



# PREVENTION, RETENTION AND CONTINGENCY PLAN

**Effective 08/04/22**

Amended  
May 17, 2012  
July 26, 2012  
August 2, 2012  
December 12, 2012  
July 9, 2013  
September 24, 2013  
June 12, 2014  
June 18, 2015  
October 1, 2015  
March 1, 2017  
October 1, 2017  
May 9, 2019  
September 19, 2019  
November 21, 2019  
March 19, 2020  
June 11, 2020  
October 22, 2020  
December 22, 2020  
October 1, 2021  
November 8, 2021  
June 9, 2022  
August 4, 2022

## TABLE OF CONTENTS

<u>Category</u>	<u>Page</u>
Introduction/Purpose -----	2
Categories of Benefits and Services -----	2
Types of Benefits and Services -----	2
Eligibility -----	3
Assistance Group -----	3
Shared Parenting -----	4
Non-Custodial Parent -----	4
Individuals without Children -----	5
Individuals Ineligible for the PRC Program -----	5
Economic Need -----	6
Application Process -----	6
Eligibility Determination Process -----	7
Work Requirement -----	8
Voter Registration -----	9
Exploring Community Resources -----	9
PRC Assistance -----	10
Notice of Approval or Denial -----	10
PRC Programs -----	11
Project Comfort -----	11
TANF Funded WIOA Services -----	11
CCMEP -----	12
Services to Victims of Family Violence -----	13
Kinship Support Services -----	13
Kinship Legal Services-----	14
Family Strength and Stability Programs -----	16
Youth Education and Support Services -----	18
Early Childhood Education Programs and Services ----	19
Ready Set Learn -----	20
Pest Eradication Program -----	21
Transportation Services Program -----	21
Employment, Training and Work Skills Development -	23
Non-Custodial Parent Support -----	23
Employment Incentive Program-----	24
Mediation Services -----	25
Shelter and Utility Assistance Program -----	26
COVID PRC Program-----	27
Family Related Disaster Relief Services -----	28
Kinship Caregiver Program -----	30
Inflation Relief – Gas Program -----	33

## **I. INTRODUCTION**

The Ashland County Department of Job and Family Services (ACDJFS) developed and adopted this statement of policies governing the Prevention, Retention, and Contingency Program (PRC Plan/Program) in compliance with Section 5108.04 of the Ohio Revised Code. ACDJFS may amend the PRC Plan to modify, terminate, establish new policies, and temporarily suspend operation of this program as necessary.

The ACDJFS PRC Program is designed to help needy families in Ashland County overcome immediate barriers to achieve and maintain self-sufficiency. The PRC program is a “non-assistance” program limited to providing nonrecurring, short-term, crisis-oriented benefits or ongoing services that are directly related to one or more of four purposes of the federal Temporary Assistance to Needy Families (TANF) program. Those purposes are as follows:

**Purpose 1:** To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives;

**Purpose 2:** To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage;

**Purpose 3:** To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;

**Purpose 4:** To encourage the formation and maintenance of two parent families.

## **II. CATEGORIES OF BENEFITS AND SERVICES**

The services and benefits provided to help families under this program are designed to address the issues of prevention, retention, and contingency. **Prevention** services are designed to divert reliance on ongoing cash assistance by providing short-term non-assistance. **Retention** services assist an employed member of the family maintain employment. **Contingency** services are provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members. Further, benefits and services are provided to a family to help the family achieve self-sufficiency by accomplishing one or more of the four purposes of TANF (above).

## **III. TYPES OF BENEFITS AND SERVICES**

- A. Direct (as referred to as “hard”) benefits are designed to address a specific crisis-situation or an episode of need. **These benefits are not intended to meet recurring or ongoing needs, and they cannot be paid beyond four months (in a 12-month rolling period) under this plan, regardless of the program.** Hard benefits have a direct cash value and are distributed in the form of a payment to a vendor on behalf of the applicant and in very limited circumstances, are paid directly to the PRC applicant. However, in some

programs herein where identified, the benefit may be rendered to the applicant as reimbursement. Any number of individual payments can be made under this PRC Plan as long as they are distinctive, non-ongoing occurrences and do not exceed \$1500 for the PRC Assistance Group (AG) over a twelve (12) month rolling period. Procurement methods must be followed for these benefits/services as appropriate.

- B. Indirect (as referred to as “soft”) services are considered those services, directed to the AG, which provide non-monetary assistance to address emotional, social or environmental barriers to self-sufficiency. Soft services do not have a direct cash value to the PRC applicant and may be provided on an ongoing basis as appropriate.
- C. Services provided under the TANF funded portion of the WIOA Program, Family Strength and Stability Program, Project Comfort services, Pest Eradication Program, Employment Training and Work Skills Development program, Early Childhood Programs and Services, Ready Set Learn, Family Related Disaster Relief Services and Kinship Caregiver Program are not subject to the AG cap. For relocation to another county, this limit shall be \$2000. For TANF funded services under WIOA, the limit shall be up to \$15,000 over a maximum of a 24-month period.

#### IV. ELIGIBILITY

##### A. ASSISTANCE GROUP

The assistance group (AG) refers to the “family” members served by a PRC program area. The assistance group of the PRC applicant has direct bearing on eligibility and the method of defining it varies by program area. Generally, PRC eligibility requires that the AG contain at least one minor child (who is under the age of eighteen (18), or an individual who has not attained age nineteen (19) and is enrolled and attending an accredited high school / secondary school on a full-time basis) who resides with a parent, or specified caretaker. Based on certain program areas identified, assistance groups also include non-custodial parents, families with shared parenting arrangements, families where children have been temporarily removed, kinship caregivers, and pregnant women in their third trimester.

The AG may include other members of the household who may or may not be related to the minor child but who significantly enhance the family’s ability to achieve self-sufficiency. An AG shall include all other residents in the home who will directly benefit from the PRC benefit and / or service, unless specifically stated in the service area. This includes those individuals normally prohibited from inclusion from an OWF (Ohio Works First) assistance group as listed in Ohio Administrative Code, Section 5101:1-23-10(F).

An AG with members “temporarily absent” may still qualify for benefits and services. “Temporary absence” for PRC eligibility purposes is defined under OWF, Section 5101:1-3-04 of the Ohio Administrative Code. This section defines the absence of a member of the AG as “temporary” if: (1) the AG member has been absent for no longer than forty-five (45) day consecutive days; (2) the location of the absent individual is known; (3) there is a defined plan for the return of the absent individual to the home; and

(4) the absent individual shared the home with the AG prior to the onset of the absence. The exception to the requirement that a member not be absent longer than forty-five (45) days is when a child is removed from the home by the public children services agency; that agency has a reunification plan in place; the child has been out of the home less than six consecutive months; and the family is actively working the reunification plan, as verified by the Children Services caseworker. In this circumstance, the PRC services/benefits must contribute to the reunification process.

## B. SHARED PARENTING

In situations where two parents claim custody or shared parenting of child(ren) and are claiming the child is in the home for purposes of PRC eligibility, one of the following three criteria must be verified:

- a. Does the requesting parent receive and/or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify according to section (b) below.
- b. Does the requesting parent or the other custodial parent receive OWF cash assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent. If neither household receives cash assistance, verify according to section (c) below.
- c. The parent receiving PRC services may present agency staff one of two documents to verify shared parenting. S/he may bring verification that the child is claimed as a dependent on the most recent federal tax filing OR may bring in a signed letter from the other parent stating the parenting is shared, the signer understands the other parent is applying for PRC services, and any approval of services may affect the signer's future eligibility for PRC services.

PRC services and benefits may be provided to more than one AG even when both AGs contain the same child. However, no AGs containing the same child(ren) can combined exceed the plan cap or an individual program area cap. The combined value of benefits received by shared parent AGs cannot exceed the PRC plan cap in a 12-month rolling period. Duplication of direct services/benefits in program areas with caps that are excluded from the PRC plan cap are prohibited.

