

# **Jefferson County Prevention, Retention and Contingency Plan**

## **Jefferson County Department of Job and Family Services (JCDJFS)**

**Effective November 22, 2022**

The Jefferson County Department of Job & Family Services will administer the Jefferson County PRC Plan as adopted by the Jefferson County Commissioners contingent upon available state and federal funding.

### **Goal**

The Prevention, Retention and Contingency (PRC) program provides benefits and services needed to overcome immediate barriers to help families become and stay self-sufficient. The PRC program provides for non-recurring, short-term, crisis-oriented benefits, not exceeding four months in duration. PRC services provide the following purposes:

1. So that children may be cared for in their own homes or in the homes of relatives.
2. To end the dependence of needy parents on government benefits by promoting job preparation.
3. To prevent and reduce the incidence of out-of-wedlock pregnancies.
4. To encourage the formation and maintenance of two-parent families.

PRC services have no direct monetary value to an individual family and do not involve implicit income support and are non-recurrent, short-term assistance which is limited to the amount actually required to meet the presenting need.

### **Program Operation and Integrity**

To ensure fair and equitable treatment of families applying for PRC assistance, the program will be continuously in operation to the standards and policies set forth in this plan. All PRC benefits and services administered by JCDJFS are temporary in nature and dependent upon the availability of funds.

Any erroneous payments issued under the PRC program due to customer error, misrepresentation, intentional program violation, fraud or agency error constitutes an overpayment. All PRC overpayments are subject to the same rules and regulations as TANF overpayments as outlined in OAC 5101: 1-23-70 and 5101: 1-23-75.

### **Assistance Group**

A PRC assistance group is defined as a group of individuals living together which includes a pregnant individual (in at least the 6<sup>th</sup> month of pregnancy) or a minor child living with a parent, specified relative, legal guardian or legal custodian. A minor child means an individual who has not attained 18 years of age or has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training). The PRC assistance group will be determined based on the TANF, OWF assistance group determination procedures.

Households who have received PRC benefits and then subsequently divide into two or more potential PRC assistance groups will have their eligibility for future PRC benefits during the twelve (12) month period based on whether they were included in the original PRC assistance group. Each assistance group containing one of the original PRC individuals may be entitled to the difference between the original PRC issuance and the county's maximum benefit. If an individual moves into a household who has received the maximum county benefit and it is determined based upon the presenting need that they must be included in the PRC assistance group by definition, then the new potential PRC assistance group would be ineligible for benefits.

Non-custodial parents are potentially eligible for PRC benefits in Jefferson County. Noncustodial parent is defined as a parent of a minor who:

- (1) lives in Jefferson County; and
- (2) does not live in the same household as the child.

The assistance group will contain the non-custodial parent and his or her children for whom a support obligation exists. In order to be eligible for benefits, the non-custodial parent must be cooperating with the child support enforcement process as determined by the Jefferson County Child Support Enforcement Agency or the CSEA responsible for the individual's child support case(s). Receipt of benefits by the non-custodial parent will not count against or begin any time frames that will affect the children who are included in the non-custodial parent's assistance group but do not reside with the non-custodial parent. Services such as Paternity, Location, and Collection Services and other direct IV-D (CSEA) services are to be funded through the Title IV-D Program and are not PRC covered services.

A family may be eligible for PRC services when a child is temporarily absent from the home of a custodial parent, specified relative, legal guardian or legal custodian. The time frames established for temporary absence in rule 5101:1-3-04 of the Ohio Administrative Code (relating to TANF) are applicable for the PRC program.

Or, a child may be temporarily absent from the home for up to six months in accordance with the time periods of ORC 5107.10 (which are applicable to PRC) and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, specified relative, legal guardian, or legal custodian. The child must return to the home by the end of the six-month period. Otherwise, the child no longer resides with the parent, specified relative, legal guardian, or legal custodian.

Jefferson County will continuously provide fair and equitable treatment to families applying for PRC in accordance with the policies outlined in this document in the certification of eligibility for the benefits and services that do not have a financial need eligibility requirement; and the determination and verification of eligibility for the benefits and services that have a financial need eligibility requirement.

