



Gallia County

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Department of Job & Family Services



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PREVENTION RETENTION & CONTINGENCY (PRC) PLAN

Effective October 1, 2021 through September 30, 2023

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1000 - PROGRAM GENERAL DESCRIPTION/EXPLANATION/ELIGIBILITY

1050 – GENERAL DESCRIPTION

The Prevention, Retention & Contingency (PRC) Program is assistance or services needed to overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility for families with at least one minor child under the age of eighteen living in the home. The PRC Program encourages families to attain and retain employment, prevents dependency, promotes family stability, and protects families from the consequences of catastrophic situations. The PRC program is not ongoing Ohio Work First (OWF)/Temporary Assistance for Needy Families (TANF) assistance. The Gallia County Department of Job and Family Services (GCDJFS) PRC Program is designed to meet the emergent and/or employment-related needs of an eligible assistance group depending upon the availability of funds. The PRC assistance group must demonstrate a specific crisis.

The services and benefits provided under the PRC program fall into three categories:

PREVENTION: Designed to divert families from ongoing cash assistance by providing short term non-assistance.

RETENTION: Provided to assist an employed member of the family maintaining employment.

CONTINGENCY: Provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

The PRC Program consists of

- (1) Services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support; or
- (2) One-time, short-term assistance which is limited to the amount required to meet the presenting/emergent need.
- (3) Contingency benefits are for an emergent need that threatens the health, safety, or decent living arrangements to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, and marriage.
- (4) Employment Related Services - Prevention and Retention benefits can be authorized for employment-related purposes to provide goods and/or services needed to attain or retain employment for the PRC assistance group employment-seeking adult member.
- (5) Various services provided by a provider contract are offered to assist PRC assistance groups. These services are briefly mentioned in the PRC plan and described in detail within the provider(s) contract.

The PRC plan describes the above benefits, maximums, restrictions, etc. Any number of individual payments can be made during the FFY period if the payments are distinctive, non-ongoing occurrences, not within the same program (unless authorized as part of a Special Project) and if the project has been funded and funding remains within the budget for the specific PRC program. (Refer to Section 1600 of the PRC plan for further discussion of the overall PRC budget and how it affects the availability of services within the PRC plan.)

A PRC assistance group must at a minimum consist of a:

- A minor child who resides with a parent, specified relative, legal guardian or legal custodian, (a child may be temporarily absent from home provided OWF temporary absence requirements are met). A minor child is defined as an individual who has not yet attained eighteen years of age or has not attained nineteen years of age and is a full-time student in a secondary school or in the

equivalent level of vocational or technical training and the adult has legal custody or guardianship of the child.

- A medically verified pregnant woman with no minor children; (the unborn child is considered a minor child).
- Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and are ordered into an employment program by a court or referred by the child support enforcement agency (CSEA) and are complying with the employment program to find a job. Non-custodial parents will not be eligible for PRC benefits that are provided specifically for the child(ren), (such as school clothing/supplies project, etc.) or contingency related services or any other service that would result in a direct payment to the non-custodial parent. Non-custodial parents are eligible for employment related services only and must meet all other eligibility requirements.

1100 - RESIDENCE

PRC benefits and services are available only to residents of Gallia County. All applicants for PRC benefits and services will be required to provide verification of residency. Verification may be a utility bill in the name of the applicant with a Gallia County address or a postal verification.

1200 - ELIGIBILITY AND APPLICATION

GCDJFS is responsible for using objective criteria when determining eligibility and approving or denying the PRC application. The PRC application will be processed (approved or denied) within thirty (30) days after completion of the application process, which includes verification of information. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. The PRC application may be denied based solely on the expiration of the time frame if the delay is on the part of the applicant. Eligibility will be carefully evaluated on a case-by-case basis. The PRC 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 Ohio Works First assistance group case is active is not a sole determining factor in the consideration of eligibility for the PRC Program. In addition, the GCDJFS eligibility determiner must inform individuals about other programs (for example: Medicaid, Food Assistance) that are available and about hearing rights that are applicable.

Services are also provided to a PRC assistance group to help members retain employment and thereby, achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to meet a presenting or contingent need, if not satisfied, threatens the safety, health, or well-being of one or more PRC assistance group member(s). If the PRC maximum dollar amount allowed will not meet the emergent need and the PRC assistance group can make a co-payment and/or arrangement with the provider for the balance due not covered by the PRC Program, written verification is required, then payment will be made. If such arrangements cannot be made, the PRC application must be denied because the need cannot be met.

For the PRC assistance group to be found eligible, their income must be at or below 200% of the Federal Poverty Guidelines (FPG) currently in effect unless otherwise noted in this plan. The Federal Poverty Guidelines are updated yearly usually in March. All gross earned, and unearned income received by any member of the PRC assistance group during the thirty (30) day budget period is considered when determining financial need. The thirty (30) day budget period begins 30 days prior to the date of application and ends on the application date. The income received, during this period are used in the computation of financial eligibility. All income which are normally exempt or disregarded when determining eligibility for Ohio Works First are included in the budget computation of PRC financial eligibility. There are some income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility. Rule 5101:1-24-20 of the Administrative Code addresses the issue of excluded income. Earnings of a child (the child must be a full-time

high school student under the age of 19) are excluded in the calculation of the gross monthly income only if the child is an active participant of the Comprehensive Case Management and Employment Program (CCMEP). Child support received by the assistance group is counted in the PRC budget computation.

The total gross income, both earned and unearned of all PRC assistance group members except as noted above, is counted in the PRC financial budget process. There are no deductions or exclusions allowed from any type of countable income. Written verifications of income are required to be provided by the applicant when submitting the PRC application (applications without such verification will be denied automatically). Assistant group that reports zero earned/unearned income shall be denied services unless they have a verifiable job offer.

The gross amount of the PRC assistance group's countable income is totaled and compared to the amount of the 200% of the Federal Poverty Guidelines amount for the PRC assistance group size. If the total PRC assistance group income is equal to or less than 200% of the FPG (unless otherwise noted in the plan) amount for the applicable PRC assistance group size, the PRC assistance group meets the income requirements. For an assistance group with no minor children but a medically verified pregnant woman, the unborn child is considered an assistance group member.

The following are examples of earned and unearned income which a county agency may count at its discretion. This is not intended to be an all-inclusive list:

Earned Income

- a. Earnings from work as an employee
- b. Earnings from self-employment
- c. Strike benefits (if striker is required to perform services to receive them.
- d. Training allowances

Unearned Income:

- a. Retirement, Survivors, Disability Insurance (RSDI) Benefits
- b. Alimony and child support
- c. Veteran Administration benefits
- d. Workers' Compensation benefits
- e. Lump-sum payments
- f. Unemployment benefits
- g. Pension and retirement benefits
- h. Strike benefits
- i. Investment income
- j. Rental income
- k. TANF

Excess or overage funds received from federal and/or state financial aid or student loans for those PRC applicants that are attending post-secondary training/education is considered income to the PRC assistance group in the eligibility process.

Per OAC 5101:1-24-20, Prevention, retention, and contingency program: exclude income and resources. The following income and resources are excluded when determining financial eligibility for PRC Benefits and Services:

Child Support payment made by Ohio Department of job and Family Services (ODJFS) pursuant to division © of Section 1 of AM. S.B. 170 of the 124th General Assembly (10/25/2001).

All income that is federal excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified below:

Drug discounts and transitional assistance received under the Medicare Prescription Drug Improvement, and Modernization Act. At Section 186D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 186D-319(g)(6) OF THE Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise considered in determining an individual's eligibility for, or the amount of benefits under any other federal program.

Monetary allowances paid under Section 401 of the Veterans Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the veteran's administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects are the natural children of women veterans serviced in the republic of Vietnam from February 28, 1961 through May 7, 1975.

For the purposes of the PRC Program, applicants who are automatically ineligible include the following:

- (1) AG determined ineligible due to other provisions in the PRC plan; or
- (2) Individual is not a citizen of the United States or a qualified alien; or
- (3) Applicant not a resident of Gallia County; or
- (4) AG or single individual without a minor child in the household (unless such individual or AG member is pregnant or meet the requirements of a non-custodial parent).
- (5) AG member fraudulently received assistance under OWF and/or PRC Program and repayment has not been paid in full or until ten years have passed when fraud relates to misrepresentation of address between two or more states. (Refer to ORC 5101.83 & OAC 5101);
- (6) AG includes fugitive felons, probation/parole violators. (Refer to ORC 5107.36)
- (7) AG did not submit income verification upon submitting application
- (8) AG reports zero earned/unearned income and **does not** have a verifiable job offer.

