



Board of County Commissioners
Butler County, Ohio

EXECUTIVE SUMMARY

23-10-01541

T.C. Rogers
President

Cindy Carpenter
Vice President

Donald L. Dixon
Member

Statement of Policies Approval - 2023 PRC Updated Policy

**JFS - Fiscal - PA
An Inter-Departmental Review**

Target Meeting: 10/2/23

Summary

Approve update to prevention, retention, and contingency policies.

Justification

ORC 5108.04 requires BCDJFS to adopt a written statement of policies governing the prevention, retention, and contingency program for the county and to update the statement of policies at least every two years after its adoption.

Recommendation

The Department recommends approval.

Approved by:

Rebecca Wade
Rebecca Wade, Contracts Manager

Barbara Fabela
Barbara Fabela, Finance Director

9/22/2023



County Commissioners
Butler County, Ohio

RESOLUTION
23-10-01541

T.C. Rogers
President

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Donald L. Dixon
Member

Statement of Policies Approval - 2023 PRC Updated Policy

The Board of County Commissioners of Butler County, Ohio met in Regular Meeting on the 2nd day of October, 2023 in the Commission Chambers of the Butler County Government Services Center, 315 High Street, 2nd Floor, Hamilton, Ohio 45011.

Whereas Section 329.02 of the Ohio Revised Code vests the Director (the "Director") of the County Department of Job and Family Services ("BCDJFS") with full charge of the BCDJFS under the control and direction of the Board of County Commissioners;

Whereas Section 5108.02 of the Ohio Revised Code requires BCDJFS to establish and maintain a Prevention, Retention and Contingency Program (the "Program") as defined in Section 5108.01(B) of the Ohio Revised Code to (a) provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; (b) end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; (c) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and (d) encourage the formation and maintenance of two-parent families;

Whereas Section 5108.04 of the Ohio Revised Code requires BCDJFS to adopt a written statement of policies (the "Statement of Policies") governing the Program and to update the Statement of Policies at least every two years after its adoption;

Whereas the updated Statement of Policies is due to be submitted to the Ohio Department of Job and Family Services ("ODJFS") on or before October 1, 2023;

Whereas the Director has signed and submitted the attached update to the

Statement of Policies for the Board's review and approval;

Whereas BCDJFS has satisfied the requirement of allowing the public and local government entities the opportunity to review the plan and make comments on the Program and/or the Statement of Policies;

Whereas Butler County has satisfied the other requirements for submitting the update of the Statement of Policies to ODJFS; now, therefore, be it

Resolved that the Board of County Commissioners hereby approves the update of the Statement of Policies, attached hereto and made a part hereof, effective immediately, and authorizes the Director to timely submit the updated Statement of Policies to ODJFS; be it, further

Resolved that the Board of County Commissioners hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, which resulted in those formal actions, were in meetings open to the public in compliance with the law.

Commissioner Dixon moved for the adoption of the foregoing resolution, Commissioner Carpenter seconded the motion and upon call of the roll, the vote resulted as follows:

RESULT: Adopted
AVES: Cindy Carpenter, Donald Dixon
EXCUSED: T.C. Rogers

State of Ohio, County of Butler, on this 2nd day of October, 2023, the Clerk of the Board does hereby certify that 23-10-01541 is a true, exact, complete and unaltered electronic record of the Butler County Board of Commissioners.

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Flora Butler, Clerk of the Board



BUTLER COUNTY
PREVENTION, RETENTION, AND CONTINGENCY (PRC) PLAN
OCTOBER 1, 2023

The Butler County Department of Job and Family Services' Prevention, Retention and Contingency (PRC) program is designed to help families overcome immediate barriers to achieving or maintaining personal responsibility and self-sufficiency. The goal of the PRC program is to prevent the need for ongoing public assistance by providing non-recurring, short term, crisis-oriented benefits, and services that are not considered assistance, and are directly related to one of the four purposes of the Temporary Assistance to Needy Families (TANF) Program which are:

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

PRC Work Related Assistance

- Work Related Expenses not to exceed \$2000 per year.

WIOA Supportive Services:

- Expenses related to training/employment (\$2,000)
- Family Preservation Program (FPP)/Child Protective Services for the Caretaker:
- Shelter (\$2,000)
- Utilities (\$ 2,000)
- Car Repair (\$2,000)
- Car purchase (\$2,000)

DEFINITIONS

Prevention is defined as services or goods that, upon provision to individuals, are intended to prevent individuals/families from having to resort to ongoing public assistance.

Retention is refined as work related services or goods that help individuals obtain/maintain employment. Retention services may only be authorized by Work Activities workers.

Contingency is defined as services or goods that upon provision to the individual or family

are intended to alleviate situations that threaten the safety, health, or well-being of the individual/family.

PRC Soft Services are programs or activities administered by BCDJFS or contracted partner.

A Minor Child is a child under age 18 or has not attained 19 years of age and is a full-time student in a secondary school (Or equivalent level of vocational or technical training).

A PRC Assistance Group (PRC AG) must consist of:

1. A group of individuals living in the same household containing at least one minor child residing with a parent, specified relative, legal guardian or legal custodian, or
2. A pregnant woman, or
3. A non-custodial parent who lives in the state but does not reside with his/her minor children and is actively paying child support or will be paying child support with income derived from employment to be obtained or retained as a direct result of PRC supportive assistance.