## C. NON-CUSTODIAL PARENT

An AG of a non-custodial parent must live in Ohio and must not reside with his or her minor child(ren). The minor child(ren) must reside in Ashland County. See the Non-Custodial Parent Support program in this plan for further details.

#### D. INDIVIDUALS WITHOUT CHILDREN

AGs of individuals without children are eligible for PRC services/benefits in limited circumstances. Individual youths (ages 12 to 19) can receive services provided through the Family Strength and Stability Program (Teen Pregnancy Prevention – TANF Purpose 3) to advance the goal of prevention of out of wedlock pregnancies. Specialized youth-oriented programs under the TANF Funded WIOA Services may also be provided to youths between the ages of 14 and 24. Elderly or disabled individuals over the age of fifty-five (55), who are residents of Ashland County may be eligible for disaster relief services. The aforementioned programs are the only services available to single individuals without children. See the specific program areas referenced for further details.

#### E. INDIVIDUALS INELIGIBLE FOR THE PRC PROGRAM

- a. Fugitive felons, probation violators, and parole violators.
- b. Individuals with any outstanding OWF or PRC fraud overpayment balance, unless a repayment plan is in place and the individual is actively making payments toward payment of the debt. If payments are not maintained, any subsequent PRC requests may be denied. These provisions do not apply to PRC services provided under the Family Strength and Stability Program or Pest Eradication service.
- c. AG's who are under sanction on the OWF program, with the exception of services provided under the Pest Eradication service and Family Strength and Stability Program, are not eligible for PRC until the sanction is lifted.
- d. An unmarried, unemancipated, non-graduate parent less than 18, not attending high school or the equivalent.
- e. An unmarried, unemancipated, parent under 18, not living in an adult supervised setting.
- f. A person found to have fraudulently misrepresented residency in order to obtain assistance in two or more states is ineligible for ten years.
- g. An illegal alien is excluded from the eligible AG, but the income and resources of the ineligible member could be countable to meet the needs of the eligible members.

## F. ECONOMIC NEED

The applicant must demonstrate and verify the economic need of the AG to be eligible for services or benefits under the PRC program. PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect and updated annually for all PRC program areas intended to meet TANF purposes 1 and 2. For the Teen Pregnancy Prevention component of the Family Strength and Stability Program, services may be provided without regard to income or economic need.

All income received by any member of the PRC AG (as otherwise defined in this plan) during the 30-day budget period is considered when determining economic need. The income received during this period is used in the computation of financial eligibility. The budget period is the 30 days prior to the date of application. However, the same employment period documented will be used to verify both the work-requirement and economic need.

The total gross income, both earned and unearned, of all the PRC AG members must be counted. This includes all income which is normally exempt or disregarded when determining eligibility for OWF in accordance with OAC 5101:1-23-20. The members of the PRC AG whose income is counted may vary based on the service provided, as indicated elsewhere in this plan. Child support paid, child support reimbursements received, and medical expenses for non-custodial biological children paid in the last 30 days shall be deductions or exclusions allowed from any type of countable income for eligibility determination. See OAC 5101:1-24-20 for further explanation of federally mandated excluded income from PRC eligibility determinations.

Self-employment income is defined as the gross income minus business expenses directly related to the production of the goods or services, or the prescribed standard deduction subtracted from the gross income.

The gross amount of the PRC AG's countable income is totaled and compared to the amount which is 200% of the Federal Poverty Level for the PRC AG size. If the total PRC AG income is equal to or less than the applicable 200% of the Federal Poverty Level amount for the PRC AG size, the PRC AG meets the income requirement.

## V. APPLICATION PROCESS

PRC applicants must be United States citizens, non-citizen nationals, or qualified aliens as defined in Section 5101:1-2-30(A) of the Ohio Administrative Code. Applications must be completed and signed by an authorized adult at least 18 years old. Applicants under the age of 18 who have a child(ren) and are emancipated (by marriage, serving in the armed forces, or by court order) are eligible to apply without the signature of a parent or guardian. PRC applicants

must provide their social security number to ACDJFS or to the third-party contracting agency providing the service, as appropriate.

The PRC AG members must complete the appropriate Ashland County Prevention, Retention, and Contingency Program (PRC) Application form for the PRC program for which they are applying. Any individual who requests PRC assistance will be given an application even if the circumstances that are described would most likely result in a denial of the PRC application.

Applications must be submitted to ACDJFS at 15 W. 4<sup>th</sup> St., Ashland, Ohio 44805 or submitted to the third-party contracting agency providing services, as appropriate.

Applicants are responsible for completing all necessary forms, furnishing all available documents and information, and cooperating with the eligibility determination process. The applicant must provide verification within 10 business days of request. ACDJFS will provide (in person or by mail) a checklist to the applicant, at the time of the application submission, JFS Form 7105, or similar form, indicating any missing verification information. This checklist serves as the request of ACDJFS. Receipt by ACDJFS of all necessary information is considered the completion of the application process. Failure to provide all necessary information within 10 business days of request (JFS Form 7105, or similar form) will result in denial of the PRC Application.

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

Any applicant that gives false or misleading information in order to obtain PRC services may have their application denied and will be subject to all applicable overpayment and recovery procedures, including referral for prosecution, by the Benefit Recovery Unit of the ACDJFS.

## **VI. ELIGIBILITY DETERMINATION PROCESS**

Services and benefits from this program are not an entitlement. An eligibility determination qualifies or disqualifies an AG for consideration of services and/or benefits. The requested service/benefit must be determined to be appropriate and allowable as a solution to the presenting obstacle to self-sufficiency and personal responsibility. The decision as to appropriate funding for allowable services/benefits is solely the decision of the Ashland County Department of Job and Family Services.

Benefits may be provided for up to four (4) months for unemployed individuals in ongoing OWF AGs.

PRC assistance is only available to members who have not received PRC assistance (those services which count toward the \$1500 cap) from this or any other county above the monetary cap during the previous 12 consecutive months. The PRC AG must be residing in Ashland County at the time of application to receive PRC services. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period.



Residence is also established by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment.

Families receiving assistance under another program may receive PRC assistance if found eligible. However, ACDJFS will collaborate with other agencies to ensure there is no duplication of services or benefits.

Whether there is an immediate need of the AG and whether the PRC Program can be of benefit to that need will be determined by the ACDJFS, and/or by the service provider. ACDJFS does not consider current month expenses an immediate need. Only the past due amount can be considered for payment. A past due notice of at least 30 days or an eviction notice is required to demonstrate immediate need regarding housing. For utilities, a disconnect notice is required for this purpose. Project Comfort is not subject to this requirement.

### **Work Requirement**

The work-requirement identified in this PRC plan requires that an adult in the applicant's defined AG must be currently employed and working at least twenty (20) hours per week for four weeks in the sixty days prior to the application date. This requirement is in addition to the economic need requirement. The work-requirement may be waived in certain situations. If the AG contains only one adult member and that person is receiving SSI, SSD or other documented disability payments or provides full-time care for a disabled child, the work-requirement is waived. If the AG contains two adults, one must be meeting the work-requirement, or both must be receiving documented disability payments. If there are two adult members and one is receiving veteran administration full disability or SSD, and the other adult provides full-time care for the disabled adult or a disabled child, the work requirement is waived. Please note that the work-requirement defined above is separate and distinguishable from the requirement of maintaining or pursuing education/training for employment as a condition of eligibility in programs in this PRC plan.

Verification of income is required. Written verification from the source of income must be obtained, whenever possible. If written verification is unavailable, verbal verification of income is acceptable only under reasonable and prudent practices used by the agency to determine income. When verification of income cannot be accurately obtained, a completed JFS 07341 Applicant/Recipient Authorization of Release of Information, or similar form should be obtained from the applicant for inquiry purposes. For any verification by phone, there must be clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual(s) who obtained the verification. A signed, written self-declaration of income may be an allowable option for indirect/soft services. ACDJFS will verify whether the applicant is a recipient of a means-test public assistance program provided through the agency. More stringent verification of income is required when PRC benefits or services involve direct monetary gain by the applicant.