The GCDJFS PRC Plan's format describes each covered service and notes if the covered service is Contingency or Prevention/Retention. Services with the notation of Prevention/Retention are considered employment related. Prevention/Retention services shall be authorized only if the PRC assistance group contains at least one employed adult member or an adult member with a verifiable job offer. The aforementioned employed adult member must establish the employment-related service is necessary for the employed adult member to retain employment or prevent the employed member from losing the employment. A PRC assistance group without an employed adult member or an adult member with a verifiable job offer is not eligible to receive employment-related services (Prevention/Retention). A PRC assistance group without an employed adult member has potential eligibility for Contingency services only. PRC assistance groups with an employed adult member however may be eligible for what is normally considered a contingency service if the requested service will prevent the adult member from losing employment or if the contingency service will assist the employed adult member to retain employment.

In addition, the GCDJFS PRC Plan describes services that may be provided via a provider contract. Eligibility for the contracted services is described in the provider contract. A completed PREVENTION RETENTION AND CONTINGENCY (PRC) APPLICATION ODJFS #3800 is needed to request PRC assistance for any programs that meet TANF purpose 1 or 2 as identified within each program.

All PRC applicants will be advised of their hearing rights and will be provided with a copy of the JFS 4059, Explanation of State Hearing Procedures upon initial application. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for or participating in the PRC program (reference Section 329.051 of the ORC).

Services and benefits shall be provided which directly lead to or can be expected to lead the family to becoming self-sufficient by accomplishing one of the four purposes of TANF (as per 45 C.F.R. Section 260.20):

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

TANF Purpose 3 and/or 4 do not require a financial need eligibility requirement per ODJFS PRC Reference Guide, unless such requirement is imposed by the County Department of Job and Family Services. Such requirement will not be imposed for GCDJFS. Pursuant to Section 5108.10 of the Revised Code and ODJFS PRC Reference Guide, an application is not required for programs where the benefit or service does not have a financial need eligibility requirement. As such, none of the eligibility criteria stated above are required to be verified for programs that fall under TANF Purpose 3 and/or 4.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

1300 - EXPLORING COMMUNITY RESOURCES

Every effort shall be made by the AG to explore the availability of resources within the local community prior to applying for PRC. For the purposes of the PRC Program, the community is defined to include areas beyond the county's boundaries. The GCDJFS PRC eligibility worker may deny a PRC application when the worker determines it would be more appropriate to refer the applicant(s) to known community resources which may be contracted for or otherwise utilized to help meet the episode of need.

1400 - AMOUNT AND TYPES OF ASSISTANCE

PRC payments are limited to the amount required to meet the episode of need up to the maximum set within each individual program section. Only one episode of need and corresponding payment per program section per federal fiscal year (unless otherwise stated within the program or authorized by the Director as part of a Special Project). Any number of individual payments can be made during the FFY if each payment is distinctive, non-ongoing occurrences.

The items and services provided by the PRC Program are detailed by section. This is an all-inclusive listing of scope of coverage. Any item or service listed is to be available to meet the needs of any eligible PRC assistance group. However, availability of services is dependent upon funding and services may be eliminated without notice if funding is no longer available to support the programs. The GCDJFS Director and/or his designee will determine which programs within the PRC plan will be suspended if a lack of availability of funds is determined.

The Director of GCDJFS may authorize TANF funding for use in any special projects that meet the general TANF goals as well as authorize reimplement of any prior PRC program not currently being offered if additional funding would become available for such projects. These projects may provide services up to the limits specified by each such project. Applications for special projects will be designated by the Director or

his/her designee. Amendments to the PRC plan, because of special projects, may be made at the sole discretion of the Director.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

1500 – FINAL PROCESS - APPROVAL/DENIAL

When eligibility for PRC is established, the GCDJFS eligibility determiner or designee with the approval of the GCDJFS Director or his/her designee will authorize and generate payment for the assistance, goods and/or services. Authorization may occur at any time during the period beginning on the date the PRC funds are approved. PRC payments will be made to vendors in accordance with the policies and procedures of the GCDJFS.

Notices of Approval and/or Denials: The GCDJFS eligibility determiner or designee shall mail or otherwise deliver the ODJFS 4074 - Notice of Approval of Your Application for Assistance if the PRC assistance group is determined eligible for PRC funds/goods/services. The GCDJFS eligibility determiner or designee shall mail or otherwise deliver the ODJFS 7334 - Notice of Denial of Your Application for Assistance if the PRC assistance group is determined not to be eligible for PRC funds/goods/services. Some special projects may not require a formal notice of eligibility and projects where no eligibility is determined for TANF purpose 3 and/or 4 may not require such notification.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

1600 - FINANCIAL MANAGEMENT

The GCDJFS PRC Plan reflects all possible project areas in which PRC funds may be utilized. The PRC Plan Budget reflects which project has funding budgeted for the fiscal year. Attachment A reflects the PRC Plan's Project Budget for all projects except for the contract and special projects that are funded outside of the established PRC Plan Budget.

If a program within the PRC Plan has not been budgeted for, the program will not be offered; therefore, an eligible applicant will not receive any funding from that program.

The budget will be monitored by tracking actual expenditures during the Federal Fiscal Year (from October 1 through September 30) and comparing that to the amount budgeted. Changes in the PRC budget will be reflected as an amendment to the PRC Plan. As per the ODJFS PRC Reference Guide dated March 2019, the PRC Plan may be amended by the GCDJFS Director. A significant amendment requires the approval of the Board of County Commissioners. Amendments as a result of the above situations would not be considered significant unless the total change in available funds within the GCDJFS fiscal budget exceeded ten (10) percent.

GCDJFS will amend the PRC budget to limit the provisions of PRC services/programs based on the availability of funds to cover the services/programs. Should budgeted funds become limited, the GCDJFS Director may:

- 1.) Reduce the FPG from 200% down to a minimum of 100% on all applications; and/or
- 2.) Process contingency applications only; and/or
- 3.) Reduce the PRC maximum limits; and/or
- 4.) Reduce the number of and/or amount budgeted for PRC programs and/or special projects.

Should additional funds become available, the GCDJFS Director may:

- 1) Increase the FPG from 200% up to a max of 300% for Help Me Grow (if applicable); and/or

- 2) Increase the PRC maximum limits; and/or
- 3) Increase the number of and/or amount budgeted for PRC programs and/or offer special projects.

The programs within the PRC Plan will be implemented based upon the Federal Fiscal Year (FFY) Budget Cycle and Attachment A and Attachment B will reflect original budget per FFY. Any amendments to the PRC’s FFY original budget and/or the original PRC Plan/Programs will be added to the plan as Attachments. For example:

Federal Fiscal Year (FFY)	Original FFY Budget	Amendments (if needed)
2022	Attachment A	Attachment C
2023	Attachment B	Attachment D

Special Projects are listed under Section 5000 and Contract Projects are listed in Section 6000. Special Projects and Contracted Projects budgets are outside of the PRC Budget and shall be established per project when funds are available. Notification of implementation of such projects will be evident through a form of public notice as determined by the Director and/or designee. Such projects will have stipulations as determined by the Director. If such projects do not fall under TANF Purpose #3 and/or #4, eligibility shall be determined as per the PRC Plan. Specific services rendered, including the application and eligibility guidelines, time limits and maximums per AG will be at the discretion of the GCDJFS director or designee for such projects. The GCDJFS Director may prepare and sign an amendment to the PRC Plan to briefly describe any Special Project and/or Contract Project being offered (if not already addressed in the PRC Plan). Contract projects shall require the approval of the Gallia County Board of Commissioners and will be reflected as part of the contract approval.

2000 - PRC DISASTER ASSISTANCE PROGRAM

To the extent permissible under Federal law and/or Ohio statutes and regulations, the GCDJFS Director may authorize TANF discretionary funding for disaster relief when a State of Emergency has been declared by the federal government or the Governor of the State of Ohio. This disaster relief will be made available to eligible families with unplanned expenses related to natural disasters, (i.e., must have been adversely affected by the emergency condition). Eligibility shall be determined based upon the TANF guidelines in effect at that time including exceptions specified by law or regulations. The relief amount for natural disasters will be discretionary per assistance group, with a maximum amount to be specified by the GCDJFS Director which will be based on available funding and within the maximums set by Federal/State and/or granting agency. (The state suggested maximum to be reimbursed is currently set at a **maximum of \$1,500** per household and shall not be exceeded unless other funding or reimbursement maxes are provided. GCDJFS director may select a lower or higher amount as determined when the disaster assistance is offered.).

Non-TANF Funds for Elderly and Disabled: In the event that a disaster or state of emergency is declared by the federal government or the Governor of the State of Ohio, Non-TANF funds for the Elderly and Disabled may be determined to be available. This disaster relief will be made available to Gallia County Residence age 55 or over, without a minor child or receiving full disability benefit payments with unplanned expenses related to natural disasters, (i.e., must have been adversely affected by the emergency condition). Other than what has been stated, eligibility shall be determined based upon the same guidelines as all other PRC assistance in effect at that time including exceptions specified by law or regulations. The relief amount for natural disasters will be discretionary per assistance group, with a maximum amount to be specified by the GCDJFS Director which will be based on available funding and within the maximums set by Federal/State and/or granting agency. (The State suggested maximum to be reimbursed is currently set at **maximum of \$750** per Non-TANF household

and shall not be exceeded unless other funding or reimbursement maxes are provided. GCDJFS Director or his/her designee may select a lower or higher amount as determined when the disaster assistance is offered).