These groups (1), (2) and (3) may also include other members of the same household who may or may not be related to the minor child, pregnant woman, or non-custodial parent.

A child may be "temporarily absent" yet the child and his/her family may still qualify for PRC benefits and services.

Temporary Absence as set forth in OAC 5101:1-3-04 will apply to PRC. The absence of a member of the assistance group is temporary if:

- The location of the absent individual is known,
- There is a definite plan for the return of the absent individual to the home, and
- The absent individual shared the home with the assistance group prior to the absence.

Earned income is payment received by an individual for services performed as an employee or as a result of his being engaged in self-employment. Earned income includes wages, salaries, commissions, or profit from activities such as business enterprise, farming, etc. in which the recipient is engaged as a self-employed individual or as an employee.

Unearned income is all income that is not wages or net earnings from self-employment. Thus, all income which does not meet the definition of earned income is unearned income.

Excluded Income and Resources-All income and resources pursuant OAC 5101: 1-24-20 shall be excluded. Excluded income shall also include earnings of a minor child who is a full-time student.

ELIGIBILITY FOR PRC ASSISTANCE

An applicant for PRC is responsible for completing the Prevention, Retention and Contingency Program (PRC) Application and/or other program specific eligibility documents or application, to request PRC benefits.

Those adult applicants who have received PRC in another county and move to Butler County may be eligible for PRC benefits under the Butler County PRC Plan. However, receipt of PRC in another county will be treated as if it was issued under the Butler County PRC Plan.

When the expressed presenting need is unique to just one adult and minor child (ren), the income and resources of others in the household do not have to be considered. When PRC one-time cash assistance payments are issued for a common presenting need, and the household members subsequently split, each individual carries his/her prorated share of the cash assistance payment with them to his/her new assistance group.

Butler County Department of Job and Family Services (BCDJFS) will use objective criteria when determining eligibility and approving or denying the application within five (5) business day following completion of the application process in a fair and equitable manner, which shall include the PRC applicant providing required verification of information for eligibility determination

A PRC 7105 form (PRC specific verification checklist) will be issued upon receipt of a completed PRC application to request required verifications. If required verifications are not provided, the PRC application will be denied after 30 calendar days have expired. The 30-calendar day, timeframe may be exceeded in situations where completion of the determination is delayed because of circumstances which are considered beyond the control of BCDJFS or the assistance group.

However, no more than 45 calendar days may elapse between the date of application and the notification of approval or denial of the application for PRC assistance.

BCDJFS will investigate the information provided by the applicant. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs of the assistance group and whether the PRC program can be of benefit to the assistance group will be determined by BCDJFS. Under the PRC program, an assistance group that includes at least one minor child, or pregnant woman, or non-custodial parent and meets the program's eligibility requirements may receive customized assistance, goods or services, as determined by BCDJFS.

The PRC program is designed to help people overcome immediate barriers to achieving or maintaining personal responsibility and self-sufficiency, thereby preventing or reducing the need for ongoing public assistance. However, the fact that an assistance group has an active public assistance case is not a determining factor in the consideration of eligibility for the PRC program. In addition, BCDJFS must inform individuals about other programs that are available including Medicaid, food Assistance, and Child Care Assistance. PRC assistance groups shall be informed of rights and responsibilities via JFS 7501 which shall be attached to the PRC application.

PRC assistance will be authorized with the expectation that the PRC assistance group will then be able to function with less assistance from BCDJFS. Services will be provided to an assistance group to prevent them from reliance on and divert them from ongoing cash 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 obtain/retain employment and, thereby, 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.

The BCDJFS shall enter the PRC information into the Ohio Department of Job and Family Services (ODJFS) statewide computer system Journal Notes (as applicable), EDMS, and tracking spreadsheet for reporting to ODJFS.

INELIGIBLE ASSISTANCE GROUP / RESTRICTED ASSISTANCE GROUPS

Assistance groups who are ineligible to receive or are restricted to specific PRC benefits include:

- Assistance groups inclusive of any individual who does not meet the citizenship or qualified alien requirement for OWF
- Assistance groups inclusive of strikers
- Assistance groups inclusive of fugitive felons or probation & parole violators,
- Assistance groups inclusive of any individual with any outstanding OWF or PRC fraud overpayment balance,
- Assistance groups inclusive of any individual found to have fraudulently represented residence to obtain assistance in two or more states are ineligible for 10 years ,
- Assistance groups who do not use their own available income and resources as described above to help meet their need,
- Assistance groups inclusive of individuals' ineligible for OWF benefits due to penalties or sanctions imposed.

EXPLORING COMMUNITY RESOURCES

BCDJFS will investigate the availability of resources within the local community prior to the authorization of PRC benefits. For the purposes of the PRC program, the community could be defined to include areas beyond the county's boundaries. A PRC assistance group is required to apply for and utilize any program, benefit, or support system which BCDJFS identifies and determines may reduce or eliminate the presenting need. BCDJFS personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the agency's attempt to locate and utilize community resources. Exploration of resources includes entities responsible for resolution of the emergent need (ex. homeowner/renter or vehicle insurance, landlord lease agreements).

