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PURPOSE

The Prevention, Retention, and Contingency (PRC) program is a special category of assistance offered by Coshocton County Department of Job and Family Services (CCDJFS). It is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. PRC is meant to assist a family through a presenting crisis and not to maintain a family when long term financial expenses exceed the ability of the family to meet those obligations. The main objectives of providing PRC assistance are to prevent loss of paid employment or eliminate a barrier in securing employment; to provide temporary assistance when the retention of a job is in jeopardy due to an unexpected crisis; and to meet a presenting contingency (unforeseen event that, if not satisfied threatens the safety, health, or well-being of one or more family members).

There are three broad categories that are targeted for PRC Assistance. These three categories include:

- Low Income Job Seekers and Workers
- People with Barriers to Obtaining or Retaining Employment
- Children and Families

All services provided to these targeted purposes under the PRC program must meet one of the four purposes of the TANF program and must also be considered “non-assistance”.

PRC client services or contract services indicated throughout this PRC plan meets one or more of the **TANF Purposes** indicated below:

1. To provide assistance to needy families 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, work, and marriage; **
3. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
4. Encouraging the formation and maintenance of two-parent families.

****Individuals served in TANF goal #1 and/or #2 areas must meet income eligibility criteria.****

CCDJFS is responsible for using objective criteria when determining eligibility and approving or denying the application within a reasonable timeframe after all verifications have been received. An Ohio Works First (OWF) participant must follow their Self-Sufficiency Contract and Plan to receive assistance through the PRC program. CCDJFS reserves the right to amend this plan as deemed necessary due to the program and/or funding changes.

CCDJFS has the right to collect all overpayments of PRC funds that were received fraudulently or in error. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in OAC Section 5101:1-23-70 and 5101:1-23-75.

Voter Registration: In accordance with section 329.051 of the ORC, the CCDJFS makes available a voter registration application to persons applying for or participating in the PRC program. This is also applicable to those entities with whom the county contracts. Contracted agencies can provide the completed voter registration forms to the CCDJFS.

Social Security Number: Each person applying for PRC must provide the agency with their social security number or apply for a social security number. Providing a social security number is a condition of receipt of TANF/PRC and is required under Section 1137(a) of the Social Security Act.

Special Crisis Procedures:

During times of crisis, as determined by a federal, state, or local emergency that impacts Coshocton County, or other extenuating circumstances as determined by CCDJFS director (or designee), CCDJFS may accept “electronic signatures” on documents for PRC services. CCDJFS may also elect to waive verification requirements and accept, at its sole discretion, self-attestation for applications submitted during a crisis.

PRC SERVICES (non-assistance)

1. Are services that have no direct monetary value to an assistance group and do not involve implicit or explicit income support; and / or
2. Are, non-reoccurring, short term (not to exceed than 4 months) financial assistance which is limited to the amount actually required to meet an emergent need, up to the maximum payment standard;
3. After the emergent need is met with PRC funds, the family must be able to meet their ongoing needs;
4. Are services that help families through a presenting crisis that interferes with keeping or getting a job;
5. Meet unexpected infrequent emergencies that could not be avoided;
6. Divert families from applying for cash assistance;
7. Are available within a 12-month period (from the month of application), up to the defined maximums defined in this plan, unless otherwise specified.

PRC services are not:

1. Ongoing cash assistance.
2. For repetitive delinquent payments of the same crisis... i.e. continual utility shut offs, rent/mortgage payments, eviction notices, etc.
3. An entitlement. Services and/or financial assistance are not guaranteed.
4. Available categorically. Recipients of other public assistance programs such as Ohio Works First (OWF), Food Assistance, SSI and/or Medicaid are not automatically eligible for PRC.

ELIGIBILITY

The PRC program is intended to meet infrequent emergencies of a legitimate nature that could not have been avoided by any other means available to the applicant.

Eligibility for PRC is dependent upon the PRC Assistance Group's (AG'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 whether the family can meet their ongoing needs. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether the PRC program can be of benefit to meet said need will be determined by Coshocton County Department of Job and Family Services (CCDJFS).

Other requirements include:

1. PRC AG household must reside in Coshocton County at the time of application unless otherwise specified.
2. Applicants must meet one of the Assistance Group definitions. (See ASSISTANCE GROUP (AG) Definition)
3. PRC AG members must be United States citizen or meet the OWF qualified alien requirements in OAC rule 5101:1-2-30.
4. PRC assistance may be given to a group of individuals containing at least one legally dependent minor child or pregnant woman who is at or below 200% of the Federal Poverty Guidelines (FPG) unless otherwise specified at the time of application.
5. The maximum PRC amount is defined in this plan per service area and on a 12-month rolling period statewide unless otherwise specified.
6. Families receiving assistance under other CCDJFS programs may receive PRC assistance if they are participating and cooperating with all OWF and Food Assistance requirements (i.e., cooperating with Child Support Enforcement Agency, participating, and following an OWF/FAET work activity component, fulfilling their self-sufficiency contract). Specified adults who are receiving Social Security Disability, SSI, or Medicaid due to age, disability, or blindness and are caregivers of minor children are

not required to meet the PRC work requirements. Care givers of a child receiving Social Security Disability or SSI due to a disability or blindness are not required to meet the PRC work requirements.