Disaster Assistance will be outside of the established maximums within the PRC Plan. Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purpose 1, 2, 3 and/or 4 – Although it might be reasonable to assume TANF purpose 1 and 2 would apply, due to the inability to determine every potential disaster or State emergency, determination of which purposes would be frugal at this time. Therefore, the applicable TANF purpose will be determined based on the Federal or State determination of the disaster and identified TANF purpose from the State. This determination will be important because TANF purposes 1 and 2 require an application and means-tested individual eligibility determination while TANF purposes 3 and 4 do not.

3000 – CONTINGENCY PROGRAM SECTION

3100 - EMERGENCY CLOTHING EXPENSES (Contingency)

PRC can be issued for necessary clothing items in the following situations per episode of need:

- (1) To replace clothing lost or destroyed due to a fire or natural disaster, for example: a flood, tornado, blizzard, or chemical disaster or due to a state of civil disorder as declared by the Governor of Ohio;
or
- (2) When a family member(s) resides or has resided within the last thirty (30) days in a domestic violence shelter; or
- (3) When a PRC eligibility worker determines the need to be urgent for the well-being of a child in the household (based on a written referral from Child Protective Services regarding an active investigation or the Health Department condemning all contents of a home to where clothing cannot be used) and is authorized by both the Director and CPS Supervisor.

Documentation of the episode of need may be required on a case-by-case basis, (such as fire marshal report, news article supporting episode, Child Protective Services Referral, etc.) An itemized request form that includes the cost of the necessary clothing must be presented to the PRC eligibility worker and approved before the clothing expenses are authorized. A copy of the documentation will be retained in the assistance group record. A **maximum of \$450.00** for each assistance group member is allowed for the purchase of clothing for Contingency and cannot be combined with any other clothing allowance program being offered. An itemized voucher will be provided for each assistance group member. Only one episode of need and corresponding payment per federal fiscal year to be paid directly to the provider and/or vendor for said goods/services up to the stated maximum or the actual cost of the goods and/or services, whichever is less.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purpose 1 and 2

3200– EMERGENCY SHELTER (Contingency)

PRC funds can be utilized for Emergency Shelter only for the following condition:

Uninhabitable conditions: PRC funds can be issued for rent assistance when a family needs new living arrangements because of the uninhabitable condition of their home due to a natural or chemical disaster or fire, or uninhabitable conditions as certified by a city, county, township, or state agency that has the legal authority to declare a residence temporary uninhabitable (in writing) due to eradication if needed as per section 3300. If this certification is unobtainable or untimely and this delay would not be in the best interest of the PRC assistance group, a temporary uninhabitable household determination from the GCDJFS Director is acceptable. Temporary housing and/or a maximum of one month's rent plus deposit for permanent relocation, not to exceed a **maximum of \$1,500.00**, at a new residence may be authorized.

Only one episode of need per assistance group and corresponding payment per federal fiscal year to be paid directly to the provider and/or vendor for said goods/services up to the stated maximum or the actual cost of the goods and/or services, whichever is less.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purpose 1 and 2

3300-EMERGENCY PEST ERADICATION (Contingency)

PRC can be issued for necessary remediation of living space in the following situation per episode of need:

PRC funds can be issued for eradication assistance when a family needs assistance to rid their household of pest so the home does not become uninhabitable. Infestation of pest, specifically bed bugs, lice, roaches, mice and rats can create health hazards in a home which could result in the removal of children from the home if not properly and promptly treated. As such, this program will provide Pest Control Service(s) to assist needy families so that children may be cared for in their own homes.

Only one episode of need per assistance group and corresponding payment per federal fiscal year to be paid directly to the vendor for said service(s) in the form of a voucher for a **maximum of \$1700.00** or the actual cost of the service(s), whichever is less. Program is not designed or permitted to be an annual pest control for basic household pests such as spiders, ants, etc., and can only be utilized to treat the above stated pest infestation.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purpose 1

4000 - PREVENTION/RETENTION - EMPLOYMENT RELATED

4100 - JOB-RELATED-SUPPORTIVE SERVICES (Employment Related - Prevention/Retention)

PRC funds can be authorized for employment-related purposes to provide goods and/or services needed to attain or retain employment for the PRC assistance group employment-seeking adult member. Employment-related services cannot be authorized to a PRC assistance group that does not have at least one employed adult member or an adult member with a verifiable job offer. All other requests for Employment-related services (Prevention/Retention) will be denied. The following services categories are considered employment-related services and are **limited to ONE**

payment per service category per Federal Fiscal Year, up to the stated maximum for each assistant group member:

Service Categories:

- 1) Tools, uniforms, or specific work required clothing, safety equipment; items must be specified by the employer as required to obtain or retain employment with an itemized list of what is specifically needed; statement and list must be signed by employer, **(Maximum of \$1500)**;
- 2) Education participation fees (in that, GED Testing fees, college entrance & testing fees, testing fees needed to obtain certification) **(Maximum of \$480)**;
- 3) Suitable attire for a job interview (clothing would include: One complete outfit, including undergarments); **(Maximum of \$140.00)**.
- 4) PRC funds may be utilized for the payment of license plates fees and driver's training courses as a requirement for a PRC adult assistance group member to gain or retain employment. Requests for payment because of traffic violations including court fees, fines and reinstatement costs are not to be authorized with PRC funds. **(Maximum of \$375)**;
- 5) Background checks, pre-employment screening (if required by employer for all applicants, etc.). **(Maximum of \$235)**;
- 6) Books for in demand occupation when enrolled in a certification program or related certification costs (can only pay for what is not covered by other Student related grants such as Pell grants. **(Maximum of \$250)**
- 7) Tuition and Fees **(Maximum of \$2000)**
- 8) Refer to Special Projects Section 5900 for other transportation assistance.
- 9) Other employment/training related services not included above that are specifically listed as part of the AG's (Cash or SNAP) self-sufficiency plan. **(Maximum of \$350)**

PRC payments for goods and services provided under the above stated categories will be made as a one-time payment, unless such payment falls under category 7, (which will follow the Employment Related Transportation Plan section 5900), paid directly to the provider and/or vendor for said goods/services provided up to the stated maximum or the actual cost of the goods and/or services, whichever is less. The PRC adult employment-seeking member must seek assistance through all available Local, State, and Federal programs as deemed applicable by the Director and/or his/her designee. Only one episode of need per assistant group member and corresponding payment per the stated program categories, per federal fiscal year to be paid directly to the provider and/or vendor for said goods/services up to the stated maximum or the actual cost of the goods and/or services, whichever is less.

The PRC adult member who is currently employed must verify the employment by providing the name and address of the current employer. The PRC adult member who is newly hired must provide verification of the beginning date of employment. The verification shall include an employer statement verifying the projected start date of employment. A copy of the documentation for any item or service requested will be retained in the case record in addition to all employment verification.

Applicants are ineligible for this assistance if said assistance has already been provided through another program. In that, receiving duplicate assistance for the same instance of need is unallowable and shall be considered fraudulent. Fraud will be pursued to the fullest extent of the law.

Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not available. Refer to Section 1600 for how availability of funding is determined.

TANF purpose 1 and 2

4200 - VEHICLE EXPENSES (Employment-related - Prevention/Retention)

PRC funds for vehicle expenses are limited to the replacement of batteries, replacement of tires, and vehicle mechanical repairs, (this does not include routine maintenance unless included as part of a larger repair) solely for the prevention/retention purposes to assist PRC adult assistance group member in gaining and/or retaining employment, with an average minimum of 26 hours per week. To qualify for the vehicle repair for “gaining” employment, the PRC-eligible adult assistance group member must have an Ohio Driver’s License and a verifiable bona-fide job offer, (must provide a written statement from the employer that includes the beginning date of employment, number of employment hours per week and the hourly rate of pay), before vehicle repair will be authorized. PRC assistance groups without an employed adult PRC member will not be eligible for Employment-related services which include vehicle expenses and repairs. Repairs needed due to vehicle being wrecked will not be authorized. Total cost of vehicle expense cannot exceed a **maximum of \$1500** and cannot be more than the value of vehicle (as stated below). Only one episode of need per assistant group member and corresponding payment per federal fiscal year to be paid directly to the provider and/or vendor for said goods/services up to the stated maximum or the actual cost of the goods and/or services, whichever is less.

Participation in Work Experience Program as a condition of eligibility for TANF or SNAP participant; employees on extended unpaid or paid leave from work; and any form of unpaid employment is not considered employment for PRC plan purposes and therefore, vehicle repair is not allowed.