FINANCIAL AND RESOURCE ELIGIBILITY DETERMINATION

The following financial and resource criteria shall be used, unless otherwise delineated in this plan, when determining PRC eligibility.

All income, earned and unearned (except as excluded pursuant OAC 5101:1-24-20 and minor child full time student earnings) shall be considered in the following manner when received by any member or the PRC Assistance group during the 30-day budget period:

1. Earned and unearned income (except as excluded pursuant OAC 5101:1-24-20 and minor child full time student earnings) shall be net pay, minus verifiable deductions for childcare and child support. Deductions that are at the discretion of the individual, including but not limited to union dues, credit union, YMCA memberships, etc., shall be considered countable income. All income shall be counted dollar for dollar.
2. Any liquid asset (ex. savings account or checking account) in excess of \$500 shall also be applied in determining the presenting emergent need.
3. The 30-day period begins 30 days prior to the date of application or 30 days following the application date. The income received during this period is used in computation of financial eligibility.

Income must be counted as noted above. Deductions in the preceding paragraph will be allowed from income. Written verification of income and deductions is required unless it is otherwise indicated in this plan. When written verification is not available, the BCDJFS will, when possible, obtain the information by phone. There must be clear documentation in the PRC assistance group's record concerning the name and position of the supplier of information, the date the verification was obtained and the amount of the verified income, and name of the individual who obtained the verification. When neither written nor phone verification is possible, the applicant's written statement of income shall be accepted.

The amount of the PRC assistance group's income for purposes of determining eligibility shall be totaled and compared to the amount of the 200% federal poverty guidelines current on the date of application. If the total PRC assistance group's income is less than or equal to the 200% federal poverty guideline for the assistance group size, the PRC assistance group meets the income requirement. If the applicant's income exceeds the 200% federal poverty guideline for the assistance group size, the amount of the overage shall be applied to the emergent need. There may be instances where a standard of need that exceeds 200% of FPL might be appropriate, but such determination should be accompanied by a logical explanation or justification explaining why the selected standard of need is appropriate and reasonable in those circumstances.

VERIFICATIONS

Some required verifications are common to PRC requests. However, other required verifications are unique to the PRC item being requested. Client statement shall be accepted only as noted in specific provisions of this plan and in instances where verification is not able to be obtained by the applicant or with the assistance of the CDJFS. The verifications listed below are those generally required but may not always be limited to

these items due to the scope of coverage in the plan.

Verifications required for most PRC hard services include the following:

- Income
- Birth Certificate
- Social Security Card
- Identity
- Child Care Cost
- Child Support Expenses
- Bank Account Balances

Additional required verifications may include, but are not limited to, the following:

- Cost of PRC Item
- Estimates from providers.
- Red Cross/Disaster
- Verification from employer

OVERPAYMENTS/COLLECTIONS

Erroneous payments issued under the PRC program due to client or vendor error, misrepresentation, intentional program violation, fraud or agency error constitute overpayments. An assistance group that is discovered to have improperly received or disposed of PRC grants or services will be required to reimburse the Butler County Department of Job and Family Services the full cost of the benefit and may be subject to prosecution. PRC benefits and services may not be provided to a family that fraudulently receives assistance under the PRC program until a member of the assistance group repays the cost of the fraudulent assistance. Adult assistance group members shall carry this penalty with them if they move to another assistance group. Children shall not carry this penalty with them if they move to another assistance group. Overpayments will be referred to the Butler County Department of Job and Family Services Benefit Recovery Unit for collection per agency procedure.

APPROVAL/DENIAL OF APPLICATION

Once eligibility for PRC is established, the BCDJFS director or designee will authorize and generate payment for the cash 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 BCDJFS. All PRC payments made by the BCDJFS shall be made to the vendor or PRC AG, depending on the circumstances of the case. The BCDJFS shall ensure that its policies and procedures for the PRC program shall satisfy auditing requirements.

When an application for PRC is approved, the BCDJFS shall mail or otherwise deliver to the

applicant and/or authorized representative the ODJFS 4074, Notice of Approval of Your Application for Assistance . When it is determined that an application for PRC shall be denied, the BCDJFS shall mail or otherwise deliver the Butler County Letter of Denial, OOHS 7334. Individuals who are denied benefits will be eligible for hearing rights in accordance with BCDJFS policies and procedures.

DESCRIPTION OF PRC SERVICES

Prevention, Retention and Contingency services may be delivered through the following programs or combination of programs/contracts:

PRC WORK RELATED ASSISTANCE:

PRC for work related expenses is classified under Prevention Retention and Contingency. PRC for work related expenses is limited to the amount required to meet the presenting need, up to \$2,000 in a 12-month period. If PRC for work related expenses has been issued within the past 12 months and work-related PRC is being requested again, the amount available will be the \$2,000 limit minus the work-related PRC amount already issued in the past 12 months. Assistance groups who are approved for PRC for work related expenses are not eligible for PRC one-time non-recurrent short-term cash benefits or PRC for Family Preservation Program within that same 12-month period.

PRC for work related expenses is exempt from the thirty (30) day work and gross wage requirement. However, **PRC** for work related expenses shall be issued only to those individuals who have obtained employment which will render gross earnings equal to the state minimum wage times thirty (30) hours per week.