7. Verification of total household income may be required.
8. There are some income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility. Rule 5101:1-24-20 of the Administrative Code addresses the issue of excluded income. This rule can be viewed at: <https://codes.ohio.gov/ohio-administrative-code/rule-5101:1-24-20>
9. In a two-parent household, one of the parents must be gainfully employed (20+ hours per week) or currently attending agency sponsored training or employment-related services deemed appropriate by CCDJFS.
10. Applicants may be required to sign a Release of Information to other providers prior to being considered for individual assistance.

ASSISTANCE GROUP (AG) DEFINITION

- A. General PRC eligibility requires that a child under the age of eighteen (18) or age eighteen (18) but attending secondary school or its equivalent reside in the household. Special consideration has been made for non-custodial parents, shared parenting, families where children have been temporarily removed, kinship providers, and pregnant women. The fetus is not countable in the AG.
- B. PRC applications must be completed and signed by an authorized adult over 18 years old. Minors under the age of 18 who have a child/ren and are emancipated are eligible to apply for PRC assistance without a parent or guardian signature. A child is emancipated if s/he is married, serving in the armed forces, or has been emancipated by court.
- C. The method for defining the PRC Assistance Group (AG) varies by service category and is described per service area. The PRC AG will be determined by including the individuals in the household who will derive a direct benefit from the authorized PRC benefit. AG determination for families where children are temporarily absent from the home or shared parenting situations are described below.
- D. Cases where children are temporarily absent from the home (i.e., taken into legal protective custody by Coshoccon County JFS), remaining household members may be eligible for PRC assistance if the following criteria apply:
 - a. The family has a Children Services reunification plan in place to return the child to the home within six months.
 - b. The family is actively working toward reunification, as verified by the Children Services caseworker. Authorization of PRC services must contribute to the reunification process.
- E. Shared Parenting - In a situation where two parents claim custody or shared parenting of child(ren) and are claiming the child to be in the home for purposes of PRC eligibility, one of the following three criteria must be verified:
 - a. Does the requesting parent receive and/or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify via c. below.

- b. Does the requesting parent or the other custodial parent receive OWF cash assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent. If neither household receives cash assistance, verify via c. below.
 - c. The parent requesting PRC services may present one of two documents to verify shared parenting. S/he may bring verification that the child is claimed as a dependent on the most recent Federal tax filing or may bring in a signed letter from the other parent. Such letter should state that parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer's future eligibility for PRC services.
- F. PRC benefits and services are also available to a non-custodial parent who is regularly meeting his/her court ordered support obligation for a minor child. The non-custodial parent must be working no less than 20 hours per week. In this situation, the PRC AG will consist of the non-custodial parent, his/or her spouse, plus the child(ren) for whom the non-custodial parent is paying support. The income of all PRC AG members will be used in determining eligibility under this provision.
- G. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian, or legal custodian and other family members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency. An eligible family can reside with relatives and be considered a separate AG within that household if requesting assistance with car repair.
- H. "Minor child" as defined in 45 CFR 260.30 means an individual who:
- a. Has not attained eighteen years of age; or
 - b. Has not attained nineteen years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training).
- I. An eligible family may also consist of related or non-related adults. These adults would be included in determining the household size and their income and resources would be included when determining eligibility, unless the assistance is for car repair.

INELIGIBLE ASSISTANCE GROUPS

1. Individuals with any outstanding OWF fraud or PRC fraud overpayment balance. Per OAC 5101:1-23-75(E) "When a member of the assistance group repays the cost of the fraudulent assistance, and the assistance group otherwise meets the eligibility requirements for the OWF or the PRC program, the assistance group shall not be denied the opportunity to participate in the program. The beginning date of aid for assistance group members ineligible due to this provision who reapply to participate in OWF can be as early as the date on which the cost of the fraudulent assistance is repaid in full, provided that an application for assistance is submitted and all other eligibility requirements are met as of that date."
2. AG's who have an individual who has an intentional program violation (IPV) in any program.
3. A person found to have fraudulently misrepresented their residence to obtain assistance in two or more states is ineligible for ten years.
4. AG's who do not currently reside in Coshocton County as of the date of their application.
5. AG's containing an individual who is under a sanction for OWF and/or FS benefits.
6. AG's who have an individual who has quit a job within the previous 90 days
7. An AG who has not made a payment towards their rent, utilities in the last 4 months. Payments made by another organization does not meet this requirement.

