once within a 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 total received does not exceed the $1,500 annual limit. Applicants who receive One-Time Assistance (or the equivalent) in another county prior to moving to Franklin County regain eligibility for One-Time Assistance twelve months after the date of application.

One-Time Assistance may be used to help families resolve a specific emergent need, including rent/mortgage payments, utilities, auto repairs, and employment-related expenses. One-Time Assistance for rent/mortgage payments requires a sustainability determination. (See pgs. 10-11). Sustainability determinations are not used to authorize applications for temporary housing. Rent and mortgage expenses are considered delinquent when at least five days overdue or if there is a notice of eviction.

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

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

One-Time 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.

Disaster Assistance: State-Declared, Personal, and COVID-19 Response

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 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, county commissioners may opt to use PRC funds within the county allocation.

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 $750 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;
- Application must be made within 30 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) – 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 and/or supplies for essential home repairs;
    - Repair or purchase of furnace or water tank; or
    - Home repairs affecting basic structure (roof, plumbing, walls).

COVID-19 Response

- When the state or county provides additional funding to address the COVID-19 crisis or redirects current funding for the same.
- The program will be in effect from 3/30/2020 until funds provided for this purpose are exhausted or until 60 days after public health declaration has ended.
- $500 per eligible family household
- Authorized payments for goods and services may include benefits that will provide relief of the emergent needs of the AG related to the COVID-19 crisis.
- A specific application is required for this program and can be obtained from the FCDJFS website.
- Applicants are not required to sign application for the COVID-19 Response program. The agency will accept verbal self-attestation for eligibility or an electronic signature for applications.

Kinship Caregiver Program

Allowable Services:

- *Stabilization Services*: designed to transition a child into and maintain the child in the home of the kinship caregiver. Examples of stabilization benefits include, but are not limited to: child care services not to exceed four months, incidentals incurred when taking on the responsibility of caring for a child unexpectedly (e.g. one-time purchases for basic needs including cribs, beds, etc.)
- *Caregiving Services:* benefits or services are limited to reimbursement to the kinship caregiver or direct payment to a third-party individual or entity administering to the needs of a minor child. Services may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver. Includes care designed to provide temporary relief of child caring functions in crisis nurseries, day treatment, and in the home. In addition to the general eligibility criteria listed below the kinship child and caregiver must meet the following criteria to receive caregiving services:
    - The child must meet the age requirements:
        - Be under age thirteen at the time of application and may remain eligible unit they turn thirteen; or
        - Be under age eighteen at the time of application if the child meets the definition of special needs pursuant to paragraph (U) of rule 5101:2-16-01 of the Administrative Code, and may remain eligible until they turn eighteen.
    - The kinship caregiver or other member of the assistance group shall participate in one of the following qualifying activities:
        - Paid employment on a full or part time basis;
        - A training or education activity that prepares the caretaker for paid employment; or
        - Participation in one or more work activities as a condition of eligibility for either Ohio Works First (OWF) or the Supplemental Nutrition Assistance Program (SNAP).

Basic Eligibility:

The program requires that each member of the assistance group shall:

- Have or have applied for a social security number
- Be a United States citizen, a non-citizen national, or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code;
- Be a resident of Franklin County;
- Have been afforded the opportunity to register to vote (when applicable);
- Have an Assistance Group income of at or below 200% FPL
- For Stabilization Services, the Assistance Group shall include only a minor child residing with a kinship caregiver; and
- For Caregiving Services, the Assistance Group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver.

Program Application:

- A specific application is required for this program; copies of this application can be obtained at an FCDJFS office, the FCDJFS website, or Franklin County Children Services (FCCS);
- A separate application is required for each kinship child in the home;
- Applications must be submitted to FCCS for processing;
- Applicants will be required to submit income verification for the 30-days prior to the application; and
- Applicants will be required to submit documentation verifying the need for requested services.

The effective dates of the Kinship Caregiver Program are included in the Memorandum of Understanding between FCDJFS and FCCS (see **Appendix B**).

TANF/PRC Projects

TANF/PRC 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 TANF/PRC Project simultaneously or sequentially if participation will enhance self-sufficiency.

ELIGIBILITY FOR PRC

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 One-Time Assistance is set at 165% of the federal poverty guideline. For an AG with two individuals, the 2019 poverty guideline is $16,910. Dividing this annual figure by twelve provides a monthly threshold, $1,409.17. Multiplying this monthly threshold by 165% (or 1.65) provides the economic need standard for PRC eligibility, or $2,325, making two-person AGs with $2,325 or less in countable monthly income eligible for One-Time Assistance.