Work related expenses not to exceed \$2,000

- Personal expenses (ex. clothing and hygiene products).
- Work or education related goods and services (Ex: Tools, safety equipment, uniforms, work boots, and short-term training expenses)
- Transportation (Ex: Bus tickets, car payments, gas cards, minor car repairs, assistance to obtain a driver's license) PRC funds will not be used toward fines/reinstatement fees for individuals who have DUI convictions (as per section 4010(8)(3) of the PRC reference guide-pg 42) or an automobile including payment for driver's education courses, the payment of license renewal fees and license plate fees, automobile insurance payments, loan payments, car pools and/or van pools, passes and tokens, taxi service, van shuttle service, subsidized bus routes and lease costs of an automobile .
- Car purchases under \$2,000, work related expense provision, have additional limitations. Vehicle purchases and down payments may be made under this provision at the agency's discretion . The following considerations shall be made, but not limited to, when a request is made for a vehicle purchase or vehicle down payment:
 - o Whether it is reasonably anticipated if any ongoing monthly vehicle payments are within the PRC assistance group means and/or

- o The assistance group has means to make repairs as estimated by the agency contractor vendor to make the vehicle safe and reliable and/or
 - o The purchase price and needed repairs as determined by the agency contractor vendor does not exceed the NADA Blue Book retail value.
- Work related expenses may include rent and/or utilities.

PRC funds shall not be used to pay fines, reinstatement fees, administrative fees, court-imposed costs arising from conviction of a criminal offense.

Sales tax will not be covered for items purchased with PRC funds.

Must have obtained employment which will render gross earnings equivalent to state minimum wage x \$30/hour

Transportation Assistance \$2,000 total services in a 12-month period starting with the first Transportation Assistance PRC issuance.

- Bus Passes
- Assistance to obtain a driver's licenses
- Car Repair
- Other as approved by employment specialists

Target group is newly employed recipients.

Meets TANF purpose 1 and 2.

DISASTER RELIEF

Disaster relief services are provided in the form of cash payments or vouchers to resolve an emergent need. Disaster relief assistance is available to AG's who are residents of an affected area that has been declared a disaster either through the American Red Cross or the State of Ohio. To assure that there are adequate supplemental funds available to meet the immediate needs of disaster victims, BCDJFS may issue PRC assistance and services to meet the emergent need, up to \$2,000 per family dwelling, per declared disaster. Individuals may use self-declaration when reporting income for eligibility determination under disaster relief assistance. The work and gross wage requirement will be waived for those assistance groups applying for Disaster Relief. Disaster Relief shall neither count as usage toward one-time short-term cash PRC, Work Related Expense PRC nor FPPRC. Disaster assistance groups may request multiple items (up to \$2,000 collectively) to resolve their emergent need but must request all needed items within the 30-day period of their application pendency. The application for Disaster Relief must be made within 30 days from the date of the disaster (unless approved by the CDJFS director or designee). Countable net income minus deductions for childcare and child support shall be compared to 200% FPL. If the applicant's countable income after deductions exceeds the 200% FPL for the AG size, the amount of the overage shall be applied to the emergent need. Any liquid asset, e.g. savings account in excess of \$500, shall also be applied in determine the presenting emergent need.

This service meets:

TAN F purpose 1: To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives or-

TANF purpose 2: To end the dependence of needy parents on government benefits by promoting job preparations, work and marriage. -or-

TANF purpose 4: Encourage the formation and maintenance of two-parent families.

SOFT SERVICES

Net income shall be at or below 200% FPL for the below soft services. Receipt of soft services shall not count as usage toward PRC, Work Related Expense PRC nor FPP PRC as delineated in this plan.

- Vocational and Medical Disability Assessments
- Strengthening Families
- Help; Me Grow Program
- Adult and Child mentoring programs
- School-based services
- Butler County Success Program
- Information and referral
- Pregnancy prevention services
- Life. Skills training programs (financial management, workforce preparation, home management)
- Community development public awareness and outreach
- Case management
- Alcohol & drug linkage services
- Adult and Child Literacy Programs
- Employment & Training Services
- Wellness Program
- Kinship Navigator
- Youth Diversion Programs
- Workforce Development Services
- Teen Screen Mental Health Assessment
- Access to Better Care (ABC)
- Employment Success Program (i.e.: Screening, service coordination, career readiness classes, financial coaching, job coaching, etc.)
- Family Preservation Program (contracted services)

Soft services provide an array of service that can meet one or more of the four TANF purposes.

FAMILY PRESERVATION PROGRAM/CHILD PROTECTIVE SERVICES (FPP)

PRC funds may be used to provide child protective services through the Family Preservation Program (FPP). The Family Preservation Program has two service components:

1. Purchases of goods and services for the caretaker, family, or child such as car repair, shelter expenses, utilities, furniture, etc. - and-
2. Contracted soft services to provide case management, in home supportive services, crisis intervention, etc.

The PRC program may be used to provide assistance to a family involved with the child protective system when the child protective services system does not have the resources to meet the emergent need and, left unattended, may lead to the removal of children from their home or to help a family so that the children may be safely returned to their family.

The family:

- Must demonstrate that they will be able to stabilize after receiving assistance,
- Should utilize family members as placement resources until the situation is resolved, and
- Must have a history of complying with child protective services, if applicable
- The family must be at or below 200% of the FPL

A specific application is used to determine eligibility.