8. Fugitive felons, probation and/or parole violators
9. An AG that has received PRC within the last 12 months from another Ohio county or another state's emergency assistance program will be restricted from obtaining PRC assistance for non-employment related items until 12 months of time has transpired since the last authorization of PRC benefits.

INCOME/BUDGETING PERIOD

Earned and unearned income received by any PRC AG member within a 30-day budget period, is considered in determining financial need except for the earnings of a minor child. The 30-day budget period begins 30 days prior to the date of application and ends on the application date. The **gross income** received during this time period is used in the computation of financial eligibility. This includes all gross income, both earned and unearned of the PRC AG members.

There are some income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility. Rule 5101:1-24-20 of the Ohio Administrative Code.

The following are examples of earned income that must be counted in the 30-day budget period. These are examples only and are not meant to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from Self Employment. Self-employment is to be computed using the last 30 days of income. Self-employment income is to be computed based on TANF rules. Tax returns and necessary verifications (self-employment ledger) must be provided by the AG.

The following are examples of unearned income that must be counted in the 30-day budget period. These are examples only and are not meant to be an all-inclusive list:

- RSDI, SSI Benefits
- Alimony and Child Support
- Veteran Administration Benefits
- Workers' Compensation Benefits
- Unemployment benefits
- Pension and Retirement Benefits
- Strike Benefits
- Investment Income
- Rental Income
- OWF

Written or verbal verification from the income source may be required. Any verification that is obtained by phone must be dictated clearly in the PRC AG case record to include the following:

- The name and position of the individual supplying the information
- The date the verification was obtained
- The amount of the verified income
- The name of the individual who obtained the verification

For eligibility purposes, the total PRC AG countable income must be equal to or less than the current 200% of the FPG for the applicable PRC AG size unless otherwise specified.

Administrative Code addresses the issue of excluded income. These include the following:

- 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).
- All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified below
- Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 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.

- 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 administration (YA) 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.

EXPLORING COMMUNITY AND PERSONAL RESOURCES

Families must use their own resources to help meet their needs. Resources exceeding \$1,500.00 must be counted as an available resource. The first \$1,500.00 will be excluded as a resource and any overage applied to meet the presenting need (i.e., PRC applicant has \$1,750.00 in available resources, the first \$1,500.00 is excluded and the remaining \$250.00 will be counted as available to meet the need and, therefore, reduce the PRC payment). Resources include, but are not limited to, those that are liquid and available (such as, cash on hand, money in checking or savings accounts, tax returns, savings certificates, stocks, or bonds).

A PRC applicant is encouraged to explore and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need.

APPLICATION

The PRC assistance group members must complete the PRC application and CCDJFS household budget sheet to request PRC. A 30-day budget period will be used to determine eligibility and begins 30 days prior to the date of each application and ends on the date of application. Income received in that last 30 days that has been terminated will not be counted if written notification is received from that source. SSI income is excluded from the gross income determination along with earned income of a minor child who is attending school (through secondary school), any student loan/grants for any household member, and any child support back payments that are received. Applicants will be notified in writing of the decision on the application within 30 days of the receipt of the completed application and all necessary documentation (ex. income verification, price quotes, etc.). Applications pending client documentation will be kept active for no more than 10 business days except when the applicant has requested assistance in obtaining the required documents. They also will be informed of their state hearing rights. ODHS 4074 and ODHS 7334 will be used for these purposes.

If a PRC assistance group does not utilize the entire amount or cap per service area in a 12-month rolling period, the remaining amount does not roll over into the next twelve months. They will have to reapply and be found eligible for each request within that 12-month period.

PRC payments are limited to the amount required to meet the presenting need, without going over the specified amounts. Some examples of assistance, goods, and services that qualify for PRC are included in this policy. **No medical expenses, except for pre-pregnancy family planning shall be issued under PRC.**

Eligibility for PRC benefits and services to meet purpose 3 and purpose 4 of TANF is available without regard to income. The application requirement will be waived if the provider gives a participant listing, since these services are without regard to income.

Once eligibility for PRC is established, the CDJFS director or his 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. All PRC payments are made by CDJFS to the vendor. The county must ensure that its policies meet all auditing requirements.

If it is determined that an application for PRC is approved, the CDJFS shall mail or otherwise deliver the ODHS 4074, "Notice of Approval of Your Application for Assistance." If it is determined that an application for PRC is denied, the CDJFS

shall mail or otherwise deliver the ODHS 7334, "Notice of Denial of Your Application for Assistance." These notices include the appropriate hearing requirements.