Authorization for vehicle expenditures will be made providing the vehicle to be repaired is the only available transportation for employment-related purposes, ownership by the PRC assistance group for at least 30 days prior to PRC application, has Ohio license (not expired), registration, copy of title (memorandum title acceptable), as well as up-to-date auto insurance (insurance bond’s will not be accepted). Also, authorization of the vehicle repair is dependent upon whether the cost of the vehicle repair is cost-effective. The GCDJFS eligibility worker will review each request for vehicle repair to verify that the vehicle to be repaired has a market value equal to or more than the cost of the repair. Market Value will be determined by the Average Retail Value listed in the current N.A.D.A. Official Used Car Guide and/or Kelly Blue Book.

The PRC adult employed assistance group member must provide two (2) written estimates of the needed repair from a legitimate repair source (the provider must have a valid vendor’s license). Only one estimate is needed when vehicle required towing to the repair shop for that would be considered an emergency situation where estimates could not be easily obtained. An estimate by the applicant or a relative is not acceptable. If towing is required, such costs may be considered part of the cost of the vehicle repair. The provider must agree to provide a thirty (30) day written guarantee of the vehicle repair as part of the estimate. GCDJFS is not responsible for repair’s done by vendor. The actual written guarantee must be retained by the PRC eligible assistant group member.

The GCDJFS eligibility worker is to review the cost of the repair and accept the estimate that best meets the needs of the applicant. If Provider A’s estimate is less than Provider B’s estimate Provider A’s estimate generally will be authorized. An exception to this policy may occur when the applicant needs to expedite the vehicle repair to avoid a loss/termination of employment. The GCDJFS eligibility worker shall contact both providers and determine which provider can expedite the repair of the vehicle. If the provider, with the costlier estimate, can expedite the repair and the other provider cannot, the more costly estimate may be authorized with approval of the Director and/or his/her designee. All documentation shall be retained in the case record.

Only one episode of need and corresponding payment per program section per federal fiscal year to be paid directly to the provider and/or vendor for said goods/services up to the stated maximum or the actual cost of the goods and/or services, whichever is less. Regardless of applicant’s determined eligibility, the applicant will

not receive said benefits if funding is not available or they reach their AG's PRC maximum. Refer to Section 1600 for how availability of funding is determined.

TANF purpose 1 and 2

5000 – SPECIAL PROJECTS (Outside of the PRC Budget) (Special Projects listed are not all inclusive.)

5100 TANF for Comprehensive Case Management and Employment Program (CCMEP)

GCDJFS may utilize TANF funds to provide CCMEP services to eligible CCMEP participants to aid needy families so that the children may be cared for in their homes or the homes of relatives and/or end dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage.

Modification to what is stated in the PRC plan will not be necessary to incorporate changes in the separate CCMEP plan. Refer to the separate CCMEP plan for details. CCMEP services shall be offered through the CCMEP Plan only. Although reference to the CCMEP Plan is not required to be included in the PRC Plan, it has been included to clearly indicate that TANF funds can be reallocated or adjusted to cover CCMEP services as needed for CCMEP services if funding is determined to be available by the GCDJFS Director and/or designee. **CCMEP participants (mandatory and voluntary) are to be served under the CCMEP Plan and not through the PRC Plan.**

TANF purpose 1 and 2

5200 TANF CCMEP VOLUNTEER INITIATIVE

GCDJFS may provide TANF CCMEP Program Services for eligible youth age 14 to 24. Services are disclosed in the GCDJFS CCMEP Plan (Such as paid and unpaid work experience). TANF CCMEP regulations for each program year must also be followed and is considered an integral part of this program. Goal of this program is to end dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage.

To volunteer for the TANF CCMEP Program, you must receive a PRC service. Through this initiative, you may apply for case management and service coordination. In that, by completing a PRC Application and being approved, you will be provided a CCMEP referral, so you can volunteer for the TANF CCMEP Program. Applicants must volunteer for CCMEP within 30 days after PRC service has been received and/or PRC case management service coordination has been approved.

Eligible youth are as follows:

- Youth ages 14-17, if the youth is a minor child in a needy family and is in school (youth may be 18 if they are a full-time student in a secondary school);
- Youth ages 18-24, if they are in a needy family that also has a minor child; or
- Youth ages 18-24 that have a minor child and are considered needy.

The youth served may be non-custodial parents if they are considered "needy" and have a minor child. The non-custodial parent must be a resident of Gallia County. "Needy" is defined to be income at or less than 200% of the federal poverty level. Once determined eligible for the CCMEP program, applicants are considered eligible until the program ends as per the CCMEP guidelines.

This special project will only be offered when funding is determined to be available by the GCDJFS Director. Enactment of this program will not require an amendment of the PRC Plan. Regardless of what the above plan states, ODJFS guidelines for this special project shall be followed and deviations from the

overall special project concept stated above, resulting from ODJFS requirements, shall not require modification of this plan unless significantly different, as determined by the GCDJFS Director. All rules related to the project will be discussed during orientation process. Contracts may be developed with various providers to provide services to meet the goals of the program and will not require any additional information in the PRC plan to implement.

TANF purpose 1 and 2

5300 – Subsidy Employer Program (SEP) (Employment-related - Prevention/Retention)

GCDJFS may provide temporary wage subsidies to employers as an incentive to hire eligible individuals as per Chapter 5108 of the Revised Code. Parameters are established in: Section 5101:1-3-16 of the Ohio Administrative Code for the TANF and PRC Subsidized Employment Program (SEP).

The purpose of SEP is to provide eligible individuals an opportunity to obtain employment and provide employers an incentive to hire participants who are in need of benefits and services to overcome barriers to employment and cannot exceed four consecutive months. Public, private non-profit, and private for-profit employers are eligible to participate in PRC subsidy employer programs. Employers participating in PRC employer subsidy programs shall receive a subsidy for a specific period to assist in the cost of wages not to exceed fifty percent (50%) of actual employer costs. The fifty percent (50%) subsidy may be increased up to one hundred percent (100%) if the position being filled will provide other Gallia County Citizens with services that can reasonably be expected to accomplish one of the four purposes of TANF as discussed in Section 1200 of this plan, (such exception must be approved by the Director) but at no time can the subsidy exceed actual costs incurred by the employer. The subsidized job position must be full time. “Full time” is defined by the employer. Participants in a subsidized job shall be considered regular, permanent employees of the employer. They shall be paid the same rate as other employees doing similar work and shall be entitled to the same employment benefits and opportunities that are available to other regular employees of the employer. The GCDJFS or contract program provider and the participant shall enter into a written contract with the employer which establishes all perimeters of the program. The contract shall be written effective with the first day of employment. The contract shall specify the number of hours of employment and the number of months of employer subsidy. The GCDJFS or contract program provider shall work with the employer to determine the requirements for the subsidized job and screen participants for placement with the employer. The GCDJFS encourages employers to build career ladders to enable participants to move into higher skilled and higher paying positions that will lead them toward self-sufficiency. Once determined eligible and have signed a SEP contract, the applicant is considered eligible for the SEP program until the SEP contract ends. Under the SEP contract, the participant can request work related items such as uniforms, tools, and licenses which may be provided through this program if funding is available.

Contracts for this program will be based on availability of funds and will require the Director or his/her designee’s approval. SEP program funds do not count against prevention/retention or contingency maximum(s) described in Section 1400. This special project will only be offered when funding is determined to be available by the GCDJFS Director and/or his/her designee and cannot exceed four consecutive months. Enactment of this program will not require an amendment of the PRC Plan.

TANF purpose 2

5400 - SCHOOL CLOTHES and SCHOOL SUPPLIES PROJECT

The GCDJFS may provide assistance to PRC-eligible families with school-age children (K through 12th grade) to purchase school clothes and school supplies. Such project, if offered, will typically fall between June 1 and September 30 of each year contingent on the availability of funds. Each PRC-eligible school-age child will receive PRC funds in the form of a clothing/school supplies voucher. The voucher will specify the dollar

amount as well as the store(s) in which the voucher may be redeemed. Dollar amount of voucher will be determined by the Director and/or designee upon determination of the total available funding for the project. Vendor(s) will be selected by the Director and/or designee based on ability of vendor to meet the needs of the project in its entirety. Applications for the program will only be accepted during the special project dates set by the Director and/or designee and will not be accepted if not dated and received during that time frame. Use of the Vouchers must be within the set time frame indicated on the voucher. Vouchers outdated are void and unusable. Order in which applications are processed will be determined by the Director and/or designee as part of the parameters of the project which will be based on funding, timelines, etc.

To be eligible for school clothes/supplies voucher the family must meet all PRC eligibility requirements; and the family must provide verification of enrollment in K through 12th grade if the child is under the age of 6 or over the age of 17, participant must be under 20 years of age. Participant with a developmental disability who is attending school under state law can be up to age 23. Child must be in the same household with parent/guardian applying. The application must have the last thirty days household income attached to the application or the application will be immediately denied.

The PRC funds authorized for the School Clothes and School Supplies Project will not count toward the PRC maximum contingency limit. Authorization of funds for the School Clothes and School Supplies Project is dependent upon the availability of funds and may end or be cancelled without notice if funds are no longer available. This special project will only be offered when funding is determined to be available by the GCDJFS Director. Enactment of this program will not require an amendment of the PRC Plan.