FPP ELIGIBILITY DETERMINATION

- The PRC assistance group and specified caretaker is defined on page 2 of this plan.
- The income and resource budgeting methods are explained on page 4 of this plan.
- The work requirement and gross wage requirement is waived for FPP PRC

The capped PRC assistance benefits for purchased hard services for child protective services under the FPP areas follows:

FPP SERVICES FOR THE CARETAKER

FPP services for the caretaker are limited to one (1) of the following items in a twelve (12) month period.

- Shelter (\$2,000 maximum as explained on page 10 of this plan) or
- Utilities (\$2,000 maximum as explained on page 10 of this plan) or
- Furniture for housing stability and safety, beds in particular (\$1000 maximum)
- Car repair (\$2,000 maximum as explained on page 10 of this plan)
- or Car purchase (\$2,000 maximum as explained on page 7 of this plan).

Assistance groups who are approved for FPP services for the caretaker are not eligible for PRC one-time non-recurrent short-term cash benefits or PRC for work related expenses within that same 12-month period.

FPP SERVICES FOR THE CHILD

FPP services for the child are limited to \$2,000 in a twelve (12) month period for each child involved in the child protective system. FPP services under this provision which are rendered to the specified caretaker on behalf of the child will be considered a benefit to the child and included in the \$2,000 limit. This \$2,000 shall be considered a soft service and not be considered as usage when considering one-time PRC assistance. If FPP services for the child have been issued within the past 12 months and FPP services for the child are being requested again, the amount available will be the \$2000 limit minus the FPP amount already issued in the past 12 months.

FPP Services for the child may be issued in addition to one-time FPP for the caretaker and without regard to prior issuance of PRC one-time non-recurrent short-term cash benefits and/or PRC for work related expenses.

Contracted Services provided through the FPP program are per contract amounts and do not count toward the one-time use and may include, but are not limited to, the following:

- Services or activities designed to prevent or remedy abuse, neglect or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including the failure to be provided with adequate clothing, or furniture.
- Component services or activities that may include immediate investigation and intervention; developing a case plan initiation of legal action (if needed); counseling for the child and family; assessment/evaluation of family circumstances; arranging alternative living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.
- Case management, respite care, day treatment, diagnostic services, emergency caretakers, (home) maker services, parent education, in-home services, transportation, domestic violence services, counseling, placement prevention family reunification, etc.
- PRC funds cannot be used for placement costs for residential, out of home, emergency shelter or substitute care services.

Applicants must complete the "Application for FPP Services" to determine eligibility.

This service meets:

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

TANF purpose 2: End the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

KINSHIP SUPPORT UNIT

These services provide information, referral, and supportive services for relative caregivers, legal guardians, or court awarded legal custodians responsible for the day-to-day care of a minor child (not their biological child) residing with the caregiver. The Kinship Support Unit provides services such as identification of kinship caregivers, assessing needs, facilitating access to services through family's caseworker, facilitate referral and access to Butler County Kinship Navigator program and information and referral to appropriate providers (e.g., legal services, childcare services, respite care services, training, support groups and financial assistance.)

Criteria for financial assistance:

- Case must be open.
- Must meet the specific need of the child.
- Must meet one of the following:
 1. Child Placed in the home on a safety plan
 2. Caregiver holds temporary custody of child
 3. Caregiver holds legal custody of the child. Care giver must complete an application process which includes PRC Application , Appendix B.
 4. Caregiver is not eligible for KSP.

Financial Assistance limits are set at \$2,000 per child not to exceed \$10,000 per family per year. It includes the following: Rent, Utilities, Furniture, Food, Clothing and/or other support as applicable

1. For the Kinship Support Unit, the assistance group shall include only a minor child residing with a kinship caregiver.
2. Each member of the assistance group shall:
 - (a) Has 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).
3. The assistance group shall have gross income of less than 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, the county agency 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, the county agency and the assistance group may use a longer period of past time if it will provide an accurate indication of anticipated fluctuations in future income.
4. A redetermination of TANF eligibility for KCP shall be required no less than every twelve months from determination of initial eligibility.

(2)

This program meets:

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

KINSHIP CARE PROGRAM (KCP)

The Kinship Care Program assists kinship care givers 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.

KCP must meet TANF Purpose I: "To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives".

Services provided under KCP include but are not limited to the following:

- Providing respite care for the kinship caregiver.
- Family support services and activities that enable kinship caregivers to provide and maintain a home for a child placed in their care.
- Costs and services related to employment, training, and job search and readiness focused around Child Care; and
- Any other kinship care service that is not mentioned above but is included in Butler County's PRC plan.

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

ELIGIBILITY for KCP

- (1) For the stabilization and caregiving services, the assistance group shall include the resources of the entire kinship assistance group.
- (2) Each member of the assistance group shall:
 - (a) Has 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).
- (3) The assistance group shall have gross income of less than 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, the county agency 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, the county agency and the assistance group may use a longer period of past time if it will provide an accurate indication of anticipated fluctuations in future income.
- (4) A redetermination of TANF eligibility for KCP shall be required no less than every twelve months from determination of initial eligibility.

The KCP is provided under two program categories, Stabilization and Caregiving Services.