### **Eligibility and Application**

The PRC assistance group member must complete, sign, and submit the Prevention, Retention, and Contingency Program (PRC) Application to request assistance.

Eligibility for PRC is dependent upon the PRC assistance group's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that a provision of PRC will satisfy the need and based on the availability of Jefferson County Department of Job & Family Services funding to cover the need or service. The need must be non-deferrable, meaning that assistance to the assistance group cannot be

postponed until circumstances return to normal. In order for the PRC assistance group to be found eligible, the PRC assistance group's income must be at or below 150% of the Federal Poverty Guidelines (FPG) in effect at the time of the approval of this revision and updated annually thereafter in February of each year. For Kinship Caregiver Program (KCP), the PRC assistance group's income must be at or below 200% of FPG.

PRC services are provided to prevent families from reliance on Temporary Assistance for Need Families (TANF) cash assistance and help people retain employment. Contingency services are provided to meet a presenting need which, if not satisfied, threatens the safety, health or well-being of one or more minor members of the AG. Assistance is limited to the amount and type of services required, not to exceed the parameters established herein.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within thirty (30) calendar days, beginning with the date of receipt of a signed and dated application, in a fair and equitable manner, which includes verification of information in accordance with 5101:1-2-20 of the Ohio Administrative Code. It is reasonably expected that the majority of PRC applications will be processed within ten days of the receipt of a signed application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency. The ten day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with all PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten day period is not an acceptable practice. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs, whether or not the PRC program can be of benefit, will be determined by the Jefferson County Department of Job & Family Services. Under this program, an assistance group that includes at least one minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the Jefferson County Department of Job & Family Services. This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for on-going assistance. However, the fact that an ongoing Medicaid or OWF assistance group is active is not a determining factor in the consideration of eligibility for the PRC program. In addition, the County Department of Job & Family Services must inform individuals about other programs (i.e., Child Support Services, Day Care Services, Medicaid and SNAP) that are available and hearing rights that are applicable.

PRC assistance will be authorized with the expectation that the PRC assistance group will then be able to function without additional agency help. Services are provided to an assistance group to prevent them from reliance on and divert them from on-going assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC assistance group to help members retain employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC assistance group to meet a presenting or contingent need which, if not satisfied, threatens the safety, health, or well-being of one or more PRC assistance group members.

PRC assistance is only available up to the monetary cap during the previous 12 consecutive months (including but not limited to benefits received under any previous Jefferson County PRC Plans and those issued from another county). PRC eligibility may exist for new assistance group members, if the monetary cap has not been met, up to the difference between the value of benefits received in the past twelve months and the monetary cap of \$1000. Families receiving assistance under another program may receive PRC assistance.

Applicants who are ineligible include:

- Fugitive felons, probation and parole violators.
- Individuals who are not a citizen of the United States or a qualified alien.
- Individuals with any outstanding over-payment (TANF, SNAP, Medicaid,

- Day Care, CSEA, etc.) who were determined guilty of fraudulent receipt of such benefits or
- who were determined to have committed an intentional program violation (IPV) to receive such benefits.
- Individuals who are ineligible for other programs due to deliberate non-compliance with the terms of their assistance.
- Assistance groups containing a sanctioned individual, under any program administered by the JCDJFS, unless the sanctioned individual is employed at the time of the application for Contingency benefits.
- An un-married, non-graduate parent under 18 not attending high school or equivalent.
- An un-married parent under 18 not living in an adult supervised setting.
- A person found to have fraudulently misrepresented their residence in order to obtain assistance in two or more states is ineligible for ten years.
- An assistance group that contains an adult, or minor head of household, who has quit a job without good cause or who has been terminated from a job for willful actions on their part is ineligible for PRC benefits for 60 days beginning with the date of the quit or termination.