PRC funds issued in any other county within the 12-month period prior to application will be counted toward the maximum limit of the service or benefit area that has been identified. If an application is made in another county and the applicant subsequently moves into Coshocton County prior to approval or denial of the previous application, Coshocton County DJFS will request a new application from the applicant to ensure eligibility is met for programs and services that have been identified in Coshocton Counties PRC plan.

TYPES OF PROGRAMS AND SERVICES - This is not an all-inclusive list.

Prevention and Retention Assistance

An application and interview (either face to face or phone) is necessary for this portion of PRC Services.

Prevention and Retention assistance will be authorized provided that all eligibility requirements have been met. Services are provided to an AG to guide them to self-sufficiency by helping them through the presenting crises. Services that assist members in retaining their paid employment and thereby assisting them to achieve self-sufficiency are also categorized as Prevention or Retention services.

For anything transportation-related, there must be a verified valid driver's license, proof of current auto insurance and documentation of a qualifying activity (i.e., Employment, post-secondary schooling, or school sponsored activities).

Contingent Assistance

An application is necessary for this portion of PRC Services.

PRC services under Contingency services will be authorized to an AG provided that all eligibility requirements have been met. Services are provided to an AG to meet a presenting or emergent need, which if not satisfied, threatens the safety, health, well-being, or decent living arrangement of one or more members to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and/or marriage.

For Home Repairs the assistance group must own their home or have a land contract in place and be abiding by the terms of the land contract.

Kinship Caregiver Program

The Kinship Caregiver Program will assist Kinship caregivers with providing and maintaining a home for a child in place of a child's parents by providing reasonable and necessary relief of child caring functions thru TANF funding for Family Stabilization and/or Caregiver Services. Supportive services may be provided to kinship caregivers which are reasonable and necessary to maintain the kinship placement.

Services that may be provided, but are not limited to, are the following: Reimbursement for in-home and out-of-home respite services expenses, household items, safety needs, daily living needs, personal needs, clothing, baby supplies and related items, school expenses, rent and security deposit, utility costs/deposits, furniture needed for kinship placement such as beds, mattresses, dressers, gas vouchers/cards/transportation costs, etc.

Diversion Benefits

Diversion benefits can assist with basic needs such as rent, utilities, and incidentals. Diversion services are limited to up to 4 months and do not count towards contingency or prevention/retention timelines or usage. Services are 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 through the presenting economic need to achieve family preservation and reunification. Services are also provided to a PRC AG to help members retain employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to overcome a presenting emergent economic need which, if not satisfied, threatens the safety, health,

or decent living arrangement of one or more PRC AG members. To be eligible for Diversion benefits, the household must apply for Food Stamps, Medicaid and Child Care while being involved in a job preparation service through Ohio Means Jobs. This portion of the PRC is set at 100% of the FPG.

Developmental Assistance

Income is to be self-declared for certain Developmental Services, at the appropriate specified guidelines of the Federal Poverty Level, as listed in the PRC Matrix section of this plan. If the total PRC AG income is equal to or less than the specified poverty guidelines, as listed in the PRC Matrix section of this plan, then the AG is eligible. Once determined eligible, the agency will provide an approval notice. If ineligible, the agency will provide a denial notice.

PRC assistance under Developmental Assistance will be authorized to an AG provided all other eligibility requirements have been met. Services are provided to an AG to meet a need to assist families in meeting one of the four purposes of the Federal TANF Program. Such services shall be designated on the attached PRC Matrix.

Pattern of Usage

Recurring requests for PRC services will be evaluated on a case-by-case basis. An application will be subject to denial if an abusive pattern of usage is established. An abusive pattern of usage is established when the following occurs: PRC requests occur routinely, around the same times of year; or PRC requests coincide with the availability of PRC funds.

Misuse of PRC Funds

Any PRC funds issued inappropriately or incorrectly, based on misrepresentation of facts or a situation by the applicant will be considered an overpayment of funds and will be referred to the Public Assistance Fraud worker for recoupment. Additionally, any misuse of PRC funds by the client may also be referred for recoupment.

PRC SERVICES, PROGRAMS AND BENEFITS (revised 10/2025)

- CAPS are defined in the matrix per service area or benefit identified below.
- CAPS are figured on a 12-month rolling period and usage in other counties statewide will be considered.
- Eligibility is determined on a case-by-case basis using criteria identified in this PRC plan.
- Amount paid will be actual cost up to the defined limits.
- Services and benefits listed below are not: are not guaranteed and are not an entitlement.