A. STABILIZATION SERVICES

Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples of stabilization benefits include but are not limited to childcare services not to exceed four months; or incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e., purchases for basic needs such as but not limited to cribs/beds etc.).

- (1) For the stabilization service, the assistance group shall include the resources of the entire kinship assistance group.

- (2) Must be involved with the child protective system when the child protective system does not have the resources to meet the emergent need and, left unattended, may lead to the removal of children from their home, or to help a family so that the children may be safely returned to the family.
- (3) An application must be submitted by the kinship caregiver for each child.
- (4) Minor child as defined by 45 CFR 260.30:
 - Has not 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)."

B. CAREGIVING SERVICES

The benefits or services shall be limited to reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of a minor child. The caregiving service may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver.

The care may include care designed to provide temporary relief of child caring functions.

- (1) For the caregiving service, the assistance group shall include the resources of the entire kinship assistance group.
- (2) The minor child for whom caregiving services are being provided shall be:
 - (a) Under age thirteen at the time of application and may remain eligible until they turn thirteen; or
 - (b) Be under age eighteen at the time of application if the child meets the definition of special needs pursuant to of rule 5101:2-16-01 of the Administrative Code and may remain eligible until they turn eighteen.
- (3) The kinship caregiver or other member of the assistance group shall be participating in one of the following approved activities:
 - (a) Paid employment on a full-time or part-time basis.
 - (b) A training or education activity that prepares the caretaker for paid employment.
 - (c) Participating in one or more work activities as a condition of eligibility for either Ohio works first (OWF) or the supplemental nutrition assistance program (SNAP).

- (4) The assistance group shall inform the county agency within ten days if no member of the assistance group: is participating in an approved activity or if the child is no longer residing with the kinship caregiver.

VERIFICATIONS

Additional required verifications may include, but are not limited to, the following:

- Citizenship
- **Identity**
- Income
- Living Arrangement
- Relationship
- Residence
- School Attendance
- Social Security Number
- Verification from caretaker or provider that care has been approved.

This service meets:

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

EMPLOYMENT SUCCESS PROGRAM

The Employment Success Program is a network of contracted community providers that offer services designed to reduce significant barriers and connect individuals to meaningful employment. The program offers an array of soft services including screening and referral, service coordination, career readiness, financial coaching, job placement, job coaching and other employment related services.

Contracted Services provided through ESP are per contract amounts and do not count toward the onetime use and are not considered to be recurring benefits to individuals.

Applicants must complete the "Application for Employment Success Program" to determine **eligibility**.

This service meets:

TANF purpose 2: To end the dependence of needy parents on government benefits by promoting job preparations, work and marriage -or-
TANF purpose 4: Encourage the formation and maintenance of two-parent families.

WORKFORCE PROGRAMS AND SERVICES FOR TANF FAMILIES

Programs and services that offer general or specific skills to assist individuals to develop employment knowledge, skills and experiences that lead to employment placement, retention and advancement. Programs and services include but are not limited to:

General workforce services:

- Skills, education, and career
- Case management, counseling, barrier removal and other supportive services.
- Career exploration, pathways, and planning.
- Education, training, and certifications that lead to employment.
- Employment placement, retention, and advancement.

Support Services:

- Professional Licensure, testing fees, state license, board certification and commercial driver's license.
- Tools and/or equipment required.
- Uniforms and footwear

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

TANF Purpose 2: To end the dependence of needy parents or government benefits by promoting job preparation, work, and marriage.

Services for Survivors of Domestic Violence

Offer appropriate housing stabilization services to survivors of domestic violence so that they can care for their children.

Application is required and all eligibility factors must be met to receive services.

Service:

- Rental payment and rental deposit with required documentation - \$2000 maximum
- Utility with required utility service provider documentation - \$2000 maximum
- Furniture associate with housing stability and safety - \$1000 maximum

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

TANF Purpose 2: To end the dependence of needy parents or government benefits by promoting job preparation, work, and marriage.

Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

<p>Must be actively participating in work requirement, CSEA court-ordered or PCSA case plan employment related services, or employment to receive this benefit.</p> <p>For car repair, must verify vehicle ownership or verify that car is used for work purposes, have a valid Driver License, show proof of insurance.</p> <p>For Bus Passes amounts will be provided based on availability of bus route and service with a maximum amount of \$100.00.</p>							
<p>Disaster Relief</p> <p>Disaster or emergency must be declared by</p> <p>American Red Cross or by state of Ohio</p>	<p>Items Needed as a direct Result of disaster</p> <ul style="list-style-type: none"> Items needed <p>to meet immediate need</p>	<p>\$2000 Per household</p>	<p>Income: Net Income minus childcare expenses <200%</p> <p>FPL Resources: Liquid resource <\$500 Co-Pay: Required if income or resource exceed limits.</p>	<p>At time of declared disaster.</p>	<p>No</p>	<p>Victims of disaster as declared by American Red Cross, federal government, or state of Ohio.</p>	<p>I</p>

Butler County

Prevention , Retention, and Contingency (PRC) Plan Scope of Services & Benefits

*Four Purpose , TANF Program :

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

Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation work and marriage.

Purpose: 3: To prevent and reduce the incidence of out-of-wedlock pregnancies.