When the assistance group members are ineligible in accordance with the provision set forth in the above paragraph with an outstanding over-payment (i.e. OWF, TANF, SNAP, Medicaid, Day Care, CSEA, etc.), who were determined guilty of fraudulent receipt of such benefits or who were determined to have committed an intentional program violation (IPV) to receive such benefits, the caretaker(s) and the child(ren) remain ineligible until the fraudulent payment is repaid. If the child(ren) subsequently cease to reside with the ineligible caretaker(s), the ineligibility period ceases for the child(ren).

All income of an ongoing nature which has been received by any member of the PRC assistance group during the 30-day budget period is considered when determining financial need. The 30 day period begins 30 days prior to the date of the application and ends on the day proceeding application date. The ongoing income received during this period is used in the computation of financial eligibility.

The following types of income are excluded as both income and resources in determining financial eligibility for PRC benefits and services, as per OAC 5101:1-24-20.

(A) Child support payment distributions made by the Ohio department of job and family services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code. (B) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) below. (C) Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(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 taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program. (D) Monetary allowances paid under Section 401 of the Veteran's 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 who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975. (E) All 2008 IRS Stimulus Payments will not count toward or negatively impact any other income-based government benefits (F) All COVID -19 stimulus payments will not count toward or negatively impact any other income-based government benefit.

With the above exceptions, the total gross income, both earned and unearned, of all the PRC assistance group members, must be counted. There are no deductions or exclusions allowed from any type of countable income.

Verification of all eligibility factors is required to establish initial and continuing eligibility for PRC, including earned and unearned income received by the assistance group and documentation contained in the case record. Verification is not an eligibility requirement in its own right, but a method for assuring that an eligibility requirement is met. Required verification includes, but is not limited to, proof of citizenship, social security number, and identification for each member of the assistance group. Verification need be obtained only once if the eligibility factor is not subject to change. When the assistance group's own statement on the application form establishes that the assistance group is ineligible for PRC, verification is not required. Written consent to secure verification/information from private sources such as employers, banks, and landlords must be obtained each time verification of an eligibility factor is required. For any verification which is obtained by phone [with written consent], there must be clear documentation in the PRC assistance group's record concerning the name and position of the information provider, the telephone number, and full name of the business the individual represents, the date the verification was obtained, a detailed description of the verification obtained, and the name of the individual who obtained the verification. For full verification requirements see 5101:1-2-20 of the Ohio Administrative Code.

Once the total gross countable ongoing income of a PRC assistance group is determined and verified, the amount is compared to the 150% Federal Poverty Guideline for the appropriate PRC assistance group size. If the total PRC assistance group income is equal to or less than 150% of the Federal Poverty Guideline amount for the applicable PRC assistance group size, PRC assistance group meets the income requirement.

Any applicant giving false or misleading information in order to obtain PRC benefits may have their application denied. If it is discovered after authorization of benefits that information was falsified or incomplete, the applicant will be subject to all TANF rules and regulations governing establishment of and repayment of any overpayment along with the recovery procedures of the Benefit Recovery Unit.

Voter registration applications shall be made available to persons applying for or participating in the PRC Program as per section 329.051 of the Revised Code.

### **Exploring Community Resources**

The availability of resources within the local community shall be explored prior to the authorization of PRC. The PRC assistance group shall apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. Personnel authorizing PRC are to be aware of the community resources that could assist a family in need of immediate services. The agency may deny the PRC application if a referral to another community resource was made and the service is available.

### **Amount and type of assistance**

PRC payments are limited to the amount required to meet the presenting need. All payments must promote self-sufficiency of the PRC assistance group. The Jefferson County Department of Job & Family Services reserves the right to deny a PRC application based upon program criteria in relation to the PRC assistance group's need and financial situation. The need must be non-deferrable, meaning that assistance to the assistance group cannot be postponed until circumstances return to normal. PRC assistance is available up to \$1000 per twelve consecutive month period of eligibility. The 12 month time period begins on the date of approval of the first PRC. For example, a PRC application approved on 5/1/21 will have an ending 12 month period of 4/30/22. When a new PRC application is approved during that 12 month period, the 12 month time frame also ends on 4/30/22.