TRANSPORTATION SERVICES AND BENEFITS

Use Application A for all services and benefits in this area. Unless otherwise Specified

<u>Service or Benefit</u>	<u>TANF Purpose</u>	<u>CAP</u>	<u>Assistance Group</u>	<u>Economic Need Standard (FPG)</u>	<u>Targeted Group</u>
<u>Auto repair-</u> Payment is limited to PRC applicants who are: ✓ Employed and need transportation to and from work, or ✓ Participating in a required OWF work activity for 20 hours per week or more, or ✓ In compliance and fulfilling their self-sufficiency contract. ✓ Specified adults who are receiving Social Security Disability, SSI, or Medicaid due to age, disability, or blindness and are caregivers of minor children are not required to meet the PRC work requirements. Caregivers of a child receiving Social Security Disability or SSI due to a disability or blindness are not required to meet the PRC work requirements. PRC AG must: ✓ Have no other working vehicles titled to the PRC AG members, unless the other vehicles are being used for employment or education. ✓ Have at least one estimate from a legitimate repair source, and ✓ Submit an application for vehicle repairs prior to the repair services being conducted, and ✓ Have an operable vehicle after the repair, and ✓ Be the titled owner or lessee of the vehicle requiring repair CCDJFS prefers that auto repair must be completed by a certified ASE repair person or facility. The repair or parts source must be willing to accept a CCDJFS payment options. If the estimate is questionable, the PRC AG may be required to get additional estimates. PRC funds may be used to tow a vehicle to an ASE certified automotive repair shop. CCDJFS requires applicants to have vehicles repaired within Coshocton County unless there are extenuating circumstances. A relative or self-repair is not a legitimate repair source unless the person completing the repair is employed as a mechanic at an Automotive Service Excellence (ASE) certified repair facility. If a relative or self-repair is utilized, PRC can be authorized for parts purchased only. The following must be provided before payment of transportation expenses can be authorized: ✓ Verification of valid driver's license for applicant ✓ Proof of car insurance ✓ Verification of ownership of the vehicle or the lease agreement <u>Towing</u> (to be used in conjunction with auto repair listed above) by a certified garage of a disabled vehicle belonging to the PRC applicant, legal spouse, or available to their use through court order.	1,2	Payment for actual need not to exceed \$2,500.	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected	200% Use Application A for these Services	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer, Families with children at risk of abuse and neglect, Victims of Domestic Violence
<u>Automobile Insurance</u> client working or actively searching for employment or involved in a training or counseling program approved by CCDJFS. Vehicle may be titled to the individual applying for assistance, or available to their use through court order. Two (2) months maximum premium paid	1,2	Payment for actual need up to \$500	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation	200%	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer

			or employment would be affected		Families with children at risk of abuse and neglect, Victims of Domestic Violence
Transportation/Gas Cards/Vouchers to and from work or agency approved training when other assistance is not available, or the individual is not eligible for other transportation assistance. Transportation is only available until the individual receives their first full paycheck or in the case of agency-sponsored auto repair, until the vehicle is repaired.	1,2	Employed: Amount up to \$50.00 per Voucher or use of Public Transit. Unemployed: Amount up to \$50.00 per Voucher or use of Public Transit <i>not to EXCEED 4 Months</i> See Gas Voucher Amount chart for suggested amounts, not to exceed \$50.00 per voucher.	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected	200%	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence
Driver's License and Fees including driving school, reinstatement fees (except for a DUI), or necessary costs to obtain a valid Ohio driver's license. Reinstatement fees will be covered if all conditions are connected to reinstatement have been met by the client. <i>Reinstatement fees will not be authorized for driver's licenses that have been appropriately revoked by the Child Support Enforcement Agency.</i>	1,2	Actual cost Not to exceed \$750	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected	200%	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence
Drivers Education Classes <i>Self-Attestation Application - Application F</i> If free drivers' education classes are offered through the school district the child is attending, PRC may not be utilized unless special circumstances are identified.	1,2	Actual Cost up to \$750	Coshocton County Youth	200%	Coshocton County Youth 15-18

<u>Shelter Costs</u> <i>**Use Application A for all services and benefits in this area.**</i>					
<u>Service or Benefit</u>	<u>TANF Purpose</u>	<u>CAP</u>	<u>Assistance Group</u>	<u>Economic Need Standard (EPG)</u>	<u>Targeted Group</u>
<u>Rent and/or Deposit, or Mortgage payment</u> ✓ The applicant must be in process of an eviction. A 3-day notice is required for payment of the PRC funds. If a subsequent eviction occurs, a legal eviction notice will be required before PRC payments are made for rent OR ✓ The applicant must have a situation that includes threat of or pending foreclosure, homeless, (i.e. Late notice for payment of rent) or improving the applicant's housing situation. (ex. Decrease in rent, Section 8 eligible, safety or health reasons as approved by CCDJFS). ✓ The individual applying must not move into the new residence until authorized by CCDJFS. ✓ Payment will be authorized only if documented attempts for payment have been made for the past 3 consecutive months, or a declared disaster has limited the ability to do so. ✓ A maximum of the last 2 months back rent can be paid. This would include payment of back Section 8 rent. Court-eviction rent will only be paid if the individual will continue to reside in that dwelling.	1,2	Payment for actual need up to \$3,500.	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected	200%	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence

Individuals must be able to prove that they can sustain the ongoing cost of the housing.					
Utility Bills (includes gas, electric, water, bulk oil) When other resources such as HEAP have been exhausted. Payment will be authorized only if documented payments have been made for the last 3 consecutive months. Payment may also be made for deposit on a new utility service. Payment of heating service is limited until after HEAP application has been made (during HEAP availability). Shut-off notice is required. They will be required to be on a budget payment plan with the utility. Payment of telephone bills will only be approved when the phone is required for the job, health and safety issues, or a legal issue.	1,2	Payment for actual need up to \$1,500	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected	200%	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence
Repair or replacement of certain basic structures in the home. Allowed only when the home is owned by the applicant. The requested repair or replacement must be necessary because the condition of the home is causing such a serious threat to the family AG that the home is not safe or a healthy place to live. The possibility of any payment of the repair cost by a homeowner's insurance policy must be considered prior to the issuance of PRC and is limited to those affecting the basic structures of the home including wall, roof, flooring, plumbing, water supply, electric, heating and water/sewage system.	1	Payment for actual need up to \$3,000.	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected	200%	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence
Appliance Repair or Purchase Appliance purchase/repair only if/which threaten the safety of a child and may disrupt the ability for the child to remain in the home. Prior to purchasing a new appliance, for repair of existing appliance, if any, needs to be explored with written estimate. If repair is determined appropriate by CCDJFS, this will supersede all new purchases. Appliances may be purchased used but must be from a legitimate business providing written invoice	1,2	Payment for actual need up to \$1,500	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected	200%	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence

CHILD WELFARE PROGRAMS AND SERVICES

Initial services in the judgment of CCDJFS staff, will be provided to children who are removed from their homes and placed with kinship caregivers. The initial services through the PRC Program, may be used to provide assistance to a family involved with the child protective services system to alleviate a family crisis that could lead to the removal of children from their home, or to help a family so that the children can be safely returned to their family.

TANF Child Welfare

A child removed from the home of his/her parents shall constitute a PRC Assistance Group of one for the purposes of this service. The child(ren) must be eighteen years of age or younger and the child(ren) must be in the home of one or both parents or placed by Coshocton County Job and Family Services. There must be a reunification or protective supervision plan for the child(ren) to return to the home of his/her parents, specified relative, legal guardian or legal custodian. Eligibility for these services is dependent upon the PRC Assistance Group's demonstration of need for financial assistance and/ or services and the determination that provision of PRC services will satisfy the need. For the purposes of this section, the agency providing services shall document that the services provided relate to the risk of the minor child(ren) or will facilitate reunification or help maintain the child(ren) in their current placement, or that services provided prevented adjudicated unruly or misdemeanor youth from out-of-home placement.

TANF - Child Welfare funds can be used to:

- To meet TANF Purpose #1 through family stability services for families with gross monthly income at or below 200% of the FPG and subject to the availability of funds.
- TANF Purpose #2 to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage for families with gross monthly income at or below 200% of the FPG.

- Services and/or products that meet TANF Purpose #3 to prevent or reduce the incidence of out-of-wedlock pregnancies with no income eligibility requirements as long as the needed service and/or product is for a child involved with the CCDJFS Children Services' division.
- TANF Purpose #4 to encourage the formation and maintenance of two-parent families for families with gross monthly income at or below 200% of the FPG.

Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services. The following services are allowable TANF Child Welfare Services under the Coshocton County PRC Plan:

Emergency Housing

Providing case management or supportive services as it relates to emergency housing needs including making referrals, arranging for, and planning for emergency housing needs and services.

Children Services Case Management

Case management services including making referrals to, arranging for services, planning, services in the areas of foster care or adoption assistance. PRC Children Services Case Management will be focused on cases where the agency does not have custody (e.g., Protective Service Order cases). Therefore, foster care and adoption services are not part of services to a child/family.

Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to meals, transportation, housing referral services, legal advocacy, children's counseling and support services and other services to victims of domestic violence and their dependents. Other eligible services include providing case management or supportive services including making referrals, arranging for, and planning for care or services, planning, supervising, and assessing results of care as it relates to domestic violence services.

Home Based Services

Home Based Services are those services provided to families in their own homes or community which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs, examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, childcare and transportation services. Home based services also include direct (face to face) education and counseling, referral and linkage to other community services and case management.

Parent Education Services

Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case management, making referrals to, arranging for services, planning, supervising, and assessing results of Parent Education services.

Post Adoption Finalization Services

Post-finalization services or post-finalization adoption services provided or arranged by CCDJFS to support, maintain, and assist an adopted child or adoptive family any time after finalization of an adoption.