The PRC recipient of indirect ongoing services/benefits extending to one year must reapply by the tenth month of those services and/or benefits to continue that service/benefit. The applicant must demonstrate eligibility for redetermination at that time.

Ashland County and/or the service provider is responsible for using objective criteria when determining eligibility and approving or denying the application within 10 business days after completion of the application process. Eligibility shall be determined in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case-by-case basis.

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF, or SNAP assistance group is active is not a determining factor in the consideration.

In addition, Ashland County Department of Job and Family Services will inform individuals about other programs (i.e., Medicaid & SNAP) that are available.

All applicants for PRC services shall be advised of their right to request a county conference and/or a state hearing regarding the eligibility decision made on their application. All applicants will be provided a copy of the ODJFS 4059, Explanation of State Hearing Procedures.

### **Voter Registration**

Ashland County Department of Job and Family Services provides all customers with the opportunity to register to vote. The voter registration application as prescribed by the Secretary of State under 3503.10 of the Ohio Revised Code will be made available to persons who are applying for, receiving assistance from, or participating in the PRC Program (reference ORC 329.051).

## **VII. EXPLORING COMMUNITY RESOURCES**

Every effort should be made to explore the availability of resources within the local community prior to the authorization of PRC. As part of the eligibility requirements of PRC, a PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting obstacle to employment. County personnel determining eligibility for PRC should be aware of community resources which may be contacted, or otherwise utilized, to help meet the need. County personnel shall assist the AG in attempting to locate community resources. The PRC application provides a section for written documentation of the collaborative attempts to locate and utilize community resources.

## **VIII. PRC ASSISTANCE**

PRC payments are limited to the amount actually required to meet the presenting obstacle, up to \$1500 per 12 consecutive month period of eligibility. Any number of individual payments can be made during this period as long as they are distinctive, non-ongoing occurrences and do not exceed \$1500 for the PRC Assistance Group (AG) during the 12-month period, or an identified specific program cap. For relocation to another county, the PRC limit is up to \$2000 per 12 consecutive month period. For TANF funded WIOA services, the PRC limit is up to \$15,000 over a maximum 24-month period. The PRC limits do not apply to soft services.

Federal TANF program funds cannot be used for medical services, except for pre-pregnancy family planning services. Medical services include inpatient and outpatient medical services as well as mental health and substance abuse treatment.

The PRC program can be used to provide assistance and case management to a family involved with child protective services.

Once eligibility for PRC and appropriateness of service is established, the ACDJFS Director or a Supervisor will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that the PRC was approved. ACDJFS will make all PRC payments to the vendor or reimburse the applicable service provider for all actual allowable costs as determined by agency procedures, unless otherwise stated in this PRC plan. Ashland County will ensure that its policies meet all auditing requirements.

Purchases under the PRC must follow Ashland County Department of Job and Family Services procurement policies and procedures (i.e. documentation of three relatable cost comparisons) the AG must comply with these policies and procedures.

## **IX. NOTICE OF APPROVAL OR DENIAL**

If it is determined that an application for PRC is approved, the Ashland County Department of Job and Family Services, or appropriate service provider, shall mail or otherwise deliver the ODJFS 4074, "Notice of Approval of Your Application for Assistance", or other comparable form to the applicant. If it is determined that an application for PRC is denied, the Ashland County Department of Job and Family Services, or appropriate service provider, shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of Your Application for Assistance", or other comparable form with hearing rights attached, to the applicant.

## **X. PRC PROGRAMS**

- A. Project Comfort** (intended to further TANF purpose 1) – This program assists needy families with home heating costs. The program is available for a limited time period beginning the first workday in November of each year through the close of business on the last workday of February of each year, contingent upon available funding. A Project Comfort application (appendix F) is required and will be provided through the ACDJFS. Families with a household gross income at or below 200% of the Federal Poverty Level may be eligible for assistance through Project Comfort. This benefit will not be counted against the annual \$1500 limit for PRC assistance.

To be eligible, the family must show their portion of heating costs in their own home or rental unit. The following are ineligible: residents of any licensed medical facility, publicly operated community residences, boarding/rooming houses, group homes or emergency shelters. Eligible families will receive a onetime assistance voucher of \$400 payable to their heating provider, to be applied to their current heating bill. Eligible families on a budget plan with their primary heating company may also qualify. Qualifying heat sources are limited to wood, heating oil, propane, coal, fuel pellets, gas or electric. The utility provider shall be paid by a check or voucher issued by ACDJFS. Participation or eligibility in HEAP is not a requirement to receive Project Comfort benefits.

### **Project Comfort AT A GLANCE:**

<b><u>Cap</u></b>	<b><u>Target Group</u></b>	<b><u>Assistance Group</u></b>	<b><u>Economic Need Standard</u></b>	<b><u>Verifications</u></b>	<b><u>Application Number</u></b>
\$400.00 voucher payable to the heating provider	Parents or specified relative with a minor child living in the home	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days prior to application date No work requirement Utility/heating bill	Application Appendix F

- B. TANF Funded WIOA Services** (intended to further TANF purpose 2) - Eligibility for TANF funded WIOA Services under the PRC Plan shall be established using the application and worksheet attached as Appendix A. Eligibility will be based on 200% of the Federal Poverty Level and on the last 30 days income. A combined TANF/WIOA application and other TANF verifications must be provided. TANF funded WIOA Services shall include otherwise allowable WIOA training activities provided to adult residents of Ashland County, and those otherwise allowable supportive services in accordance with local WIOA policy, and not prohibited as ongoing cash assistance by TANF regulations. Individual Training Accounts (ITA) shall only be provided by approved eligible training providers from the state's Workforce Inventory of Education and Training (WIET) system list. WIOA services provided with TANF funding are available to assistance groups which do not contain an employed AG member, as the

purpose of the WIOA program is to assist individuals in obtaining or retaining employment which will lead them toward self-sufficiency.

**TANF Funded WIOA Services AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$15,000 over a 24-month period	Persons needing assistance in obtaining or retaining employment with a minor child in the home	All Household members	At or below 200% of the Federal Poverty Level	Proof of income  No work requirement.	Application Appendix A

- C. **Comprehensive Case Management Employment Program (CCMEP)**(intended to further TANF purposes 1 & 2) - CCMEP provides employment and training services to individuals ages 14-24 with income at or below the 200% Federal Poverty Level. Services can be applied for using the form in Appendix A. Services provided will be based upon individual's comprehensive assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan, which may include support to obtain a high school diploma, job placement, work experience, and other supportive services, for which they may be eligible.

Youth ages 14-24 currently participating in WIOA Youth or Ohio Works First (work required) are required to participate in CCMEP. Youth exiting the program will be provided with follow-up services, which may include leadership development, assistance addressing work-related problems, mentoring, or work-related peer support groups.

**CCMEP TANF Funded WIOA Services AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$15,000 over a 24-month period	Persons needing assistance in obtaining or retaining employment with a minor child in the home	All household members or household member requesting services	At or below 200% of the Federal Poverty Level	Completed PRC with required verifications determining PRC eligibility	Application Appendix A

- D. Services to Victims of Family Violence** (intended to further TANF purpose 1 and 2) - The Ashland County Department of Job and Family Services strongly supports the provision of services to victims of family violence and their families in order to assist them in achieving self-sufficiency and safe, stable family environments. Services will be provided to victims of family violence whose income is at or below 200% of the Federal Poverty Level in effect and updated annually.

Among the services Ashland County may provide are non-recurrent short-term (four months or less) benefits to address the immediate needs of victims and their dependents, including locksmith services, relocation expenses, moving expenses, utility deposit or reconnection payment, rent deposits and short-term rent subsidies, and short-term room and board. For victims who are employed, other supportive services such as transportation costs and parenting classes may be provided. ACDJFS will also advise victims of family violence of other community assistance and services available. Services may be provided to victims of family violence regardless of whether they are linked to employment, or whether the PRC AG contains a member who is employed.