### **Prevention and Retention services**

Prevention services are designed to divert families from ongoing cash assistance by providing short term non-assistance.

Retention services are provided to assist an employed member of the family in maintaining employment.

Examples of some of the general categories of assistance, goods, and services which are provided via PRC are as follows:

- Automotive repairs including but not limited to parts, service, towing charges, etc. (Proof of insurance, valid driver license, and ownership are required along with three bids from approved vendors)
- Purchase of tools included but not limited to wrenches, work boots, tool belts and safety equipment (as verified necessary for employment).
- Drivers' education courses, drivers' license fees, license plate fees.
- Testing for State licenses, board certification, commercial driver's license, etc.
- Higher education expenses, e.g. costs of books, lab fees, registration fees.
- Specialized training classes and/or seminars.
- Job Recruitment Assistance and Employment Outreach: Job search, employment assistance, or other work-related activities targeted at unemployed, needy non-custodial parents as well as TANF eligible custodial parents (Aged 14-24) applying through the OMJ One Stop. Family with minor children residing in the home; 200% poverty guidelines based on family size. The purpose of this addition meets the first two purposes of TANF: to provide assistance to needy families so that the children may be cared for in their own homes or the homes of relatives, and to end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

\*\*All services are contingent on the lack of available grants or loans, full time student status, and/or confirmation that the cost of services is not available through the employer.

### **Contingency services**

Contingency services are provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

Resources within the community must be considered from any available means to meet or to help meet presenting needs.

The following contingency services are available to meet an emergent need that threatens the health, safety or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparations for work and family life. Three estimates of the needed item/service must be obtained if more than

one provider is available and cannot be subject to repair or replacement by homeowner/rental insurance. Ownership or legal responsibility must be verified in the assistance group's record. Replacement of any item below can be approved only if repair is not cost effective.

- Home repair including purchase or repair of furnace or water tank; repair of items affecting basic home structure such as walls, roofing, plumbing, water supply, flooring, or water/sewage system.
- Appliances including purchase or repair of stoves, refrigerators, heating stoves, air conditioners, fans, repair of telephone, washer or dryer.
- Pest removal expenses such as treatment or relocation due to infestation of pests including bed bugs, fleas, rodents and roaches.
- Payments of delinquent rent.
- Prior to the issuance of any PRC assistance payment for heating fuel or utilities, it must be verified that the amount is sufficient to prevent the shut-off or restore service. Any available home heating assistance program must be utilized before PRC assistance can be issued. Payments to home heating or utility providers will be made by a direct warrant to the provider. Utility assistance payments are to prevent gas, electric or water shut off; purchase of bulk fuel for heating; or to have service restored.
- Children Services Supportive Services that may be essential to secure or maintain employment, ensure the health and safety of children, prevent the removal of children from the household or for the reunification of children with their family as determined by the Jefferson County Children Services Division. Services may include, utility connections/reconnection, home repairs or furnishings and supplies, pest control expenses, clothes, temporary shelter expenses and school expenses.
- Domestic violence assistance to provide assistance to families who are identified as victims of domestic violence. Services include but are not limited to relocation expenses, household expenses, safety items or fees to obtain protection and restraining orders.

If the amount available from PRC assistance is not sufficient to meet the presenting need, PRC assistance cannot be issued.

Once eligibility for PRC is established, the Jefferson County Department of Job & Family Services director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the County Department of Job & Family Services. All PRC payments are made by the Jefferson County Department of Job & Family Services to the vendor. The county must ensure that policies meet all auditing requirements.

Notice of Approval/Denial: If it is determined that an application for PRC is approved, the Jefferson County Department of Job & Family Services shall mail or otherwise deliver the ODHS 4074, A Notice of Approval of Your Application for Assistance. If it is determined that an Application for PRC is denied; the Jefferson County Department of Job & Family Services shall mail or otherwise deliver the ODHS 7334, A Notice of Denial of Your Application For Assistance.