Respite Care Services

Eligible services include case management, making referrals to, arranging for services, planning, supervising, the provision of respite care and assessing results of respite care activities. Respite care services are services designed to provide temporary relief of child-caring functions which may include, but are not limited to, crisis nurseries, day treatment, and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child placed in a foster home or with a relative as well as for a child in his own home.

Special Services for Alcohol and Drug Abusers

Services to provide a rehabilitation program for alcohol and drug dependent persons.

- Work with the individual, family members, and appropriate social service agencies to develop and carry out an individual rehabilitation plan.
- Providing or arranging for individual, family, and group counseling.

- Services to assist the individual to recognize the danger of continued substance abuse.
- Case management services including making referrals to, arranging for rehabilitation services, planning, supervising, and assessing results of services provided to alcohol and drug abusers.

Transportation Services

Transportation Services include arranging for or providing transportation to and from needed services, resources, and facilities. (It may include the provision of escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling & monitoring visits.

TANF Title XX - Same as TANF-Child Welfare as indicated above.

<u>Children Services Related Programs, Services and Expenses</u> No CAP on Child Welfare services. As needed to address immediate need. Self-Attested application accepted and utilized. <i>**Use Application B for all services and benefits in this area.**</i>					
<u>Service or Benefit</u>	<u>TANF Purpose</u>	<u>CAP</u>	<u>Assistance Group</u>	<u>Economic Need Standard (FPG)</u>	<u>Targeted Group</u>
Initial Services Items identified include but are not limited to: ✓ Clothing - Coats, hats, boots, shoes ✓ Car seats, ✓ Diapers and formula ✓ Beds including mattress/crabs, bedding, ✓ High chairs, ✓ School supplies ✓ Home safety items and baby proofing items, which are not permanently attached to real property may be purchased (fire extinguishers, smoke alarms, door alarms and locks, baby gates, electric outlet plugs and cabinet door latches) Eligible items must be obtained within their first four months of placement of a 12-month period	1	N/A Actual cost of identified items	Children who are at risk of abuse or neglect Such services are considered separate from the specialized Family Preservation and Reunification categories.	200% Eligibility exists for any child who meets PRC citizenship requirements and the child's gross monthly AG (assistance group) income does not exceed 200% of the FPL.	Children who are at risk of abuse or neglect These PRC benefits do not include caregiver income and are excluded from the caregiver's eligibility for PRC services.
TANF Child Welfare TANF Child Welfare services provide an opportunity for the Coshocton County Job and Family Services, Children Services Division to provide services to assist in family reunification or to prevent children from being removed from the home. Child welfare services allowable under the TANF program include but are not limited to: ✓ emergency housing services; ✓ domestic violence services; ✓ home-based services & mentoring programs; ✓ parent education and training; ✓ school activities, ✓ ombudsman services, ✓ life education. ✓ post adoption finalization services; ✓ respite care services; ✓ special services for alcohol and drug abusers; ✓ transportation services; ✓ voluntary or formalized court diversion activities & mediation; case management services; case management services ✓ Costs may also include SSRMS expenses for staff costs while providing these services.	1	N/A – Actual Cost of needed item	Child has been removed from the home and placed with Kinship or in a qualifying home Parents with minor children, specified relatives with minor children	200%	Qualified Coshocton County Families with children at risk of abuse or neglect, Victims of Domestic Violence Child(ren) who have been removed from their home and placed with Kinship or another qualified home as identified by CCDJFS
<u>Family Preservation and Reunification Services</u> Case Management for Child-Welfare In-Home Cases and Case Management for Child Welfare Custody Cases with a 6-month reunification plan.	1,2,3,4	No Cap, Services as Needed	Parents with minor children, specified relatives with minor children	200%	Qualified Coshocton County Residents Families with children at risk of abuse and neglect,

					Victims of Domestic Violence
<u>Child Welfare Contingency/Reunification Services</u> An emergent need that will help alleviate a family crisis that could lead to the removal of children from their home or help a family so that children can be safely returned to their family and/or to unify children with families. Housing costs, household furnishings, household improvements, transportation (not to exceed 4 months), Car repairs, personal expenses, relocation assistance, clothing assistance, utilities, household expenses, developmental services for youth, school activities, family focused field trips, case management, supervised visits, counseling, respite care, life education	1	No Cap, Services as Needed	Parents with minor children	200%	Families with children at risk of abuse or neglect Must be through Children Services Provide services to reunify children in out of the home placements with their families.
<u>Supervised Visits/Parent Coaching Services</u> To provide supervised visitation with parents/family members who are not able to be unsupervised around their children. The agency is involved with these families due to safety concerns that may be present and/or court ordered.	1,2,3,4	No Cap, Services as Needed	Parents with minor children, specified relatives with minor children	200%	If JFS has custody, the child must be in custody less than 6 months to be eligible. Participants complete a self-attestation income statement.