TANF purpose 1 and 2

5500 - COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES

In order for Gallia County to prevent citizens from entering the public assistance rolls and encourage the formation and maintenance of two parent families, the GCDJFS may provide funding for Community and Economic Development services in Gallia County, subject to the availability of funds. Collaborative approaches that target the needs of low-income families should:

- Assess existing community and economic conditions and problems,
- Develop and assist in the implementation of specific strategies for meeting the human service/economic development needs of the community,
- Guide public and private organizations responsible for the provision of human services/economic development,
- Assist public and private organizations to coordinate the provision of services in an efficient, non-duplicative way, and
- Work with local Workforce Investment Boards to coordinate employment activities for TANF-eligible people.

Although not an exhaustive listing, examples of possible allowable services which will ultimately promote responsible parenting by increasing the capacity to provide financial support for their children which is a key component in encouraging the formation and maintenance of two parent families under **TANF purpose 4** include, but are not limited to:

- Staffing a community planning process for the County Family Services Committee (as established per ORC Section 329.06) or subcommittee that identifies the specific needs of TANF recipients toward achieving stable employment,

- Collecting and distributing information about job opportunities and/or prospective changes in the demand for specific occupations, with the focus on how they might positively or negatively affect responsible parenting,
- Providing information for job seekers of new job prospects and employers of available personnel.
- Holding a Job Fair to connect employers and job seekers with a focus on how employment is a key factor in responsible parenting.

Services noted above may be pursued through a contract to obtain the expertise and staffing needed for such planning, promotional and outreach activities.

Although not an exhaustive listing, examples of possible allowable services which will be directly geared towards ending the dependency of parents on government benefits by promoting work under **TANF purpose 2**, include, but are not limited to:

- Covering a share of the planning and development financing for local organizations or community development corporations that employ TANF recipients(\$),
- Subsidized work programs or wage support can be used in conjunction with economic development funds to community development corporations (\$),
- Expansion or retention of employment opportunities (\$),
- Providing job skills and remedial skills training for employees and potential employees through local community colleges, universities and vocational schools, (such as OJT's),
- Providing participants with Supervised work activity assignments that allow the participants to gain skills needed to obtain/retain employment.

(\$) = TANF cost would be determined by the percentage of TANF eligible employees.

This special project will only be offered when funding is determined to be available by the GCDJFS Director. Enactment of these program activities will not require an amendment of the PRC Plan. Assistance in providing these services may be obtained and/or purchased from the Gallia County Department of Economic Development through a reimbursement process. Regular TANF funds may not be used to cover TANF administrative costs as described in 5101:9-6-08.8 of the Ohio Administrative Code.

TANF purpose 2 or 4 (as indicated above)

5600 – YOUTH EDUCATION TO EMPLOYMENT

This special project will be to assist PRC-eligible families with a youth who is a junior or senior in vocational school and pursuing a certificate program only (which is above/beyond a high school diploma). The special project will assist the family with the purchase of job skills training supportive services that would enable the student to participate in and complete a job skills training program. The cost of job skills supportive services will not be counted toward the yearly PRC limit as described in the GCDJFS PRC Plan. Supportive services would include but not limited to tools/necessary equipment, clothing, uniforms, shoes and/or boots. Maximum amount permitted through this special project is one thousand two hundred dollars (**\$1,200.00**) per youth in the Assistance Group (AG). This special project will only be offered when funding is available, as determined by the Director or designee. Regardless of applicant's determined eligibility, the applicant will not receive said benefits if funding is not determined available.

Applications for the program will only be accepted during the special project dates set by the Director and/or designee and will not be accepted if not dated and received during that time frame. Order in which

applications are processed will be determined by the Director and/or designee as part of the parameters of the project which will be based on funding, timelines, etc.

To be eligible the family must meet all PRC eligibility requirements all applications must be completed, signed and verification of last 30 days of gross household income provided. Birth certificate and social security card MUST be provided for student listed on application as needing assistance. Student must be pursuing a certificate program as verified in writing by the vocational school. Applications submitted without these items will be automatically denied as not meeting the special project application requirements.

The PRC funds authorized for the Education to Employment Project will not count toward the PRC maximum contingency limit. Authorization of funds for the Project is dependent upon the availability of funds and may end or be cancelled without notice if funds are no longer available. This special project will only be offered when funding is determined to be available by the GCDJFS Director or designee. Enactment of this program will not require an amendment of the PRC Plan.

Support for expenditures related to said purchases must be provided by the vocational school in which the student is enrolled. The vocational school must provide said documentation to the GCDJFS no later than the designated date as determined by the Director or designee. It is the AG's responsibility to work with the vocational school for them to complete this task.

Applicant must meet all eligibility requirements as per GCDJFS PRC Plan as well as the requirements stated above to be determined eligible for this special project. Director or designee may establish a program termination date when the special project is offered, and anything not processed by then shall automatically be denied.

TANF purpose 1 and 2

5700 – COMMUNITY OUTREACH

Community outreach may include the use of billboards, print, and broadcast media and other general community information/awareness activities designed to inform a general or targeted population about community needs and services available. Often community outreach is designed to prevent problems or at least prevent community and individual conditions from becoming more severe.

This project will only be offered when funding is determined to be available by the GCDJFS Director. Director may contract out parts or this entire program outside of the PRC Budget. Enactment of this program will not require an amendment of the PRC Plan.

TANF purpose 1, 2, 3 and/or 4 – Although community outreach can be family focused on any of the four TANF purposes it will typically not require application for it is simply communication activities. Furthermore, due to the inability to determine every potential Community Outreach activity, determination of which of the 4 purposes would be frugal at this time. Therefore, the applicable TANF purpose will be determined on a project-by-project basis. This additional step for each community outreach activity is important because TANF purposes 1 and 2 require an application and means-tested individual eligibility determination while TANF purposes 3 and 4 do not.

5800- KINSHIP CAREGIVER PROGRAM

Kinship Caregiver Payments, per Action Transmittal Letter #269, are 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 of child caring functions through family stabilization and caregiving services.

"Kinship caregiver" are any of the following who is eighteen years of age or older and is caring for a child in place of the child's parents:

- (1) The following individuals related by blood or adoption to the child:
 - (a) Grandparents, including grandparents with the prefix "great," "great-great," or "great great-great"; or
 - (b) Siblings; or
 - (c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand"; or
 - (d) First cousins and first cousins once removed.
- (2) Stepparents and stepsiblings of the child; or
- (3) Spouses and former spouses of individuals named in (1) or (2) above; or
- (4) A legal guardian of the child; or
- (5) A legal custodian of the child.

What are the TANF eligibility requirements for KCP?

- (1) For the stabilization benefits/service, the assistance group (AG) shall include **only** a minor child residing with a kinship caregiver.
- (2) For the caregiving service, such as Child Care, babysitting, etc., the assistance group (AG) shall include at a minimum, a minor child (under the age of 13 at time of application) residing with a kinship caregiver and the kinship caregiver but shall include all household members. Based on other Child Care Programs for TANF eligible individuals,
- (3) Each member of the determined AG shall: (a) Have or have applied for a social security number; (b) Be a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code; (c) Not owe any of the cost of fraudulent TANF assistance paid to the individual; and (d) Have been afforded the opportunity to register to vote (when applicable).
- (4) The AG shall have gross income of less than two hundred percent (200%) of the federal poverty level. Income received during the past thirty days shall be used as an indicator of the income that is and will be available to the assistance group. However, GCDJFS shall not use past income as an indicator of income anticipated for the certification period if changes in income have occurred or can be anticipated. If income fluctuates to the extent that a thirty-day period alone cannot provide an accurate indication of anticipated income, GCDJFS and the AG may use a longer period of past time if it will provide an accurate indication of anticipated fluctuations in future income.
- (5) Gallia County Child Protective Services (CPS) may be involved in the Kinship placement but is not required as long as CPS is aware of the needs of the child and/or agree to the items requested for each episode of need to care for the child in the caregiver's home.
- (6) A redetermination of TANF eligibility for KCP shall be required once every twelve months from determination of initial eligibility.
- (7) KCP Payments will not count toward the maximum limit for the County PRC Assistance Program but cannot be used in conjunction or in addition to the County PRC Assistance Program. For example, car repairs under Kinship Caregiver Program cannot be combined with the Vehicle Expenses program in Section 4200 to cover more costs of a vehicle repair.

(8) The benefits or services shall be limited to reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity.

(9) Gallia County DJFS will issue Notices of Approval, Denial, Reduction, Suspension, or Termination of KCP Services.

Stabilization benefits/services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver.