One-Time Eligibility Factors:

1. Gross household income at or below 165%;
2. Reside in Franklin County;
3. Household includes a minor child or pregnant individual in the 3rd trimester*;
4. AG members have or have applied for SSNs;
5. Citizen or legal resident;
6. Have not received One-Time assistance in last 12 months;
7. No fraud overpayment balance or outstanding IPV for TANF;
8. Not on OWF sanction.

*non-custodial parents see pg. 4-5

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.

- 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 (e.g. pay stubs, employer statement, etc.) or verbal verification of income is required.

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.

Eligibility for PRC One-Time Assistance rent/mortgage payments require a sustainability determination to be completed. This sustainability determination helps ensure that the AG can continue meeting its shelter obligation in later months, without temporary One-Time Assistance. Applications for temporary housing are not subject to a sustainability determination.

The sustainability determination is made using a 30-day forward-looking budget period, beginning on the day after the PRC application was received. All countable income that is projected to be received during this period is used to compute 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 rent/mortgage payments.

Example: A PRC application for rent/mortgage payments is submitted on October 1st. 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 Rent/Mortgage Payments:* The sustainability requirement is explored because the PRC AG is requesting assistance with rent/mortgage payments. 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.

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 One-Time Assistance 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 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).

APPLICATION PROCESSING

For the duration of the COVID-19 emergency, applicants may use verbal self-attestation or an electronic signature for all PRC program applications.

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

PRC One-Time Cash Assistance *and* Disaster Assistance

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, and in some cases verbal authorization may be accepted. A face-to-face interview is not required.

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.

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.

TANF/PRC Projects

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 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 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 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.

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 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. 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

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

Pilot non-profit partners 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 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 denied rent assistance and if the rent shortfall was paid by the EAF, then PRC funds are not remitted to the non-profit partner(s).

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 One-Time Assistance

Payment Cap:	$1,500 (may include one or more benefits)
Frequency:	One PRC payment per twelve-month period, generally. Applicants receiving One-Time 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 $1,500
AG:	Families with minor children or pregnant women, includes all individuals living in the household
FPG Standard:	165%
TANF Purpose:	1, 2
Notes:	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

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, Kinship Caregiver Program, or PRC/TANF Projects. The FCDJFS PRC payment alone, or in combination with other payments, must stop the emergency.

Rent/Mortgage Payments

- 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 and payments.
- A copy of any subsidized assistance agreement is required, if applicable.
- 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.
- 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.

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.

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 and/or supplies for essential home repairs; and
  - Home repairs affecting basic structure (roof, plumbing, walls).

Temporary Housing

Payment will be made for no more than two months of the emergency shelter or temporary housing expense. 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.

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.
- 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 car established by Kelley Blue Book (www.kbb.com) or 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.); body damage that does not interrupt the ability to drive the vehicle will not be paid for.
- 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.).
- 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:	$750
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

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.

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 $750 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;
- Application must be made within 30 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 and/or supplies for essential home repairs;
  - Repair or purchase of furnace or water tank; or
  - Home repairs affecting basic structure (roof, plumbing, walls).

Disaster Assistance—COVID-19 Response

Payment Cap:	$500
Frequency:	Once within program period
AG:	Families with minor children or pregnant women, includes all individuals living in the household
FPG Standard:	200%
TANF Purpose:	1, 2

COVID-19 Response

- When the state or county provides additional funding to address the COVID-19 crisis or redirects current funding for the same.
- The program will be in effect from 3/30/2020 until funds provided for this purpose are exhausted or until 60 days after public health declaration has ended.
- $500 per eligible family household
- Authorized payments for goods and services may include benefits that will provide relief of the emergent needs of the AG related to the COVID-19 crisis.
- A specific application is required for this program and can be obtained from the FCDJFS website.
- Applicants are not required to sign application for the COVID-19 Response program. The agency will accept verbal self-attestation for eligibility or an electronic signature for applications.