**Services to Victims of Family Violence AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$2000 relocation services  Otherwise, \$1500 per 12-month period  No cap for soft services	Victims of family violence and their families	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days  No work requirement	Application Appendix A, D, or E

**E. Kinship Support Services**

Kinship caregivers provide safe and stable homes for children who cannot live with their parents. This program is intended to further TANF purpose 1 (See pg. 2) and provides services to support kinship caregivers to maintain these children in their homes. This program addresses a specific crisis-situation or episode of need, must not be intended for ongoing needs, must not extend beyond four months, and may include:

- parenting classes,
- children's clothing and school supplies,
- infant carrier/stroller/car seat, and items for safe sleeping, feeding, and hygiene,
- beds and bedding,
- shared household items,
- childcare at a state-licensed facility,
- transportation to necessary services, and training to learn how to care for special needs children placed in home of the kinship caregiver when not covered by Medicaid.

**Approval for the program must be obtained prior to purchase of the item or service. This program is limited to available funds. Funding for this program cannot be used to**

**supplant other federal funds.** Under this program only, the work requirement is satisfied when the AG household receives retirement or disability income.

Eligible kinship caregivers must verify their exclusive care of the child(ren) for a period of at least fourteen (14) consecutive days immediately prior to the date of application. Further, to be eligible, there must be no open child welfare case with the ACDJFS Children Services Agency regarding the kinship caregiver or the child(ren).

This program does not apply to child-caring arrangements with the parent(s), respite care for the parent(s), or when parent(s) reside in the home of the caregiver. Eligible kinship caregivers are those defined under Section 5101.85 of the Ohio Revised Code.

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$1500 per 12-month period  No cap for soft services	Kinship Caregiver	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days  Work requirement  3 quotes for shared household items	Application Appendix A

#### **F. Kinship Legal Services**

Kinship caregivers provide a safe and stable home for child(ren) who cannot live with their parents. Kinship caregivers may require legal custodial authority of the child(ren) in order to meet the child(ren)'s needs. This program is intended to further TANF purpose 1 (See pg. 2) and provides services to support kinship caregivers to maintain those children in their homes. This program addresses a specific crisis-situation or episode of need, must not be intended for ongoing needs, and must not extend beyond four months. Eligible kinship caregivers are those defined under Section 5101.85 of the Ohio Revised Code.

This program provides up to \$1500 for attorney fees for a kinship caregiver to pursue legal custody, and up to \$1500 in attorney court-appointed guardian ad litem fees in the same legal action. If the cost of legal services selected is greater than this program cap, the AG must provide proof of payment of any difference in the cost of the selected legal services. Failure to do so will result in denial of the AG's application. Following payment to the attorney by the agency, and upon concluding legal representation in this custodial legal action, any remainder of

funds that were provided by this agency should be returned to the Ashland County Department of Job and Family Services.

Eligible kinship caregivers must verify their exclusive care of the child(ren) with little to no contact between the parents and the child(ren) for a period of at least ninety (90) consecutive days immediately prior to the date of application. This program does not apply to child-caring arrangements with the parent(s), respite care for the parent(s), or when parent(s) reside in the home of the caregiver.

The ACDJFS Child Welfare unit must approve of custody being legally transferred to the applicant/kinship caregiver and will evaluate and conclude whether the child's placement with the applicant/kinship caregiver is in the *best interest* of the child. The decision of this unit must be in writing and provided to the Income Maintenance Unit of ACDJFS to determine eligibility. A kinship caregiver is ineligible for this program if the child(ren) they propose to seek custody of under this program are in the custody of ACDJFS or ACDJFS has an open child welfare case regarding the child(ren).

**This program is limited to available funds (up to \$90,000 per Federal Fiscal Year).**  
**Funding for this program cannot be used to supplant other federal funds.** Under this program only, the work requirement is satisfied when the AG household receives retirement or disability income. Participation in the program is limited to only one time per AG.

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
One-time \$1500 for legal services (Attorney for Kinship Caregiver pursuing legal custody)	ACDJFS Children Services Unit approved Kinship Caregiver	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days	Application Appendix A
----- One-time \$1500 fee for court appointed GAL for child(ren)	No open child welfare case  ACDJFS does not have custody of child(ren)			Work requirement	



(Exempt from PRC Plan Cap)					
----------------------------------	--	--	--	--	--

**G. Family Strength and Stability Programs** - Services under any element of this program may be provided by ACDJFS or by an ACDJFS approved community partner.

1. **Youth Intervention Program** (intended to further TANF purpose 1) - Services and/or activities are for multi-system youth and their families. Services are also provided to youth with behavioral issues at high-risk of removal from their homes and to divert them from involvement or re-involvement in the juvenile court system. The activities must be community based and the following are not allowable expenditures: placement costs (short term respite for children not in foster care is permissible); any medical expenditures, including mental health or substance abuse treatment services as defined within the Ohio Medicaid State Plan (screening activities are permissible); and, funds used as a match for other federally funded programs. Eligibility for services requires that the family (AG) income must be at or below 200% of the Federal Poverty Level.

Youth Intervention Program services and/or activities may include: coordination of care, case management, assessment, mediation, short term respite services, mentoring programs, parent education programs, diversion activities and wrap around services for said high-risk youth and their families. Eligibility for PRC services under the Youth Intervention Program may be established by using the application attached as Appendix B.

2. **Teen Pregnancy Prevention Program** (intended to further TANF purpose 3) Services may be provided to families with children, as well as to childless individuals, without regard to income or economic need. As a result, there is no income standard for the Teen Pregnancy Prevention Program. Eligibility for PRC services under the Teen Pregnancy Prevention Program may be established by using the registration form attached as Appendix C, or another approved form developed by an authorized service provider.

The purpose of the Teen Pregnancy Prevention Program is to reduce the incidence of teen pregnancy in Ohio, as stated in TANF goal #3, which is "to prevent and reduce the incidence of out-of-wedlock pregnancies and establish numerical goals for preventing and reducing the incidences of these pregnancies". The primary target for Teen Pregnancy Prevention services are single individuals in the youth population of ages 12 to 19. The secondary target population includes parents/caregivers and youth under age 12. Allowable expenditures are for those services that directly lead (or can be reasonably expected to lead) to the prevention and reduction in the incidence of teenage pregnancy.

3. Family Preservation and Reunification (Child Welfare) (intended to further TANF purposes 1 and 4) - The ACDJFS, or Family Strength and Stability Program Contractor, may provide services to a child(ren) and their parent, guardian, or custodian as the agency determines necessary and subject to availability of funds. The purpose of these services is to prevent the need to permanently remove a child(ren) from his or her home.

Services are designed to promote the formation of two parent families (TANF purpose 4) and to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives (TANF purpose 1). Services include but are not limited to: case management, safety and family assessments for children who are at risk of child abuse and neglect, day treatment (excluding medical expenses), home based services, parent/child education, necessary clothing and household items (i.e. one bed per child, two sets of sheets and pillow cases and two blankets), respite care, emergency caretakers, homemaker services, information and referral, life skills training, transportation, child safety seats and other items that help to ensure child safety, unmarried parent services, post-adoption support services, emergency housing (non-recurrent, short term, not to exceed four months duration), non-Medicaid eligible home health aide services, family stability services, family case conferencing services, mediation services, mentoring services and employment and training.