## **SPECIAL SERVICES**

### **Disaster Relief**

In the event Jefferson County receives special Disaster Relief funding the Jefferson County Department of Job & Family Services will authorize Prevention, Retention and Contingency Benefits in the form of Disaster Relief for an eligible resident of the county who has suffered adverse circumstances as the result of a natural disaster as declared by the Governor of Ohio and/or representatives of the Federal Government. Eligibility and services will be contingent upon the terms and conditions established with receipt of the special funding and shall be reviewed, modified and enacted expeditiously.

### **Liaison Services and Drug Court**

Jefferson County will fund the Jefferson County Juvenile Court for TANF expenses related to employing Liaison Officers and the functions of their drug court. The Liaison Officers will work with "at risk" students with attendance issues in local school districts with the goal of keeping these children in the home with their families. The drug court program establishes individual case and treatment plans for youths that are brought before the court and conducts meeting to access compliance with the assigned programs. The PRC funding will allow the drug court team to continue to maintain these programs.

This will prevent and reduce the incidence of our-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.

Applications will be accepted and processed by the Jefferson County Department of Job & Family Services and will be administered according to OWF/PRC Guidance Letter No. 50 and/or sequent guidance materials issued by the Ohio Department of Job & Family Services.

All conditions of our current plan will remain in effect for these services with the following exceptions:

1. Receipt of these benefits will not count toward the PRC limits covered under any other part of this Plan.
2. Receipt of these benefits will not staff or count against any time limits of any other part of the Plan.

### **Alternative School Classroom Unit**

Jefferson County will supply funding for TANF expenses related to operating two Alternative School Classroom Units. One unit will provide services for younger student (grades K-5) which suffer primarily from psychological, mental health, emotional, or behavior issues. The second unit will service older students (grades 6-12) and teach students the behaviors necessary to return to their home school program and to function within acceptable behavioral norms of the community. This PRC funding will allow the establishment of these units.

This will provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

Eligibility for the Alternative School Classroom Unit is under Purpose 1 of Ohio's state TANF plan and will remain at income equal to or less than 150% of the Federal Poverty Guidelines. SNAP eligibility may also be used as a proxy for eligibility.



Applications will be accepted and processed by the Jefferson County Department of Job & Family Services and will be administered according to OWF/PRC Guidance Letter No. 50 and/or sequent guidance materials issued by the Ohio Department of Job & Family Services.

All conditions of our current plan will remain in effect for these services with the following exceptions:

1. Receipt of these benefits will not count toward the PRC limits covered under any other part of this Plan.
2. Receipt of these benefits will not start or count against any time limits of any other part of the Plan.

### **Kinship Caregiver Program**

The Kinship Caregiver Program (KCP) provides funds for services that will provide reasonable and necessary relief of childcare functions so kinship caregivers can provide and maintain a home for a child placed in their care. KCP funds shall be used for short-term, non-recurring services.

Definition of Kinship Caregivers as found in Ohio Revised Code 5101.85:

As used in sections 5101.851 to 5101.853 of the Revised Code, "kinship caregiver" means 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:
  - Grandparents, including grandparents with the prefix great, great-great or great-great-great.
  - Siblings.
  - Aunts, uncles, nephews and nieces including such relatives with the prefix great, great-great, grand or great-grand.
  - First cousins and first cousins once removed.
2. Stepparents and stepsiblings of the child.
3. Spouses and former spouses of individuals named in divisions (A) and (B) of this section.
4. A legal guardian of the child.
5. A legal custodian of the child.

Definition of Child for Kinship Caregiver Program:

A child under age eighteen (18) or age eighteen (18) and still attending high school or its equivalent who is placed with a kinship caregiver as defined in Ohio Revised Code 5101.85. Each child who is under age eighteen (18) or age eighteen (18) and still attending high school or its equivalent who is placed with a kinship caregiver is considered his/her own AG (i.e. a child only AG). A child under age eighteen (18) or age eighteen (18) and still attending high school or its equivalent who is pregnant; and is placed with a kinship caregiver, each fetus is considered an additional AG member during third trimester of the pregnancy.