Kinship Caregiver Program

Payment Details:	See below
Frequency:	Once (may reapply if child is placed with new kinship caregiver)
AG:	Stabilization service: AG includes only a minor child residing with kinship caregiver Caregiving service: AG includes kinship caregiver and minor child(ren) residing with them
FPG Standard:	200%
TANF Purpose:	1

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.
- In order to receive caregiving services, the kinship caregiver or other member of the AG shall be participating in one of the following approved activities:
  - Paid employment on a full-time or part-time basis;
  - A training or education activity that prepares the caretaker for paid employment; or
  - Participating in one or more work activities as a condition of eligibility for either OWF or SNAP.

Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples of stabilization benefits include, but are not limited to:

- 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.)

Caregiving services shall be limited to reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of a minor child. These benefits or services include:

- Reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of a minor child.
- The caregiving service may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver.
- The care may include care designed to provide temporary relief of child caring functions.

The effective dates of the Kinship Caregiver Program are included in the Memorandum of Understanding between FCDJFS and FCCS (see **Appendix B**).

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 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. 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 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 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.

Appendix B

KINSHIP CAREGIVER PROGRAM

MEMORANDUM OF UNDERSTANDING

THE FRANKLIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES MEMORANDUM OF UNDERSTANDING WITH FRANKLIN COUNTY CHILDREN SERVICES

Effective November 1, 2019

This memorandum of understanding (agreement) is made and entered into by and between the Franklin County Department of Job and Family Services (FCDJFS) and the Franklin County Children Services (FCCS). Pursuant to Section 307.100 of Substitute House Bill 166, and rules promulgated by the Ohio Department of Job and Family Services, the County Department of Job and Family Service is authorized to enter into an agreement with the Public Children's Service Agency to implement the Kinship Caregiver Program operated through the Prevention, Retention, and Contingency (PRC) program. The following are the terms of the agreement.

STATEMENT OF AGREEMENT

1. **TERM OF AGREEMENT**: This agreement will be effective from November 1, 2019, through June 30, 2021, inclusive, unless otherwise terminated.

2. **SCOPE OF AGREEMENT**:

   Ohio Department of Job and Family Services' (ODJFS) is issuing funding for the Kinship Caregiver Program to assist with providing reasonable and necessary relief of child caring functions so that Kinship Caregivers, as defined in section 5101.85 of the Revised Code, can provide and maintain a home for a child in place of a child's parents. Operating under the FCDJFS PRC Plan, the funding for this program will flow through FCDJFS to FCCS and FCCS will provide the direct services.

   FCDJFS Responsibilities:
   FCDJFS will serve as the pass-through entity for the funds allocated to the FCCS for this program.
   - FCDJFS will collaborate with FCCS on the development of all documents and forms related to the Kinship Caregiver Program such as, but not limited to, the program application, approval/denial forms, consents, and program overview and brochure.

   - FCDJFS Child Care Department will develop a screening tool/information document for FCCS to use to assist families in applying for Publicly Funded Child Care (PFCC).

   - FCDJFS will be the final determiner of TANF eligibility for the Kinship Caregiver Program.

   - FCDJFS will provide the required documents and instructions for invoicing and reporting.

   FCCS Responsibilities:
   FCCS will serve as the direct service provider for the funds allocated to FCDJFS for this program.
   - FCCS is responsible for administering the program in accordance with ORC 5101.85 and other State guidance, the Franklin County PRC Plan and provisions of TANF grants administration legislation, rules, and regulations.

   - FCCS will provide the FCDJFS PRC Department all the applications and required support documentation for FCDJFS to determine TANF eligibility. FCCS will be responsible to

determine the eligibility of each application as it relates to appropriate kinship relationship and allowable requests for assistance in accordance with rules and regulations set forth in the Franklin County PRC Plan, ORC 5101.85 and provisions of TANF grants administration legislation, rules and regulations.