KCP Stabilization Benefits/Services include:

Court Filing Fees maximum of \$200

Car Repairs maximum \$1,500**

Furniture for Child(ren) (cribs, beds, dressers, mattress etc.) maximum \$350 per eligible child

Hygiene maximum \$25 per eligible child

Groceries to cover emergent need maximum \$100

Child Care Registration maximum of \$20

Appliance's maximum of \$1500

Home Repairs (minor emergent repairs) maximum of \$1,500

Professional Exterminator fees maximum of \$3,500**

Child Car Seat/Restraints maximum of \$200 per eligible child

Clothing/Shoes/diapers, maximum of \$250 per eligible child under the age of 5

Clothing/Shoes, maximum of \$350 per eligible child over the age of 6

School Fees, Summer Camp, maximum of \$350 per eligible child

***Caregiving services, (not to exceed 4 months within a 12 month period and the maximum established amount for publicly funded childcare program which is currently listed under OAC 5101:2-16-10 appendix)

Other Stabilization services determined necessary by Gallia County Child Protective Services designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples include, but are not limited to; or unidentified incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. purchases for basic needs) maximum of \$100.

Definition of **: the ** means items that require prior estimate(s), as determined by GCDJFS and CPS, prior to approving such benefit/serve.

Definition of ***. The *** explains Caregiving services. Childcare expenses may be paid directly to a licensed childcare provider or reimbursed to the kinship caregiver (non-licensed providers cannot be paid directly by agency). Reimbursement rate may not exceed the maximum established for the publicly funded childcare program. If kinship caregivers select a non-licensed provider, the kinship caregiver assumes responsibility of care and will sign a waiver to participate in this program prior to receipt of any reimbursement. Kinship caregivers can reside in Gallia County or are working with Gallia County Children Services who reside outside of Gallia County.

The above services categories are considered kinship related services and are **limited to ONE episodes of need per Federal Fiscal Year.**

Episode of need means one instance where one or more KCP Stabilization Benefits/Services are needed.

This special project will only be offered when funding is determined to be available by the GCDJFS Director and/or his/her designee and will be limited based on the determined availability of funds.

TANF Purpose 1

5900– EMPLOYMENT RELATED TRANSPORTATION (ERT) (Contract)

GCDJFS may provide and/or enter a vendor contract(s) for employment related transportation. PRC-eligible adults with temporary transportation needs as described in the Gallia County DJFS Employment Related Transportation (ERT) Plan. The goal is to establish a means of transportation for eligible participants to fill a temporary gap in transportation needs. Reliable transportation is essential to maintaining employment. During this time, the Employment Service Case Manager and the participant shall develop an individualized participant plan that leads to sustainable transportation within the participants own income/expense budget. The ERT Plan shall establish formal guidelines for the program which shall include limits in regard to usage but at no time shall ERT be provided for more than 4 months in a 12-month period. The goal is not to subsidize or assist with the purchase of gas or any other fuel for transportation. While receiving ERT, participants are to be pursuing other means of transportation (such as securing a down payment for purchasing a vehicle; repairing a vehicle; developing a budget to pay for a transportation service (such as cab, non-public funded ERT, etc.) and/or pursuing different employment and/or housing that eliminates the transportation issues for the participant. Funding would be limited to the amount of the contract(s) which will be based on availability of funds. Refer to the separate ERT Plan for details. If funding is determined to be available by the GCDJFS Director and/or his/her designee, the plan will be enacted as a special project. No amendment to the PRC plan shall be needed to offer this program.

TANF purpose 2 and 4

5925– EMPLOYMENT RELATED GAS VOUCHERS

This special project will be to assist PRC-eligible families with employment related gas vouchers. The goal is to establish a means of providing a one-time transportation cost supplement for eligible participants for transportation to/from work. Fuel is essential to maintaining and retaining employment. There will be a total of eight (8) fifty-dollar (\$50) vouchers during this one-time project for a total of up to four hundred dollars (\$400) of gasoline.

To be eligible the family must meet all PRC eligibility requirements, a special gas voucher PRC application must be completed, signed and verification of last 30 days of gross household income provided. Must be currently employed and receive a yearly W2 to be eligible for benefit. All documentation must be provided with the special prc application, lack of information will automatically result in denial of services.

Applicant must meet all eligibility requirements as per GCDJFS PRC Plan as well as the requirements stated above to be determined eligible for this special project. Director or designee will establish a program start and termination date when the special project is offered, and anything outside this time period shall automatically be denied. The PRC funds authorized for the Employment Related Gas Vouchers will not count toward the PRC maximum contingency limit.

This special project will only be offered when funding is determined to be available by the GCDJFS Director and/or his/her designee and will be limited based on the determined availability of funds.

TANF purpose 1 and 2

5950--Employment Incentive Program (EIP)

Employment Incentive Program (EIP) can be authorized to those individuals who reduce or eliminate their Temporary Assistance for Needing Family (TANF), Supplemental Nutrition Assistance Program (SNAP), Medicaid assistance due to gaining or increasing employment. The EIP is designed to assist families to cover expenses associated with maintaining employment.

TANF PRC Eligibility requirements for EIP: Be currently enrolled in the SNAP, Medicaid, or a TANF program, or all three; starting a job or promoted to a higher paying position; meet the minimum hours of employment and other requirements stated below; and meet normal PRC eligibility requirements established in Section 1200 of the PRC Plan.

GRF PRC Eligibility requirements for EIP, as authorized under Family Assistance Letter #195, are the same as TANF PRC Eligibility requirements except the assistance group does not have to have a minor child in the household.

Self-employment does not meet the definition of employment for this section. In that, must be a W-2 employee to be eligible for the EIP.

Lapse in employment for any reason terminates AG members participation in the program and will not be eligible to reapply for 12 months from becoming ineligible. Changing employment is not considered a lapse in employment if the change is accepted by GCDJFS as a positive career change prior to the actual change. In that, program participant must provide GCDJFS verification/justification for pursuing a change in employment that shows the change is financially beneficial based on a progressive wage and/or total compensation package (wage, benefits, etc.,) or substantially reduces travel expenses prior to making the change. Such verification/justification shall be reviewed/approved/denied by GCDJFS director and/or his/her designee, on a case-by-case basis due to individual circumstances, to determine AG members continuation in the EIP. Regardless of change in employment, there cannot be a lapse (gap) in overall employment to continue in the EIP.

The following EIP Services are designed to be met step by step and no step can be skipped:

Step 1: \$200 incentive will be issued to AG member who gains employment or is promoted to a higher paying employment position that produces W2 income and completes a GCDJFS approved financial/budgeting course. Upon completion of Step 1, AG may move to Step 2.

Step 2: \$300 incentive will be issued to AG member who does not have a lapse in employment and Step 1 for 4 full weeks of employment, meeting a minimum of 26 hours per week completes a GCDJFS approved parenting course. Upon completion of Step 2, AG may move to Step 3.

Step 3: \$500 incentive will be issued to AG member who does not have a lapse in employment from Step 2 for 6 full weeks of employment, meeting a minimum of 32 hours per week and that reduces or eliminates their TANF cash assistance, SNAP assistance and/or Medicaid assistance and completes a GCDJFS approved SNAP Ed course. Upon completion of Step 3, AG may move to Step 4.

Step 4: \$1,000 incentive will be issued to AG members who does not have a lapse in employment from Step 3 for 6 full weeks of employment, meeting a minimum of 40 hours per week and eliminates their TANF cash assistance, SNAP assistance and/or Medicaid assistance.

This special project will only be offered when funding is determined to be available by the GCDJFS Director and/or his/her designee and will be limited based on the determined availability of funds.

TANF purpose 1 and 2

5951– BED VOUCHERS

This special project will be to assist PRC-eligible assistant group (AG) with a new twin-size mattress, bed frame, and mattress protector for each child in the home between the ages of four to eighteen (4 to 18). A one-time voucher will be issued to the AG for a new mattress, bed frame and mattress protector to assist in preventing bed bug infestations and/or assist with the lack of available beds needed for children to remain in their homes. Old mattress(s) can be removed if client chooses as it is included in the voucher payment by the vendor, however if there is a presence of pest (bed bugs, roaches, etc.) as determined by the qualified vendor the removal of the old mattress(s) will not be provided by the vendor and disposal will be up to the AG.

To be eligible the AG must meet all PRC eligibility requirements, a special bed PRC application must be completed, signed along with verification of last 30 days of gross household income. All documentation must be provided with the special prc application, lack of information may automatically result in denial of application.

Applicant must meet all eligibility requirements as per GCDJFS PRC Plan as well as the requirements stated above to be determined eligible for this special project. Director and/or designee will establish a program start and end date when the special project is offered, and any application outside this time period shall automatically be denied unless there has been an extension on the end date. The PRC funds authorized for the bed vouchers will not count toward the PRC maximum contingency limit.

Refer to Section 3300 for additional services offered for pest eradication (bed bugs and/or roaches). A separate PRC Application will be needed to determine eligibility.

This special project will only be offered when funding is determined to be available by the GCDJFS Director and/or his/her designee and will be limited based on the determined availability of funds.