- a. Application for Family Preservation and Reunification Services may be made by an adult family member, their designee, or a Public Children Service Agency representative applying on the behalf of the child in or being placed in an emergency shelter setting which may include a foster home, group home or a residential center (Appendix D). A child removed from the home of his parents may constitute a PRC Assistance Group (AG) of one for the purposes of this service. The AG income must be at or below 200% of the Federal Poverty Level.
- b. Households where children are residing with their parents, relatives or legal guardian will be considered one AG. The PRC AG shall contain at least one minor child. The child must also be eighteen years of age or younger and the child must be in the home of one or both of his parents, or relative caretaker, legal guardian or placed by the Ashland County Department of Job and Family Services with the child's relatives. There must be an open case plan for the child.
- c. Pregnant women are eligible for PRC assistance and will be considered a household of two. Children temporarily absent from their home for up to six months in accordance with the time periods in ORC 5107.10 are eligible for this PRC service. A temporary absence from the home is an absence that is expected to be no longer than six months in duration and the children services' case plan must specify that the intent is for the child to be returned to the home of his or her parents, relative, legal guardian or legal custodian. If an absent parent is included in child's case plan, services directed to the absent parent may be included.

- d. An AG who currently participates in an OWF Self-Sufficiency Plan may have the Family Preservation and Reunification services added as part of their self-sufficiency plan. There should be no conflicts between the self-sufficiency plan and the case plan requirements. The AG must be informed when they have failed to comply with the case plan. Should the family fail to participate in a case plan service that has been incorporated into the self-sufficiency plan without good cause; the OWF participant will be sanctioned. The family will not be eligible for OWF for one month for the first failure to participate in an OWF self-sufficiency plan, three months for the second failure, and six months for the third failure.
4. Child Welfare Prevention Services (intended to further TANF purposes 1 and 4) May be provided to families at-risk of abuse or neglect but do not have an ongoing case plan open with the ACDJFS Social Service Unit. Families must have a minor child below 18 years of age and have a household income at or below the 200% of the annual Federal Poverty Level. A PRC application (Appendix E) must be completed to be considered eligible for services. Services under this provision to aid in achieving family stability and child well-being may include: diagnostic services (not covered by Medicaid), intake and assessment, team meeting facilitation, home based services, homemaker services, mentoring, post adoption finalization, case management, parent education and support, respite care, transportation, and legal services for establishing guardianship.

**Family Strength and Stability Programs AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
No cap for soft services	Families with children, unruly or misdemeanor youth	All household members	At or below 200% of the Federal Poverty Level  Teen Pregnancy Prevention Program has no income or economic standard	Proof of income for last 30 days  No work requirement  3 quotes for tangible items	Application Appendix B, D, or E

**H. Youth Education and Support Services** (intended to further TANF purposes 1 & 2) – Youth education and support services can help communities prevent dependency on governmental assistance among future generations. It is also critical for positive child development and safety that appropriate supervision, education and social activity is provided while caregivers are at work or in a work-related activity. In an effort to further

TANF purposes 1 and 2, ACDJFS provides PRC assistance to eligible families and children to attend licensed or professional summer camp, summer educational programs and after school programs. Caregivers that work at least 20 hours per week or attend school or work-related training with a household gross income at or below 200% of the Federal Poverty Level may be eligible for assistance. A PRC Application (Appendix A) and sufficient evidence of employment or training activities along with documentation of enrollment in a licensed or professional summer camp or educational program must be submitted to ACDJFS.

This benefit will not be counted against the annual \$1500 limit for PRC assistance. Children enrolled in licensed or professional summer camp, summer educational program or after school program that are twelve (12) years of age or under are eligible for this program if all other eligibility criteria are met. The maximum allowable cost shall not exceed \$1500 per eligible child.

**Youth Education and Support AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$1500.00 per eligible child	Caregivers that work or in a work/school related activity at least 20 hours per week	All household members  Child only applicants in the custody of ACDJFS	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days  Work or school attendance requirement	Application Appendix A

**I. Early Childhood Education Programs and Services** (intended to further TANF purposes 1 & 2) - The Supports Partnership to Assure Ready Kids (S.P.A.R.K.) program is a home-based, early education initiative for children ages four to five years old. This program helps children prepare for kindergarten by addressing education, developmental and social-emotional needs while empowering learning advocates, parents and guardians to become child's first teacher. Services provided under S.P.A.R.K. include but are not limited to intensive home visitation session, resources, referrals, small group sessions and customized parent-child programs. Eligible families will receive a one-time assistance voucher for services in the amount of \$900 per child payable to the service provider.

Eligibility for TANF funded services under the PRC Plan shall be established using the application and worksheet attached as Appendix A. Eligibility will be based on 200% of the Federal Poverty Level and the last 30 days of income. The funds authorized under this program shall be excluded from the maximum allowable \$1500 for the PRC Assistance Group (AG) over the 12-month period.

**Early Childhood Programs and Services AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$900 voucher for services	Families with youth ages 4 to 5 years old	Household members requesting services	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days  No work requirement	Application Appendix A

**J. Ready Set Learn Program** (intended to further TANF purpose 1) – This program is available for families at or below 200% of the Federal Poverty Level. To be eligible, at least one member of the AG must be employed and meet the work-requirement. The Ready Set Learn program authorizes the issuance of vouchers in the amount of \$250 per child and is intended to be used for the purchase of clothing items and supplies. Examples of acceptable purchases include shoes, boots, socks, underwear, coats, gloves, hats and school supplies. Applications for this program will be accepted the last two full weeks in June. This program is limited to available funds (up to \$150,000).

The program is intended to provide supportive services to families at-risk of abuse or neglect or families at or below 200% of the Federal Poverty Level. Further, the program is intended to authorize assistance to relative caretakers that have children placed with them during the pendency of a case plan and children that are subject to case plans or supportive services. A child in the care of an Ashland County supervised family foster home or kinship caregiver may be considered the AG for purposes of this program and as such the work requirement does not apply. A Ready Set Learn program application (Appendix G) is required. The funds authorized under this program shall be excluded from the maximum allowable \$1500 for the PRC Assistance Group (AG) over the 12-month period.

**Ready Set Learn AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$250.00 voucher for each school age child (K-12)	Families with minor child(ren) in the home & relative caretaker, foster home or kinship caregivers	Family requesting services	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days prior to application date  Work requirement	Application Appendix G

**K. Pest Eradication Program** (intended to further TANF purpose 1) - Health and well-being of an AG is fundamental to preparing for and continuing in regular employment or school attendance. Regular attendance at employment or school works toward the goal of self-sufficiency. Head lice and pest infestation can cause extended periods of unemployment or school absences. Pests such as head lice and bed bugs also spread quickly and easily making it imperative that the problem is dealt with immediately. Families which have a minor child in the home and who are at or below 200% of the Federal Poverty Level will be eligible to apply for assistance with the following services: training on the application of over-the-counter lice and pest eradication treatments and cleaning techniques, purchase of treatment solutions and/or cleaning agents and/or services and follow up home evaluations. A PRC application (Appendix A) must be completed to receive services.

**Pest Eradication AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
No cap	Families with minor child(ren) in the home	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days prior to application date  No work requirement  3 quotes	Application Appendix A

**L. Transportation Services Program** (intended to further TANF purpose 2)

For employed individuals, transportation services may be provided for up to one (1) year for TANF funded WIOA services. For unemployed individuals and ongoing OWF AGs, transportation services may be provided for up to four (4) months for purposes of education, training, or other work activities. For ongoing OWF AG's, the transportation services must also be specified in their self-sufficiency contract.

Transportation services may include gasoline vouchers, taxi or other transportation system fees, or reimbursements to others providing transportation to eligible participants. Other transportation related services, such as car repairs, car loan payments, vehicle purchase, license plate and vehicle registration fees, and car insurance payments are available under this program. If the applicant is seeking repairs for an inoperable vehicle that requires towing to obtain further repair estimates, then only two quotes for the cost of repairs is required for that application.

The applying adult must provide proof of a valid driver's license and proof of insurance. The applicant must provide proof by title that a member of the AG is the owner of the vehicle in need of such services. The applicant must demonstrate that there is no other vehicle available to the AG to remedy the need. The benefits/services under this program are subject to a \$2500 limit per 12-month rolling period.