### **Eligibility and Application**

- Kinship caregiver must complete, sign, and submit the Prevention, Retention, and Contingency application (one application per child/assistance group) to include the child(ren) and the kinship caregiver.
- The assistance group for Kinship Caregiver Program services consists of the child(ren) in care and the kinship caregiver.
- The assistance group for stabilization services consists of the child(ren) in care.

Kinship Caregiver Program Services	Maximum benefit	Economic Need Standard	Description
Childcare to allow kinship caregivers to attend school, work, medical appointments.	\$500.00 per child per month which may not exceed four months per 12 months.	AG consists of child(ren) and caregiver and must be at or below 200% of the Federal Poverty Guidelines	Only childcare providers licensed through the ODJFS will be covered. JCDJFS will cover costs directly with the childcare provider upon receipt of invoice from childcare provider. Childcare service fees will follow the payment rates for providers of PFCC chart rates. JCDJFS cannot pay for those expenses covered or reimbursed by another source. Publicly funded/subsidized childcare must be explored before accessing KCP funds.
Kinship Stabilization Services	Maximum benefit	Economic Need Standard	Description
Household, clothing & supplies include items to provide for the basic needs of the child such as beds, cribs, dressers household items, clothing, stoves, refrigerators etc.	KCP Payments are limited to the amount required to purchase necessary items with a max of \$2,000.00 benefit per rolling 12-month period. Clothing is limited to \$200 per child per 12- month period. Appliances are limited to \$600 per appliance.	AG consists of child only and income must be at or below 200% of the Federal Poverty Guidelines	Kinship caregivers will obtain quotes from vendors. JCDJFS will purchase items directly from vendors.

NOTE: Kinship Caregiver Program Services will be limited by available funds.

**School Clothing Program**

The School Clothing Program provides a one-time payment for up to \$200.00 per eligible child age 3- 18 (18 year old children must be enrolled in high school) for the purpose of purchasing clothing for each eligible child. Applications will be available at the agency’s website (www.jcdjfs.com) and at the drop off box in front of the agency. The program will have limited time period restrictions for submission of an application that will be announced publicly. Applications will be accepted via fax, email, regular mail and at the drop off box at the front of the Jefferson County Department of Job and Family Services located at 125 S. 5th St. Steubenville OH 43952.

Applications will be accepted on a first come, first served basis; no appointment will be required. Once the application period has expired, no further applications will be accepted for this one-time School Clothing Program. This program is contingent upon availability of Federal and/or State funds. Applications will be accepted and processed by the Jefferson County Department of Job and Family Services and will be administered according to OWF/PRC Guidance Letter No. 50 and/or sequent guidance materials issued by the Ohio Department of Job and Family Services.

The one time School Clothing Program will be paid directly to the retail clothing store of the applicant’s choosing; clothing must be for a child (as defined by TANF regulations) listed on the voucher by name and approximate size; benefits are non-transferable and non-redeemable; no change or cash refunds will be permitted; all benefits will be approved as “actual cost up to but not to exceed \$200.00 per eligible child”; voucher is valid as specified in public announcement of program availability; no debt will be carried by the retailer; any unused portion of the approved amount will be forfeited by the purchaser; no money will be given to purchaser for any unused portion; clothing will be defined as articles of personal apparel including footwear (shoots, boots, etc.); the only allowable exchange is for the correct size for the child listed on the voucher or a manufacturer’s defect as determined by the retailer; **NO OTHER EXCHANGES ARE ACCEPTABLE**; only one voucher will be issued per child and may only be used at clothing retail stores; and **IF LOST OR STOLEN THE VOUCHER WILL NOT BE REPLACED**.

Retailer reimbursement is contingent upon two parts: 1. A completed and signed One-Time School Clothing Program voucher. Voucher must contain the signatures of the clothing retailer’s sales representative and that of the JCDJFS approved participant; and 2. Two copies of a corresponding legible cash register receipt, also, containing the signature of the JCDJFS approved participant, date of transaction, name and address of a clothing retailer, and final transaction value. Retailer reimbursement will be for the actual value of the transaction up to but not to exceed \$200.00 per voucher, excluding sales tax.