TANF purpose 1

6000 – CONTRACTED PROJECTS (Outside of the PRC Budget)

6103 - PREGNANCY PREVENTION PROGRAM(S) (Contract)

Out-of-wedlock childbearing has many negative economic and social impacts, particularly for teenagers and their children. To be successful, pregnancy prevention programs should focus on all age groups that have and have not reached the age of potential sexual activity. GCDJFS may contract with vendor(s) to provide the following age appropriate programs/services to prevent and/or reduce out-of-wedlock pregnancies:

- Family planning education programs (such as understanding contraceptives, including birth control),
- Abstinence education programs,
- Pregnancy prevention programs and services for youth,
- Teen pregnancy prevention campaigns, and
- After-school programs that provide supervision when school is not in session.

TANF 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. Pregnancy prevention services are not limited to needy families and can be targeted to individuals at risk of out-of-wedlock pregnancy regardless of economic need.

The contracted services will not count toward a family's eligibility limit for any other PRC services. Funding would be limited to the amount and terms of contract(s) which will be based on availability of funds. No amendment to the PRC plan shall be needed to offer this program as a contracted project.

TANF purpose 3

6200 - JOB READINESS AND JOB SKILLS TRAINING PROGRAM(S) (Contract)

GCDJFS may enter into various vendor contracts for job readiness/job skills training classes to provide instruction to assist PRC-eligible adults with strategies and skills to gain, retain, and improve employment; to become familiar with workplace expectations; and to learn workplace behaviors and attitudes to successfully compete in the labor market. The cost of the job readiness and job skills training classes will not be counted toward the PRC yearly limit. This program will require an application and individual eligibility determination. Funding would be limited to the amount of contract which will be based on availability of funds.

TANF purpose 2

6300 - OSU-EXTENSION 4-H OUTREACH PROGRAM(S) (Contract)

GCDJFS may contract to provide educational services to the PRC-eligible youth living in Gallia County. The program will teach life skills including citizenship, leadership development, career development, healthy lifestyles, and workforce development to eligible youth ages five (5) to nineteen (19). The educational skills will encourage eligible PRC families and their children to accept personal responsibility and encourage self-sufficiency. The cost of the program will not be counted toward the PRC yearly limit. It will require an application and household eligibility determination. Funding would be limited to the amount of contract which will be based on availability of funds.

TANF purpose 2

6400 – FINANCIAL LITERACY PROGRAM(S) (Contract)

GCDJFS may contract for Family and Consumer Science related programming focusing on financial literacy to encourage the formation and maintenance of two parent families. Financial Literacy issues are gradually disintegrating two-parent families. Many studies show that troubles with finances create unstable families and ranks almost as high as infidelity as the leading cause for divorce. Providing basic educational information and financial literacy skills training as well as establishing peer group activities to facilitate a support system will help individuals be prepared to form and maintain two parent families. The cost of the program will not be counted toward the PRC yearly limit. Funding would be limited to the time frame and amount of contract which will be based on availability of funds.

TANF Purpose 4

6500 – DOMESTIC VIOLENCE SERVICES (Contract)

The GCDJFS may provide, through contract services, domestic violence services to PRC eligible individuals and families. Such services may address a broad array of needs and supplement services provided by domestic violence shelters. Allowable services under such contract may include, but are not limited to:

- Temporary shelter services,

- Personal and Family support services, including domestic violence counseling,
- Housing,
- Relocation Assistance,
- Household expenses, and
- Community outreach.

Approval/denial letters will not be mailed to the PRC assistance group; all correspondence concerning Domestic Violence payments will be made directly to contractor. The authorization of PRC funds for domestic violence services does not count toward the assistance group's PRC limit. An application is required, and individual eligibility determination will be completed. Funding would be limited to the amount and time frame of contract which will be based on availability of funds.

TANF purpose 1 and 2

6601 - LICE TREATMENT PROJECT(S) (Contract)

Lice infestations increases household stress and ultimately contribute to many children being removed from their own homes and prevents several from obtaining shelter in the homes of relatives in Gallia County. Providing access to proper treatment will allow for children to be cared for in their own homes or the homes of relatives. GCDJFS may pursue contractor(s) to provide lice kits to families to assist in eradication of the lice. Due to the time sensitivity regarding prompt treatment for children and to prevent the contractor from doing extensive eligibility, eligibility for this program will consist of a family who has a child in the household and is currently receiving TANF, SNAP and/or Medicaid. Method of such verification will be included in the contract. The cost of the program will not be counted toward the PRC yearly limit. Funding would be limited to the time frame and amount of contract which will be based on availability of funds.

TANF Purpose 1

6604 - COMMUNICABLE DISEASE EDUCATION AND PREVENTION PROGRAM(S) (Contract)

Various Communicable Diseases increase household stress and ultimately contribute to the eroding of families. Education and Prevention of such diseases will help reduce stress on family units which is a key to establishing and maintaining two parent families. GCDJFS may pursue a contractor to provide educational materials to families and youth regarding methods to identify and exterminate lice, fleas, bed bugs or other such infestation that are easily spread. Educational materials may include a sample test kit, promotional items (brochures, literature items. etc.), to aid in the awareness and educational efforts. The contracted services will not count toward a family's eligibility limit for any other PRC services. Funding would be limited to the amount and terms of contract(s) which will be based on availability of funds. No amendment to the PRC plan shall be needed to offer this program as a contracted project.

TANF Purpose 4

6700 - TUTORING SERVICES (Contract)

Aid students in eligible families by providing tutoring services to help with completing homework and preventing students from falling behind in school. By providing these activities students will have better school attendance, be more successful in the attainment of a high school diploma, ultimately help children remain focused and out of trouble which will reduce the stress on the AG. While addressing the educational needs will assist in ending the dependency of future needy parents on government programs, addressing stress is a key factor to assisting a needy family so that children may continue to be cared for in their own home or in the home of relatives. These services require an application and household

eligibility determination. The contracted services will not count toward a family's eligibility limit for any other PRC services. Funding would be limited to the amount and terms of contract(s) which will be based on availability of funds. No amendment to the PRC plan shall be needed to offer this program as a contracted project.

TANF purpose 1 and 2

6704 - EDUCATION and PARENT ENGAGEMENT PROGRAM(S) (Contract)

Provide educational activities to youth after school to facilitate and encourage parent engagement to improve parenting skills to avert potential crises situation. Fostering parents' connection between the success and failure of their child in school established and reinforces solid parenting skills which are essential in the formation and maintenance of two-parent families. The contracted services will not count toward a family's eligibility limit for any other PRC services. Funding would be limited to the amount and terms of contract(s) which will be based on availability of funds. No amendment to the PRC plan shall be needed to offer this program as a contracted project.

TANF Purpose 4

6800 - PARENTING PREPAREDNESS PLANNING AND/OR FAMILY STABILITY PROGRAM(S) (Contract)

GCDJFS may contract for the development and/or implementation of a Parenting Preparedness Planning and/or Family Stability Program(s). Such a program(s) will focus on encouraging the formation and maintenance of two-parent families. The program may include, but is not limited to, the following examples: Planning for pregnancy [such as issues regarding stage of life of the parents; fertility issues; financial stability; issues regarding spacing and number of children; Prevention- unwanted pregnancies and STDs; Prenatal care- reducing infant mortality and preventable illness; Childcare, such as, physical, psychological and emotional needs of children; Discipline and Behavior Management, such as, what is appropriate and what is not; Anger Management, such as, coping skills, self-care; Finances, such as, managing money and resources; Household, such as, managing a home, cleanliness, etc.; Support Systems, such as, where to find healthy support; domestic violence prevention; Child-Parent Relationship Therapy, such as, how to foster healthy relationships with young children, etc. The contracted services will not count toward a family's eligibility limit for any other PRC services. Specific services rendered, including the application and eligibility guidelines, will be at the discretion of the GCDJFS director or designee as part of the contract. Funding will be limited to the specifications of the contract. Federal TANF program funds cannot be used for medical services, except for pre-pregnancy family planning services.

TANF purpose 4

6900 -- HOUSING STABILITY AND ASSISTANCE PROGRAM(S) (Contract)

GCDJFS may contract for the development and/or implementation of housing stability programs. The program(s) will aid needy families so that children may be cared for in their own home or in the home of relatives; and/or promote the formation and maintenance of Two-Parent Families. The contracted services will not count toward a family's eligibility limit for any other PRC services. Specific services rendered and targeted populations/areas/etc./ (if any), will be at the discretion of the GCDJFS director or designee as part of the contract. When developed, said program will include eligibility requirements and when offered as a project (be it a special project or contracted project) such eligibility requirements shall be

made known. Once developed, the program shall be owned by GCDJFS unless prior authorization was received in writing, from the GCDJFS Director, permitting the program to be tied to or incorporated with another program which would not allow GCDJFS ownership. Funding would be limited to the amount of contract(s) which will be based on availability of funds. No amendment to the PRC plan shall be needed to offer this program as a contracted or special project with time limitations. If offered as an on-going program, such program would require an amendment to the PRC plan.

6953 – ADVANTAGE PROGRAM (Kids) (Contract)

GCDJFS will contract for comprehensive out-of-school time programs for children in under-resourced Appalachia area, i.e., Gallia County. Programming will serve a minimum of 2 school districts in Gallia County: Gallia County Local School District and Gallipolis City School District to prevent and reduce out of wedlock pregnancies.