Each employed adult in the AG may be eligible to receive assistance with a one-time only vehicle purchase if the applying adult owns no other operable vehicles and repair to an inoperable vehicle is not cost effective. The applying adult must provide proof of a valid driver's license, insurability, and the ability to obtain financing or have means to pay any difference remaining on the purchase price. Procurement of at least three comparable vehicles or vehicle repairs costs must be completed at time of application. Procurement procedures must be followed for all direct benefits.

The AG must pay the difference in any amount for services or benefits exceeding \$2500 prior to ACDJFS issuing payment of funds to a provider under this program. AG's failure to make timely payment of this difference may result in denial of payment. Funds disbursed under this program exhaust the PRC plan cap of \$1500 and will be reduced by any portion of the PRC plan cap that has been used in the rolling 12-month period.

Eligibility for Transportation Services to TANF eligible participants shall be established using the application and worksheet attached as Appendix A, except for transportation services provided to ongoing OWF AGs. No additional application is needed for those transportation services provided for up to four (4) months to ongoing OWF AGs, as their eligibility for services has already been established through their OWF eligibility. For all other AGs, income shall be counted and verified in accordance with the provisions of Section I and must be at or below 200% of the Federal Poverty Level in effect and updated annually. All transportation services provided must be entered into PRC Reporting Tool as PRC services, regardless of whether they are provided to an employed individual or to an unemployed individual in an ongoing OWF AG.

#### Transportation Services AT A GLANCE:

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$2500.00 per 12-month period	Families with minor child(ren) in the home and Non-custodial parent with seek work order. (see Non-Custodial Parent Support Program)	Household members requesting services	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days prior to application date  3 quotes  Proof of insurance  Title to vehicle  Current driver license  Work requirement  Payment of amount exceeding \$2500	Application Appendix A

**M. Employment, Training and Work Skills Development** (intended to further TANF purpose 2) - A need has been identified to address the physical, emotional, or environmental barriers for those individuals having severe difficulty seeking, obtaining and maintaining employment. To assist eligible participants in the prevention of needing cash assistance or to shorten the time cash recipients receive cash assistance, services will be offered through individual and group intervention services. Those services include: pre-employment assessment, work experience, classroom instruction, job placement, individual mentoring, follow-along support, transportation to classes or work site, work supplies, individual case management services, skill assessment/ development, employment preparation instruction (interviewing, communication, time management, etc.)

Eligibility for these services will be determined by Ashland County Department of Job and Family Services employees. Ohio Works First (OWF) participants will have priority of placement in program, followed by adult members of the AG, and those individuals identified as having known barriers to self-sufficiency. Any services provided through this program will not count toward the annual \$1500 assistance availability.

**Employment, Training and Work Skills Development AT A GLANCE:**

<b>Cap</b>	<b>Target Group</b>	<b>Assistance Group</b>	<b>Economic Need Standard</b>	<b>Verifications</b>	<b>Application Number</b>
Contract with Transformation Network	Individuals identified as having known physical, emotional, or environmental barriers to self-sufficiency	OWF household members	At or below 200% of the Federal Poverty Level	ACDJFS OWF approval/ referral	Application Form 7200

**N. Non-Custodial Parent Support** (intended to further TANF purpose 2).- Non-custodial parents ordered to seek work through the Ashland County courts or through the Ashland County CSEA are eligible for PRC assistance if the PRC AG is at or below 200% of the Federal Poverty Level. The child or children in the non-custodial parent PRC AG may be a part of another PRC AG that does not include the non-custodial parent. The non-custodial parent does not need to be a resident of Ashland County but must be a resident of the state of Ohio, providing they are ordered to seek-work by the Ashland County CSEA or any division of the Ashland County court. The child must reside in Ashland County.

Available services may include pre-employment assessment, individual mentoring, job search or job readiness assistance, vehicle repair, license plates, help with insurance, work supplies, safety equipment, gasoline vouchers, and mediation services. These services are meant to assist a non-custodial parent to obtain, maintain and/or improve their employment opportunities and promote the payment of child support, thus



enhancing the self-sufficiency of the family. See Transportation Services and Mediation Services programs for further details. A PRC Application (Appendix A) and a copy of the seek-work order are required to apply for assistance.

**Non-Custodial Parent Support AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$1500.00 per 12-month period (Plan Cap)	Non-custodial parents who are ordered by Ashland Courts or CSEA to seek work	Non-custodial parent	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days prior to application date 3 quotes Proof of insurance Title to vehicle Current driver license No work requirement	Application Appendix A Seek Work Order

**O. Employment Incentive Program.** This program is for non-custodial parents who are subject to a court seek-work order because of an outstanding child support obligation. This service is intended to further TANF goals 1 and 2 (See Pg. 2). This program provides case management support, consistent contact, and monetary incentives for up to twelve months so that the participant becomes and remains employed and in compliance with the participant's child support obligation. Case Managers will make contact with participants at a minimum of once weekly for follow-up, to discuss progress in and barriers to employment, and future goals.

Monetary incentive payments are for compliance with the program and will be paid at specified intervals to individuals actively engaged in the program. This incentive is paid at the following intervals:

- (1) \$250 after verified eligibility and acceptance to the program AND upon completion of 30 days of continuous verified employment with one employer;
- (2) \$500 after completion of the fourth month of verified continuous employment with one employer;
- (3) \$750 after completion of the eighth month of verified continuous employment with one employer;
- (4) \$1000 after completion of the twelfth month of verified continuous employment with one employer.

Participants in the program will be required to attend monthly in-person or online virtual meetings as scheduled by the case manager to receive the incentive payments. Participants are required to be compliant with their child support obligation upon attaining employment to remain in the program. Participants may be terminated from the program for non-compliance, AND for, but not limited to, the following: failure to maintain continuous employment; failure to pay child support obligation upon becoming employed; failure to cooperate or attend meetings with the case manager without good cause; quitting the program; case manager's loss of contact with the participant; and upon completion of the program (twelve months and payment of the last incentive).

This program, including monetary incentive payments, is limited to available funds (up to \$100,000 per Federal Fiscal Year). Monetary incentive payments cannot exceed four payments over this program. Participation in the program is limited to only one-time per AG. Applicants are ineligible if they have recently voluntarily left employment within the prior three months to application. Applicants must be unemployed at the time of application.

**Employment Incentive Program AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$2500.00 per 12-month period (Exempt from Plan Cap)	Non-custodial parent with seek-work court order.	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days  Verified unemployed statement requirement  Court seek-work order	Application Appendix A See Appendix Section

**P. Mediation Services** (intended to further TANF purposes 1, 2, and 4) - Can often assist families in the removal of barriers in complying with court-ordered child support and visitation issues (conflict resolution, promoting effective communication and parenting). Eligibility will be based on 200% of the Federal Poverty Level and the last 30 days of income. A PRC Application (Appendix A) and an invoice from the mediation services are required.

**Mediation Services AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$1500.00 per 12-month period (Plan Cap)	Families with minor child(ren) in the home and Non-custodial parent with seek work order. (see Non-Custodial Parent Support Program)	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days  3 quotes  Work requirement	Application Appendix A

**Q. Shelter and Utility Assistance Program** (intended to further TANF purposes 1 & 2)- The lack of affordable and functional housing is a barrier to families from maintaining stable employment and reducing the need for government assistance. To address this issue and help families move out of poverty, ACDJFS offers assistance to increase and maintain access to functional housing for low-income families. Services under this program include but are not limited to past due rent, delinquent mortgage payments, delinquent utility payments, bulk fuel purchases and emergent home repairs. However, the AG is responsible for current month's rent and utilities and ACDJFS pays any delinquent amount. As to rent and utilities, the applicant must provide proof that a member of the AG is the responsible party for these obligations. As to mortgage payments and home repairs, the applicant must provide proof that a member of the AG is the owner of the residence in question. As to bulk fuel, the assistance group's fuel tank must be at or below 25% of capacity, and that AG must be on a cash-on-delivery status with the fuel provider. Bulk fuel purchases can only be made once during a twelve-month period and for no more than \$750, which is applied to the Plan Cap. Eligibility will be based on 200% of the Federal Poverty Level and the last 30 days of income. A PRC Application (Appendix A) must be completed to apply for assistance and depending on the assistance requested, a disconnect, eviction, delinquent mortgage notice or a 30-day or more past due notice must be provided.