- Program Eligibility- In order to be eligible each member of the Assistance Group (AG) must meet all the following criteria:
    - Child(ren) must be living in a kinship home within Franklin County. A child under the custody of FCCS but placed in another county may apply for stabilization services under the Franklin Program. If the Kinship Caregiver of this child wishes to apply for caregiving services they contact the service provider in their county of residence to determine if they meet eligibility criteria;
    - Have or have applied for a social security number;
    - Be a United States citizen, non-citizen national or qualified alien as defined in rule 5101:1-2-30 of the Administrative Code;
    - Not owe any of the cost of fraudulent TANF assistance paid to the individual;
    - Have been afforded the opportunity to register to vote (when applicable);
    - For Stabilization Service, the assistance group shall include only a minor child residing with a kinship caregiver;
    - For Caregiving Services, the assistance group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver; and
        - For these services the Kinship caregiver or other adult member of the AG must be participating in an approved activity;
            - The AG member participating in the approved activity must be included on the program application
    - Income of the AG shall not exceed 200% of the Federal Poverty Level (FPL).
- Payment for Kinship Caregiver shall not exceed $1,500 per child per program year. If the child is placed with a new kinship caregiver they may reapply within the program year. The $1,500 cap applies to stabilization services, caregiving services or a combination of both services. Allowable activities include the cost of services provided to the kinship child caring family, including but not limited to:
    - Stabilization Services - designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples of stabilization benefits include, but are not limited to childcare services not to exceed four months and incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. one-time purchases four basic needs such as but not limited to cribs and beds, etc.).
    - Caregiving Services- benefits or services are limited to the reimbursement of the kinship caregiver for, or the direct payment to a third-party individual or entity to administer to the needs of a minor child. The service may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver. The

care may include caregiving services designed to provide temporary relief of child caring functions in, crisis nurseries, day treatment and the home.

- FCCS is required to register as a Community Partner to gain access to the Results Innovations Outcomes (RIO) system which is the required system/method for invoice and program report submissions;

- FCCS will submit a monthly invoice for Direct Program Costs. With each invoice, FCCS will submit a report that will include customer data and specific program details and/or outcomes;

- FCCS will complete the spreadsheet formatted by FCDJFS which is necessary for upload into the State's PRC Reporting Tool; and

- FCCS agrees to work with FCDJFS on any outstanding recommendations or new requirements for this program as issued by Franklin County Job and Family Services and The Ohio Department of Job and Family Services.

3. **COST OF SERVICES**: Subject to terms and conditions set forth in this agreement, FCDJFS agrees to compensate FCCS for allowable programmatic costs not to exceed $1,557,216. 00 for the period ending June 30, 2020. For the period of July 1, 2020 through June 30, 2021 the extension will be contingent upon the availability of funding.

ALLOWABLE COSTS	TOTAL COST
Payments of allowable programmatic costs, not to exceed,	$1,557,216.00
Total Value of Agreement	$1,557,216.00

4. **AVAILABILITY OF FUNDS**: Payment for all services provided in accordance with provisions of this agreement is contingent upon the availability of state and federal funds.

5. **PAYMENT STRUCTURE**: FCCS will submit a monthly invoice for Direct Program Costs to Franklin County Department of Job and Family Services. FCDJFS will provide the invoice template to be utilized. Invoices are due by the 15th of the month (for the previous month's services) unless the 15th falls on a weekend or holiday, then the invoice will be due the next business day.

6. **DUPLICATE BILLING**: FCCS certifies that any cost incurred under this agreement will not be chargeable to or included as a cost in any other local, state and/or federal financed program in either the current or a prior period. Further, FCCS warrants that claims made to FCDJFS for payment of services shall be for actual deliverables rendered and do not duplicate claims made by FCCS to other sources of funds for the same service. FCCS further agrees they will include a similar provision in any subcontracts, agreement or grant issued by the entity for the performance of duties related to such as subcontract, agreement or grant.

7. **FINANCIAL RECORDS**: FCCS shall maintain books, records, payroll, documents, accounting, procedures, and practices which sufficiently and properly reflect all direct and indirect cost of any

nature expended in the performance of this agreement. Such records shall be made available at all reasonable times during regular business hours, for inspection, review, or audit by duly authorized Federal, State, and FCDJFS personnel. FCCS shall make this requirement for participation by their sub-contractors.

8. **AVAILABILITY AND RETENTION OF RECORDS:** FCCS shall maintain and preserve all records related to this agreement, including any other documentation used in the administration of the program, in its possession for a period of three years from the date of the submission to FCDJFS and will assure the maintenance of such records for a like period of time in the possession of any third party performing work related to this agreement, unless otherwise directed by FCDJFS. If any litigation, claim, negotiation, audit or to the action involving the records has been started before the expiration of the three year period, FCCS shall retain the records until completion of the action and all issues which arise from it or unit the end of the three year period, whichever is later.

9. **RESPONSIBILITY FOR AUDIT:** If there is an allegation of or suspicion of misuse or improper accounting of funds by FCCS, FCCS agrees to have an audit of expenditures conducted by the Ohio Department of Job and Family Services (ODJFS) and make copies of the audit available to FCDJFS.