Following are examples of such programs:

- Increased academic instruction to combat learning deficiencies in Appalachia,
- Mental health supports, through evidence based models;
- Safe space during unsupervised out-of-school hours to address increased crime/violence spikes, pregnancy prevention, etc.

Contractor would be expected to complete the following:

- Work with sites to further develop individualized program implementation plans to best meet their needs for comprehensive after-school programming,
- Retain or hire and train qualified staff (as needed) for programming,
- Implement evidence-based programs to promote social and emotional strengths of children,
- Provide literacy instruction and assessment
- Identify and recruit additional community organizations to become partners with the program and support the back-to-school backpack and supplies drive, and winter clothing drive;
- Partner with local Health Department to provide ongoing hygiene kits;
- Implement mentoring program;
- Provide Family Activities;
- Offer a program for children entering kindergarten ready to learn;
- Offer a program for students to transition from middle school to high school;
- Coordinate a Healthy Kickstart awareness event with the local Health Department;
- Identify and recruit additional community stakeholders to partner with contractor,
- Continue to meet with local and state government officials and explore ways of partnering;
- Procure supplies and materials for programming execution; and
- Provide incentives and/or awards to participants in the above stated components to encourage participation.

contracted services will not count toward a family's eligibility limit for any other PRC services. Specific services rendered will be at the discretion of the GCDJFS director or designee as part of the contract. Funding will be limited to the specifications of the contract. Federal TANF program funds cannot be used for medical services.

TANF Purpose 3

6954-ADVANTAGE PROGRAM (Adults) (Contract)

In an effort to support families who want to form or strengthen their two-parent marriage, the Adult Advantage program was developed to work with the school systems in Gallia County. Active engagement with their children's school system has proven to be an effective approach to achieve this goal. As such, the adult program focuses on providing the following:

- Parenting Coping Skills training
- Premarital and marriage coaching as it relates to the effect on children
- Activities to promote parental access, engagement, and visitation
- Initiatives to promote responsible parenting

The program will provide incentives and/or awards to participants in the above stated items to encourage participation. Such incentives/goals will focus on their children to further encourage the formation and/or strengthen two-parent households.

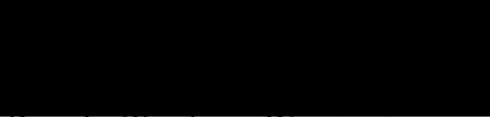
TANF Purpose 3

Authorization

The GCDJFS provided the Gallia County Family Services Planning Committee an opportunity to review and comment on the Biennial Renewal PRC Plan which is effective October 1, 2021 through September 30, 2023 (unless otherwise terminated or extended). The committee unanimously approved the Biennial Renewal PRC Plan on October 1, 2021.

The Gallia County Department of Job and Family Services (GCDJFS) agrees to implement the Prevention, Retention, and Contingency (PRC) Program Plan for the Biennial Renewal/Amendment effective October 1, 2021 through September 30, 2023.

The Gallia County Prevention, Retention and Contingency Policy is hereby approved by:



Dana L. Glassburn, Director
Gallia County Department of Job and Family Services



Date

Signing below is to certify that, to the best of our knowledge, the Gallia County Department of Job and Family Services has complied with ORC Chapter 5108 in adopting this plan.





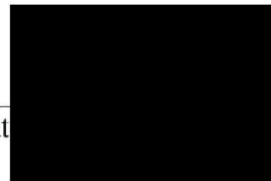
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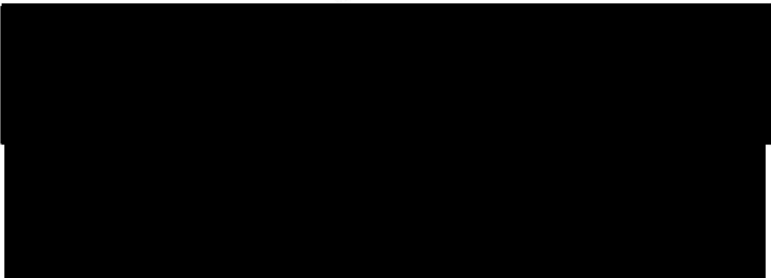


Date


_____er
Board of Gallia County Commissioners



Date





Date

Attachment A

Federal Fiscal Year (FFY) 2022 PRC Budget

Gallia County Department of Job and Family Services
 PRC Program for FFY 2022 (October 1, 2021 through September 30, 2022)
 Total PRC Budget for FFY 2022

\$144,000.00

Program Code	Program Name	FFY 2022 Budget
1000	Program General Description/Explanation Section	
1050	General Description	
1100	Residence	
1200	Eligibility and Application	
1300	Exploring Community Resources	
1400	Amounts and Types of Assistance	
1500	Final Processing - Approval/Denial	
1600	Financial Management	
2000	PRC Disaster Assistance Program(s)	\$10,000.00
	<i>Total Other</i>	<i>\$10,000.00</i>
3000 Contingency Program Section		
3100	Emergency Clothing Expenses	\$18,000.00
3200	Emergency Shelter	\$19,000.00
3300	Emergency Pest Eradication	\$19,000.00
	<i>Total Contingency Funding</i>	<i>\$56,000.00</i>
4000 Prevention/Retention - Employment Related		
4100	Job Related Supportive Services	\$26,000.00
4200	Vehicle Expenses	\$52,000.00
	<i>Total Prevention/Retention - Employment Related</i>	<i>\$78,000.00</i>
TOTAL TANF PRC FUND BUDGET		\$144,000.00

Note: This budget does not include Special Projects or Contract Projects because such projects are not considered ongoing or normal regarding the PRC Plan. Budgets for such projects will be developed as part of the project packet if the project is pursued. Pursuit of such projects will depend on available funding and are at the discretion of the Director. Refer to Section 1600 of the PRC Plan.

Attachment B

Federal Fiscal Year (FFY) 2023 PRC Budget

Gallia County Department of Job and Family Services
 PRC Program for FFY 2023 (October 1, 2022 through September 30, 2023)
 Total PRC Budget for FFY 2023

\$144,000.00

Program Code	Program Name	FFY 2023 Budget
1000	Program General Description/Explanation Section	
1050	General Description	
1100	Residence	
1200	Eligibility and Application	
1300	Exploring Community Resources	
1400	Amounts and Types of Assistance	
1500	Final Processing - Approval/Denial	
1600	Financial Management	
2000	PRC Disaster Assistance Program(s)	\$10,000.00
<i>Total Other</i>		<i>\$10,000.00</i>
3000	Contingency Program Section	
3100	Emergency Clothing Expenses	\$18,000.00
3200	Emergency Shelter	\$19,000.00
3300	Emergency Pest Eradication	\$19,000.00
<i>Total Contingency Funding</i>		<i>\$56,000.00</i>
4000	Prevention/Retention - Employment Related	
4100	Job Related Supportive Services	\$26,000.00
4200	Vehicle Expenses	\$52,000.00
<i>Total Prevention/Retention - Employment Related</i>		<i>\$78,000.00</i>

TOTAL REVISED TANF PRC FUND BUDGET

\$144,000.00

Note: This budget does not include Special Projects or Contract Projects because such projects are not considered ongoing or normal regarding the PRC Plan. Budgets for such projects will be developed as part of the project packet if the project is pursued. Pursuit of such projects will depend on available funding and are at the discretion of the Director. Refer to Section 1600 of the PRC Plan.


**ATTACHMENT D-2
Plan Revision #3**

General Revision Information:

All changes in this amendment to the Prevention/Retention and Contingency (PRC) Plan are recapped below and are contained within the original plan. There were no changes to the intent of the overall program(s), only clarifications to eliminate confusion and better identify TANF purposes. As such, the changes are not considered significant. All changes were made in collaboration with JFS PROGRAM-POLICY. Following is a list of areas that were clarified.

- 1) **2000--removed last two sentences of TANF purpose paragraph and added sentence for clarification.**
- 2) **4100--removed TANF purposes 4.**
- 3) **5500--clarified reasons for TANF purposes 4**
- 4) **5800--removed section that stated no services and added the services to be offered**
- 5) **5951--added TANF purpose 1.**
- 6) **6000 sections--separated out programs to clarify TANF purpose including 6103, 6601, 6604, 6704, and 6953.**
- 7) **6900--removed a sentence and TANF purposes.**
- 8) **6954--clarified TANF purpose and changed from purpose 4 to purpose 3.**

As per the ODJFS March 2019 PRC Reference Guide, the PRC Plan may be amended by the GCDJFS Director. Furthermore, as authorized under Financial Management, Program Code #1600, of the Gallia County Prevention, Retention and Contingency (PRC) Plan, for amendments that are not considered significant, (as defined under Program Code #1600), the above revisions are deemed effective February 13, 2023 and are hereby approved by:



Dana L. Glassburn, Director
Gallia County Department of Job and Family Services



Date