**Shelter and Utility Assistance AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$1500.00 per 12-month period (Plan Cap)  One-time payment up to \$750 for	Families with minor child(ren) in the home	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days prior to application date  Utility bill disconnect notice  Delinquent mortgage Notice	Application Appendix A

Bulk Fuel (Plan Cap)				or Eviction Notice or Past Due Notice of at least 30 days  3 quotes if for home repairs  Work requirement  COD account status  Fuel level at or below 25%	
-------------------------	--	--	--	--	--

**R. COVID PRC Program.** This program provides temporary assistance to needy families impacted by COVID-19. This program is intended to further TANF purpose 1. (See pg. 2) and addresses a specific crisis-situation or episode of need, and must include only expenditures such as the following:

- Emergency housing and short-term homelessness assistance (and may include hotel/motel and rental deposits as necessary);
- Emergency food assistance (up to \$500 one-time; only for SNAP approved food items). **SNAP recipients AND non-compliant or sanctioned individuals are not eligible for this emergency food assistance.**
- Short-term utility payments (for conditions see Shelter & Utility Assistance Program);
- Burial assistance (when the deceased was part of the AG's household);
- Clothing allowances (items required for employment); and
- Back to school payments (required school fees and vocational training supplies paid directly to the school).

Funding for this program cannot be used for tax credits, childcare, transportation, short-term education, training, on-going needs and cannot extend beyond four months. **Funding for this program cannot be used to supplant other federal funds. This program is limited to available funds specifically allocated for this program. Approval is required prior to purchase of the items or services available under this program.**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
-----	--------------	------------------	------------------------	---------------	--------------------

\$1500 per rolling 12-month period (Limited to PRC Plan Cap)	Parents or specific relative with minor child living in the home	All household members	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days	Application
---	--	-----------------------	---	----------------------------------	-------------

**S. Family Related Disaster Relief Services** (intended to further TANF purpose 1 & 2) - Disaster Relief Services for TANF eligible participants can only be provided in the event of a disaster or state of emergency declared by the Governor of Ohio declaring a disaster and/or provision of disaster funds in Ashland County. The assistance group will not receive disaster assistance for an item already provided by another agency, program or insurance benefit. Eligibility for Disaster Relief Services for TANF eligible participants shall be established using the application attached as Appendix A. Income shall be counted and verified in accordance with the provisions of Section I, and must be at or below 200% of the Federal Poverty Level in effect and updated annually. In order to qualify for Disaster Relief Services, the following conditions also apply 1) the AG must be residents of the affected county; and 2) the AG must have been adversely affected by the disaster or emergency condition; and 3) the AG must show evidence of economic need at or below 200% of the Federal Poverty Level; and 4) the AG must include at a minimum, a pregnant woman or a minor child living with a parent, specified relative, legal guardian, or legal custodian. Assistance and services may be provided up to a \$1,500 limit per family dwelling, per declared disaster, contingent upon available funding. Families ineligible for PRC due to a sanction in the OWF program are potentially eligible for Disaster Relief Services.

**General Revenue Funds (GRF):** This program is available to eligible elderly and /or disabled residents of Ashland County without minor children. Applicants must be age 55+ and at or below 200% of the Federal Poverty Level or a recipient of a disability benefits (SSI, SS Disability, etc.) and at or below the 200% Federal Poverty Level.

Services provided may include but are not limited to emergency shelter, rent/security deposits, transportation assistance, homeowners' insurance deductible, tree/debris removal, alternative energy sources, food replacement. Eligibility for TANF funded services under the PRC Plan shall be established using the application and worksheet attached as Appendix A. Eligibility will be based on 200% of the Federal Poverty Level and the last 30 days of income. The funds authorized under this program shall be excluded from the maximum allowable \$1500 for the PRC Assistance Group (AG) over the 12-month period.

### **Family Related Disaster Relief Services AT A GLANCE:**

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$1500.00 per 12-month period	AG's who have sustained disaster related damage or loss and are residents of an affected area that has been declared a disaster by the Governor of Ohio	Families with minor children or pregnant women and all individuals living in the household  Single individuals under special circumstances	At or below 200% of the Federal Poverty Level	Proof of income for last 30 days  No Work requirement	Application Appendix A

**T. Disaster Relief Plan: COVID-19 Response**

Relief for an emergent need that threatens the health and safety of a household whose income has been adversely affected by COVID-19 Assistance is for the following: Shelter expenses (household does not have to have a shut-off or eviction notice). This program is effective only during an Ohio state of emergency declaration.

Cap	Target Group	Assistance Group	Economic Need Standard	Verifications	Application Number
\$2000.00 per household New application required each month  Exempted from the \$1500.00 PRC per year assistance  No longer than 4 months	COVID-19 Response  An emergent need that threatens the health and safety of a household whose income has been adversely affected by COVID-19.  Assistance may include: Shelter expenses (household does not have	Families with minor children residing in the home and have shown proof that the household has been adversely affected by COVID-19	200% FPL or below  TANF goals 1,2  Loss or reduction of income after state of emergency declared	Proof of income for the last 30 days  No work requirement  Self-attestation for loss of job, anticipated income  Resident of Ashland County  Lease, Landlord statement, Mortgage statement, Copy of utility bills.	COVID-19 Response application to be completed – Appendix I  Ohio State of Emergency Declaration  Need to apply monthly during emergency. Will be shelter cost during this time.

	to have a shut-off or eviction notice)				
--	--	--	--	--	--

**U. Kinship Caregiver Program (KCP)** (intended to further TANF purpose 1) –The purpose of this program is to assist kinship caregivers with providing and maintaining a home for a child in place of a child’s parents by providing reasonable and necessary relief from child caring functions through family stabilization and caregiving services. A PRC applicant may be eligible for either stabilization or caregiving services, as appropriate.

**IMPORTANT- Funding for this program may be limited. Services will be limited to available funds.**

Under either section of the KCP program, ACDJFS must have an open case regarding a child member of the AG. Additionally, the child must reside with and be cared for by a kinship caregiver as defined under Section 5101.85 of the Ohio Revised Code. A non-relative may be eligible for this program as a kinship caregiver as long as he/she has been deemed a legal guardian or legal custodian of the child by a court of law.

The AG’s income must be at or below 200% of the Federal Poverty Level. Eligibility will be determined based on the information provided in the form attached as Appendix H. A kinship caregiver must submit a separate application for each AG for stabilization services. A kinship caregiver residing outside Ashland County is eligible to apply to ACDJFS under this program so long as the ACDJFS has an open case with the child (AG member) and ACDJFS placed the child with the kinship caregiver. Childcare and respite care provided by an unlicensed child care provider individual must be an ACDJFS Children Services Unit screened and approved relative or non-relative in the home of the child or at another location.

#### 1. Stabilization Services

These services are designed to transition the child into and maintain the child in the home of kinship caregiver. Benefits and services cannot exceed four months.

**AG definition for KCP Stabilization Services:** A child under age eighteen (18) or age eighteen (18) and still attending high school or its equivalent who is placed with a kinship caregiver as defined in Ohio Revised Code 5101.85. Each child who is under age eighteen (18) or age eighteen (18) and still attending high school or its equivalent who is placed with a kinship caregiver is considered his/her own AG (i.e. a child only AG).

The benefits and services available under this program include child care services, respite care, and reasonable incidentals incurred and necessary items, related to basic needs, when taking the responsibility of caring for the child. Benefits are provided as

reimbursement to the kinship caregiver for child care expenses or as direct payment to a third-party child care business entity.