All condition of our current plan will remain in effect for these services with the following exceptions:

1. Income eligibility limits for this program will be 200% of the Federal Poverty Limit for the appropriate family size. SNAP and/or Medicaid eligibility may also be used for a proxy of eligibility.
2. Receipt of these benefits will not count toward the PRC limits covered under any other part of this plan.
3. Receipt of these benefits will not start or count against any time limits of any other part of this Plan.

**Prevention and Retention Services & Benefits**

Service or Benefit	Maximum benefit	Economic need standard	Targeted population
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<p><b><u>Transportation Services &amp; Benefits</u></b></p> <p>Automotive Repairs, parts and services to <b>retain employment</b>. The vehicle must be owned and registered by the applicant or another member of the PRC AG. Valid driver license and current insurance coverage verification is required.</p> <p>Repairs will only be approved for vendors with a current Ohio Vendor License.</p> <p>Driver's education courses, driver's license fees, license plate fees.</p> <p>Automobile insurance (up to four months of coverage).</p> <p>Bus pass</p>	\$1000.00	150% Federal Poverty Level (FPL)	<p>Employed individuals working at minimum of 20 hours per week at minimum wage.</p> <p>Unemployed individuals in education or training for verified employment opportunity working at minimum of 20 hours per week at minimum wage.</p>
<p><b><u>Employment Expenses</u></b></p> <p>Purchase of tools, equipment or supplies.</p> <p>License fees or education expenses required to obtain or maintain employment.</p> <p>Uniforms or work clothing.</p>	\$1000.00	150% Federal Poverty Level (FPL)	<p>Employed individuals working at minimum of 20 hours per week at minimum wage.</p> <p>Unemployed individuals in education or training for verified employment opportunity working at minimum of 20 hours per week at minimum wage.</p>
<p><b><u>Job Recruitment Assistance and Employment Outreach</u></b></p> <p>Job search, employment assistance, or other work-related activities</p>	\$1000.00	200% Federal Poverty Level (FPL)	Non-custodial parents and TANF eligible custodial parents (aged 14-24) applying through OMJ

**Contingency Services & Benefits**

<p><b><u>Home Repairs</u></b></p> <p>Purchase or repair of furnace, water tank, home structure, plumbing or sewage system.</p>	\$1000.00	150% Federal Poverty Level (FPL)	TANF eligible residents of Jefferson County.
<p><b><u>Appliances</u></b></p> <p>Purchase or repair of appliances such as stoves, refrigerators, air conditioners, washing and drying machines.</p>	\$600.00	150% Federal Poverty Level (FPL)	TANF eligible residents of Jefferson County.

<p><b><u>Pest Removal Expenses</u></b></p> <p>Expenses related to the treatment, removal or relocation due to an infestation of pests.</p> <p>Home ownership or rental agreement verification required.</p>	\$1000.00	150% Federal Poverty Level (FPL)	TANF eligible residents of Jefferson County.
<p><b><u>Housing Expenses</u></b></p> <p>Payment of delinquent rent.</p> <p>Utility payments to prevent disconnect or restore service. Purchase of bulk fuel for heating a home.</p>	\$1000.00	150% Federal Poverty Level (FPL)	TANF eligible residents of Jefferson County.
<p><b><u>Children Services Supportive Services</u></b></p> <p>Services that are essential to secure or maintain employment, ensure the health and safety of children, prevent the removal of children for the household or for the reunification of children with their family.</p> <p>Services must be determined essential by the Jefferson County Children Service Division.</p> <p>Services may include, utility connections, home repairs, furnishings or supplies, pest control expenses, clothes, temporary shelter expenses or school expenses.</p>	\$1000.00	150% Federal Poverty Level (FPL)	Families involved with Jefferson County Children Services
<p><b><u>Domestic Violence Assistance</u></b></p> <p>Services provided to victims of domestic violence which include relocation, emergency housing, household expenses and safety items</p>	\$1000.00	150% Federal Poverty Level (FPL)	TANF eligible residents of Jefferson County.



Michele Santin



Date