10. **RESPONSIBILITY FOR AUDIT EXCEPTIONS:** FCDJFS agrees to accept responsibility for receiving, replying to, and or complying with any audit exception by appropriate state or federal agency directly related to the provisions of this agreement related to the direct actions of FCDJFS and its sub-contractions.

11. **SAFEGUARDING OF CLIENT INFORMATION:** The parties to this agreement agree not to disclose to any party not part of this agreement any information concerning eligible individuals unless such disclosure is in accordance with state and federal regulations regarding the same.

12. **MONITORING AND EVALUATION:** FCCS must monitor its activities under Federal awards to assure compliance with applicable Federal, State, and local requirements and performance expectations are being achieved. FCCS will be responsible for audit findings that are the result of errors or inappropriate actions taken on the part of FCCS. FCCS must make available documentation regarding policies, procedures, expenditures, etc. upon the request of FCDJFS.

13. **AMENDMENT OF CONTRACT:** This agreement may be terminated or amended by a written amendment signed by all parties in the manner required by state regulations.

14. **TERMINATION:** This agreement may be terminated by either party by providing notice of intent to terminate in writing to the following addresses:

FCDJFS: Franklin County Department of Job and Family Services
Attention: Laura Repasky, COO
1721 Northland Park Avenue
Columbus, Ohio 43229

FCCS: Franklin County Children Services
Attention: Charles Spinning, Executive Director
855 W. Mound Street
Columbus, Ohio 43223

Such notice shall be provided no less than thirty days prior to the effective date of such notice to terminate. The effective date shall be the last date for which placement incentives can be - earned. Retention incentives can be earned after the effective termination date provided that all other terms and conditions of this agreement are met by the party terminating this agreement.

15. **PUBLICITY:** In any publicity release or other public reference including media releases information pamphlets, etc., on the services provided under this agreement, it will be clearly stated that the services are funded through the State of Ohio TANF program.

16. **CHILD SUPPORT ENFORCEMENT:** The parties hereto agree that they will cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring their employees meet child support obligations established under the state law. FCCS further agrees that they will include a similar provision in any subcontracts, agreement or grant issued by that entity for the performance of duties related to such agreement, grant or procedure.

17. **EQUAL EMPLOYMENT OPPORTUNITY:** The parties hereto agree that as a condition of this agreement, there shall be no discrimination against any employee or applicant for employment because of race, color, sex, religion, national origin, disability, age, ancestry, sexual orientation, marital status or veteran status. The parties will ensure that applicants are hired and that employees are treated during employment without regard to their race, color, sex, religion, national origin, disability, age, ancestry, sexual orientation, marital status or veteran status. Such actions include, but are not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and places; available to employees and applications for employment, notices stating that the party complies with all applicable federal and state nondiscrimination laws. FCCS further agrees that it shall include a similar provision in any subcontracts, agreement or grant issued by the entity for the performance of duties related to the agreement, contract, grant or procedure.

18. **DRUG-FREE WORKPLACE:** The parties hereto agree to comply with all applicable federal and state laws regarding a drug-free workplace. The parties further agree that they will make a good faith effort to ensure that all employees of a government or private entity performing duties or responsibilities under this agreement, while working on state, county or private property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way

19. **ANTI-DISCRIMINATION CLAUSE:**
Pursuant to Section 125.111 of the Ohio Revised Code, FCCS warrants and agrees to the following:

    1. That in the hiring of employees for the performance of work under the contract or any subcontract, FCCS shall not by reasons of race, color, sex, religion, national origin, disability, age, ancestry, sexual orientation, marital status or veteran status, discriminate against any citizen of this state in the employment of a person qualified to perform the work in which the contract relates; and;

    2. The neither FCCS nor any of its subcontractors or any person acting on behalf of FCCS shall in any manner discriminate against, intimidate, or retaliate against any employee hired for the performant of work under the contract because of race, color, sex, religion, national origin, disability, age, ancestry, sexual orientation, marital status or veteran status.

3. Except when pre-empted by Federal statue and/or federal grant guidelines, FCDJFS shall not, by reason of race, color, sex, religion, national origin, disability, age, ancestry, sexual orientation, marital status or veteran status, discriminate against any citizen of this state with regard to the provision of service.

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

1/5/24

Joy Bivens — Date

Director, Franklin County Department of Job and Family Services

Deputy County Administrator for Health and Human Services