## **2. Caregiving Services**

**AG definition for KCP Caregiving Services:** Adult members of the household and child(ren) twelve years old and younger; and the kinship caregiver or other adult member of the AG must be participating in one of the following approved activities:

- a. Paid employment on a full or part-time basis;
- b. A training or education activity that prepares the caretaker for paid employment; or
- c. Participating in one or more work activities as a condition of eligibility for either OWF or supplemental nutrition assistance program (SNAP).

The benefits or services are limited to reimbursement to the kinship caregiver for, or direct payment to a third-party business entity, to administer to the needs of a minor child. ACDJFS will reimburse the kinship caregiver for use of an individual provider of child care/respite care. The caregiving service may be provided by 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 in crisis nurseries, day treatment, and in the home.

**Kinship Caregiver Program Stabilization Services may not exceed \$1,500 per AG per rolling 12 months. Caregiving Services may not exceed \$3,000 per AG per rolling 12 months.**

Child Care and Respite Care expenses must be reasonable and customary as determined by the ACDJFS; The funds authorized in this program are excluded from the annual maximum allowable \$1,500 cap for the PRC Plan.

Anyone of the following AG characteristics will deem the applicant ineligible for services:

- (1) The AG is not a U.S. Citizen or legal alien;
- (2) Any member of the AG is a fugitive felon or probation/parole violator;
- (3) Any member of the AG that has an outstanding OWF or PRC fraud overpayment or outstanding balance must provide payment in full prior to authorizing PRC services.

**Further description of the program services and eligibility for Stabilization Services and Caregiving Services are as follows:**



## Kinship Caregiver Program – AT A GLANCE:

Services	Description	Eligibility
Child Care Expenses	<p>Child care is an important tool for kinship caregivers as it provides relief from child caring duties and allows kinship caregivers to attend to other activities, such as school, work, medical appointments, family support services, and other activities that enable kinship caregivers to provide and maintain a home for a child placed in their care.</p> <p>Child care can be provided by an ACDJFS Children Services Unit screened and approved relative or non-relative in the home of the child or at another location.</p>	<p>AG must be at or below 200% of FPG.</p> <p>Kinship caregivers can request reimbursement for child care expenses for an eligible child in their care. Kinship caregiver must provide a W9 and submit a request for reimbursement with verification of expense to ACDJFS.</p> <p>Kinship caregivers can also request that ACDJFS cover child care costs directly with child care providers who are fully licensed through the Ohio Department of Job and Family Services.</p> <p>ACDJFS cannot reimburse those expenses that are covered/reimbursed by another source.</p> <p>Limited to 4 consecutive months per rolling 12-month period for stabilization services</p>
Reimbursement for In-Home and Out-of-Home Respite Services Expenses	<p>Respite care services provide temporary relief of child-caring functions that may include but are not limited to crisis nurseries, day treatment, and in-home services. Temporary is defined as one week or less (i.e., no more than 7 consecutive days). Respite care can be provided by an appropriately trained, screened, and monitored relative or non-relative in the home of the child or at another location. Respite does not include a change of custody. Respite does not include placement into foster care, kinship care, psychiatric hospital, detention center, residential treatment</p>	<p>AG must be at or below 200% of FPG. Program is reimbursement basis (i.e., kinship caregiver pays for the respite care of a kinship child placed in his/her care and is subsequently reimbursed by ACDJFS).</p> <p>Kinship caregiver must provide a W9 to ACDJFS and submit a request for reimbursement with verification of expense to ACDJFS.</p> <p>ACDJFS cannot reimburse those expenses that are covered/reimbursed by another source.</p>

	facility, correctional facility, group home, or clinical interventions.	Limited to 4 consecutive months per rolling 12-month period for stabilization services
Summer Youth Education and Socialization Activities and Activities that Encourage Community Participation	<p>Summer youth enrichment activities, such as summer camps, that promote the education, socialization, and community engagement of the kinship child.</p> <p>Summer camp providers must be licensed by the Ohio Department of Job and Family Services or other applicable licensing body.</p>	<p>AG must be at or below 200% of FPG.</p> <p>ACDJFS can directly cover costs with the provider or reimburse the kinship caregiver for eligible activities for an eligible kinship child.</p> <p>If kinship caregiver wishes to be reimbursed, he or she must provide a W9 to ACDJFS.</p> <p>Kinship caregiver is responsible for submitting a request for reimbursement/payment with verification of expense to ACDJFS.</p> <p>ACDJFS cannot reimburse those expenses that are covered/reimbursed by another source.</p> <p>Limited to 4 consecutive months per rolling 12-month period for stabilization services.</p>
Household and Clothing Items and Supplies (stabilization services only)	Includes necessary household items such as mattresses, beds, cribs, appliances, linens, clothing, or any other necessary household items needed for caring for the kinship child.	<p>AG must be at or below 200% of FPG.</p> <p>Limited to no more than \$500 per rolling 12-month period.</p>

The plan can be amended upon the recommendation of the Director of the Ashland County Department of Job and Family Services and the approval of the Ashland County Board of Commissioners of such recommended amendment. The effective date of the amendment shall be immediately, unless another date is specified in the amendment.

#### **V. Inflation Relief – Gas Program**

This program addresses the adverse effect of high inflation on the cost-of-living for low-income families. Because of inflationary pressures, transportation fuel costs have risen sharply, causing great pressure on the financial stability of lower income households. This program seeks to help ease the pressures of those costs for families so that they can remain in our local workforce.

Additionally, this program furthers ending dependence of needy families on government benefits by promoting job preparation, work, and marriage. (See TANF purpose 2, pg. 2)

This program must address a specific crisis-situation or episode of need, must not be intended to meet on-going needs, must not extend beyond four months, and must only include expenditures for the cost of fuel for the assistance group's vehicle.

To be eligible for this program, the AG must be employed, or participating in skills-based employment training, or eligible for employment waiver as defined in this plan. The AG must have income at or below 200% of the FPL. The AG must have a valid Ohio Driver's License. The AG must be a family with minor child(ren).


Once determined eligible, the AG will receive one payment of a \$50.00 gas card for a local gas station vendor. Only one payment to an AG can be made per month. Up to four payments (\$200 total) can be made per 12 month rolling period. This period begins with the initial payment. Purchases with the gas card must be for vehicle fuel only and must be made within Ashland County. To remain eligible for each successive payment, the AG must provide receipt(s) showing the purchase of only gas or diesel fuel for the full amount of each gas card denomination provided to the AG under this program. The agency will record the gas card numbers of cards given under this program and will confirm that the card provided to the AG was used to purchase fuel. Once verified in this manner, the next gas card can be given to the AG. Failure by the AG to provide receipt(s) to verify the purchase of vehicle fuel will result in that AG being ineligible for this program, which will include one successive 12-month rolling period of ineligibility.

Funding for this program cannot be used to supplant other federal funds. **This program is limited to available funds.**


#### **Inflation Relief – Gas Card Program AT A GLANCE**

Cap	Target Group	Assistance Group	Economic Need Standard	Verification	Application
\$200.00 per 12 month rolling period	Families with minor child(ren) in the home	All household Members	At or below 200% of the Federal Poverty Level (FPL)	Proof of Income for the last 30 days prior to application date.	See Ashland County PRC Plan – Appendix L
Excluded from the Plan Cap	Non-Custodial Parent with Child Support Order			Work Requirement	


This version of the Ashland County Department of Job and Family Service Prevention, Retention, and Contingency (PRC) Program Plan is hereby adopted on the date indicated below.

  
J. Peter Stelamuk, Director  
Ashland County Department of Job & Family Services


  
Date

  
Board of Ashland County Commissioners

  
Date

  
Michael Welch, Vice President  
Board of Ashland County Commissioners

  
Date

  
Board of Ashland County Commissioners

  
Date