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

PRC Component Eligibility Requirements	Service	Dollar Cap	Income and Resource Limit	How Often Eligible	Count toward I Time Use in 12 Months	Targeted Group	TANF Purpose
PRC Soft Services <ul style="list-style-type: none"> ▪ Vocational and Medical Disability Assessments • Strengthen families ▪ Help Me Grow 	Per Contract	Per Contract	Income Net < 200% FPL Help Me Grow Net Income < 200%	Per Contract	No	Individuals and families in need of community services. Non-custodial parents referred from CS EA or coons, for employment	1, 2, 3,4

Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

<ul style="list-style-type: none">• ■ ■ ■ Mentoring Programs • School-Based Services• Information & Referral ■ Pregnancy Prevention Services • Cure Skills Training • Case Management • Alcohol & Drug & Vis• Literacy Programs • Filmment & • Wellness Programs • Kinship Navigator• Youth Diversion • Workforce Development Services • Teen Screen • Mental Health Assessments • Access to Better Care (ABC)						<p>preparation services, for the purpose of child support compliance.</p> <p>Families receiving services from Children Services</p> <p>Families receiving social services from community providers</p>	
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Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

PRC Component Eligibility Requirements	Service	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward I Time Use in 12 Months	Targeted Group	TANF Purpose
Child Care Short Term (Less than 4 months)	Child Care Expenses Short term child Care expenses pending approval of childcare vouchers	As Needed	Income: Net Income < 200% FPL	As Needed	No	K inship caregivers Newly employed individuals Individuals enrolled in an education, work readiness or training program	I and 2
WIOA SUPPORTIVE SERVICES WIOA Participants in good standing.	None item in each of the following 2 components: I. Shelter or Utilities 2. Car repair or Expenses related to training or employment	Shelter Utilities \$2000 Car Repair \$2000 Related Expenses \$2000	WIOA Participant CAP of \$6,000 within a 12-month period	DURING WIOA Participation Cannot exceed \$6,000 in 12- month period	No	Enrolled in WIOA Program and in good standing	I and 2

Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

PRC Component Eligibility Requirements	Service	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward I Time Use in 12 Months	Targeted Group	TANF Purpose
Family Preservation Program	FPP for caretaker	FPP for the Caretaker	Income : Net Income < 200% PL	Once in 12 months period	Count toward 1 for caretaker	Families involved in Child Protective Services.	1 and 2
<p>1. FPP for Caretaker</p> <p>2. FPP For Child</p> <p>Must be involved with the child protective system when the child protective system does not have the resources to meet the emergent need and, left unattended, may lead to the removal of children from their home, or to help a family so that the children may be safely returned to the family.</p> <p>Demonstrate ability to stabilize</p> <ul style="list-style-type: none"> 1. The family members as placement resource until situation is resolved Have history of compliance with child protective services <p>For contracted services through FPP, applicants shall complete the</p> <ul style="list-style-type: none"> • Application for FPP Services to determine eligibility. 	<p>One Item:</p> <p>1. Shelter OR</p> <p>2. Utilities OR</p> <p>3. Car Repair OR</p> <p>4. Car Purchase</p> <p>5. Furniture</p> <p>FPP for Child</p> <p>Services designed to prevent abuse, neglect, denial or <u>exploitation</u>.</p> <p>Assessment, investigation, intervention, counseling, case management, referral, respite care, homemaker services, parenting education, domestic violence services, transportation, adequate clothing or furniture.</p> <p>PRC cannot be used for residential, emergency shelter or substitute care costs.</p>	<p>Shelter \$2000</p> <p>Utilities \$2000</p> <p>Car Repair \$2000</p> <p>Car Purchase \$2000</p> <p>Furniture \$1000</p> <p>FPP for Child:</p> <p>\$2000 per child per 12-month period starting with the first issuance of the FPP for the child. Not to exceed \$10,000 per family.</p> <p>Contracted services designed to</p>	<p>Income : Net Income < 200% PL</p>	<p>Once in 12 months period</p> <p>FPP for Child</p> <p>\$2000 per child per 12-month period starting with the first issuance of FPP for the child. Not to exceed \$10,000 per family.</p> <p>Contracted services are per contract amounts.</p> <p>Services designed to remedy abuse or neglect and are not recurring payments.</p>	No	Families involved in Child Protective Services.	1 and 2

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prevent, or remedy
abuse and neglect.

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Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

PRC Component Eligibility Requirements	Service	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward 1 Time Use in 12 Months	Targeted Group	TANF Purpose
<p>Kinship Support Unit</p> <p>Services designed to provide information referral and supportive services for relative caregivers, legal guardians, or court-ordered legal custodians responsible for the day-to-day care of a minor child residing with the caregiver.</p>	<p>Kinship Support Unit</p> <p>Services provided under this PRC (AG) would be identification of kinship caregivers, assessing needs, facilitating access to services through family's caseworker, referral, and access to Butler County Kinship Navigator program.</p>	<p>Kinship Support Unit</p> <p>\$2000 per child</p>	<p>Kinship Support Unit</p> <p>200% FPG</p>	<p>Kinship Support Unit</p> <p>200% FPG</p> <p>4 Month Eligibility Certification period.</p>	<p>Kinship Support Unit</p> <p>No</p>	<p>Kinship caregivers who have temporary or permanent custody</p> <p>KSP customers must work thru Children Services due to not holding temporary custody.</p>	<p>1</p>

Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

PRC Component Eligibility Requirements	Service	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward 1 Time Use in 12 Months	Targeted Group	TANF Purpose
<p>Kinship Care Program Services designed to provide reasonable and necessary relief of child caring functions so that kinship caregivers as defined by 5101.85 of the Ohio Revised Code can provide and maintain a home for a child in place of child's parents,</p>	<p>Kinship Care Program Child Care Expenses "Relief of Childcare Functions "Providing respite care for the kinship caregiver.</p> <p>Family support services and activities that enable kinship caregivers to provide and maintain a home for a child placed in their care.</p> <p>Costs and services related to employment, training, and job search and readiness focused around Child Care; and Any other kinship child caring costs and services not mentioned above that is included In Butler County's PRC Plan.</p>	<p>Kinship Care Program Dollar Caps will be determined on a case-by-case basis depending on the caretakers needs and the child's needs</p>	<p>Kinship Care Program 200% FPG</p>	<p>Kinship Care Program 4 Month Eligibility/Certification Period</p>	<p>Kinship Care Program No</p>	<p>Kinship caregivers</p>	<p>I</p>

Butler County

Prevention, Retention, and Contingency (PRC) Plan Scope of Services & Benefits

PRC Component Eligibility Requirements	Service	Dollar Cap	Income and Resource Limit	How Often Eligible	Count Toward 1 Time Use in 12 Months	Targeted Group	TANF Purpose
<p>Employment Success Program(ESP)</p> <p>Services designed to help individuals reduce significant barriers to employment.</p> <p>Participants shall complete an Application for Employment Success Program to determine eligiblity.</p> <p>Applicants must meet income eligibility and TANF purpose.</p>	<p>Employment Success Program Service,</p> <p>Services include screening and referral, service coordination, career readiness dasses, financial coaching, job coaching, and other services designed to engage participants in reducing barriers and connecting to employment.</p>	<p>Employment Success Program</p> <p>Per contract with service providers</p>	<p>Employment Success Program</p> <p>200%FPL</p>	<p>Employment Success Program</p> <p>Participants are linked with soft services as needed. Program <i>is</i> not providing recurring payments or benefits</p>	<p>Employment Success Program</p> <p>No</p>	<p>Ind ividuals in need of additional services. training and support to remove barriers to employment.</p> <p>Families receiving services through the dlild protection system and have an economic condition as part of their case plan.</p> <p>Non-custodial parents Who have active child support orders for minor children.</p>	<p>2.4</p>

Individuals
involved with
other social
services
agencies

**BUTLER COUNTY
PREVENTION, RETENTION, AND
CONTINGENCY (PRC) PLAN
OCTOBER 1, 2023
(AMENDED July 24, 2024)**

The Butler County Department of Job and Family Services agrees to implement the PRC program in accordance with this Plan. The plan is effective as of the date of the Director's signature.

Butler County Department of Job and Family Services



7/24/2024

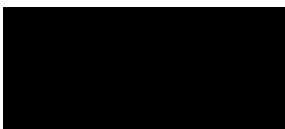
Julie Gilbert, Executive Director

Date

**BUTLER COUNTY
PREVENTION, RETENTION, AND CONTINGENCY (PRC) PLAN OCTOBER 1, 2023
(AMENDED APRIL 2024)**

The Butler County Department of Job and Family Services agrees to implement the PRC program in accordance with this Plan. The plan is effective as of the date of the Director's signature.

Butler County Department of Job and Family Services



/17/2024

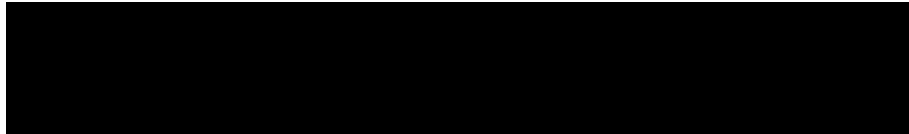
Julie Gilbert, Executive Director


Date

**BUTLER COUNTY
PREVENTION, RETENTION, AND
CONTINGENCY (PRC) PLAN
OCTOBER 1, 2023**

The Butler County Department of Job and Family Services agrees to implement the PRC program in accordance with this Plan. The plan is effective as of the date of the Director's signature.

Butler County Department of Job and Family Services

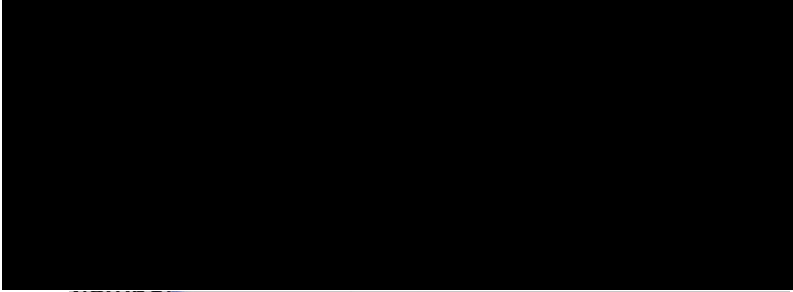


 Gilbert, Executive Director

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

BUTLER COUNTY BOARD OF COMMISSIONERS:



Assistant Prosecuting Attorney

(Date)