Kinship Caregiver Program

The KCP consists of two components: **Stabilization and Caregiving Services.**

- Kinship caregiver must provide a PRC application, ***APPLICATION C.***
- The household must reside in Coshocton County unless Coshocton County Children Services placed the child(ren) with a kinship caregiver in another county. Placement in another county will need to be documented. Children placed by another PCSA with a kinship provider who resides in Coshocton County are eligible for the KCP.
- An active children services case is not a requirement for eligibility for these services.
- For the purpose of this section, the agency providing services shall document that the services provided relate to the risk of the minor child(ren) or will facilitate reunification or help maintain the child(ren) in their current placement.

<u>Service or Benefit</u>	<u>TANF Purpose</u>	<u>CAP</u>	<u>Assistance Group</u>	<u>Economic Need Standard (FPG)</u>	<u>Targeted Group</u>
<u>KCP Stabilization Services</u> Designed to transition the child into and maintain the child in the home of a kinship caregiver. Examples include but are not limited to: Child Care Expenses (not to exceed 4 months)- Child must be under age 13 or be under age of 18 if the child is special needs per OAC 5101:2-16-01. Incidentals incurred when taking on the responsibility of caring for a child unexpectedly Household, Clothing, Baby Supplies, and related items, which may include mattresses, beds, cribs, appliances, linens, clothing, car seats, food vouchers or any other necessary household items needed for caring for the kinship child. Rent and Security Deposit- to prevent homelessness or support necessary relocation. Utility costs/deposits for utilities- gas/heating fuel, cooking fuel, electric water sewage, basic telephone service.	1	\$3,000 annually. Cap is figured on a 12-month rolling period. Payments not to exceed actual cost of service or activity.	Each child living with a kinship caregiver shall constitute an AG of 1 with the income of the child not exceeding 200% of FPG.	200%	Kinship caregiver is defined as grandparents (includes great, great-great, and great-great-great), siblings, aunts, uncles, nephews, nieces (includes great, great-great, and grand, or great grand), first cousins and first cousins once removed, stepparents and stepsiblings of the child, spouses and former spouses of individuals named above, a legal guardian or custodian of the child. Kinship caregivers can request reimbursement for childcare expenses for an eligible child in their care. Kinship caregiver must provide a W9 and submit a request for reimbursement with verification of expense to CCDJFS. Kinship caregivers can also request that CCDJFS cover childcare costs directly with childcare providers who are fully licensed through the Ohio

Reimbursement for In-Home and Out-of-Home Respite Care Services Expenses- Respite services are no more than 7 consecutive days. Youth Enrichment, Education, and/or Socialization Activities and Activities that Encourage Community Participation- Activities include camps and structured activities that promote the education, socialization, and community engagement of the kinship child. Providers must be appropriately licensed and insured. Educational Readiness Programs/School Expenses- Includes school fees, educational field trips, and school related activities. Crisis Assistance					Department of Job and Family Services. CCDJFS cannot reimburse those expenses that are covered/reimbursed by another source. Publicly funded/subsidized childcare must be explored before accessing childcare reimbursement.
KCP Caregiver Program This program is intended to provide reasonable and necessary relief of child caring functions so that kinship caregivers, as defined in ORC 5101.85, can provide and maintain a home for a child in place of a child's parents. Child Care Expenses- Child must be under age 13 or be under the age of 18 if the child is special needs per OAC 5101:2-16-01.	1	Total cap based on amount allocated by ODJFS. \$3,000 Annually. Cap is figured on a 12-month rolling period. Payment not to exceed actual cost	The assistance group for the caregiving services shall consist of at least one minor child who is under the age of 13 at the time of the application or over the age of 13 if the child meets the definition of special needs pursuant to 5101:2-16-01. The Kinship Caregiver and any other (adult) member of the assistance group must be participating in paid employment on a full or part-time basis; engage in a training or educational activity that prepares the caregiver for paid employment; or participating in one or more work activities as a condition of eligibility for OWF or SNAP.	200%	Relief of childcare functions is defined as childcare services which provide temporary relief of child caring functions, are reasonable and necessary, and are intended for the kinship family to receive a break.
<u>Kinship Assistance</u> may be provided to offer an array of family stability services designed to strengthen the family unit, prevent removal of a child from his/her home, or to make reunification possible. Services include but are not limited to: bedding, furniture (child-specific – beds and dressers), children's clothing, and /or appliances. Assistance will also be allowed for open cases where the child is being placed with an out of county kinship caregiver if the assistance meets criteria for prevention of removal/formal foster care or reunification with kinship.	1	\$3,000 annually. Cap is figured on a 12-month rolling period. Payments not to exceed actual cost of service or activity.	Each child living with a kinship caregiver shall constitute an AG of 1 with the income of the child not exceeding 200% of FPG.	200%	Kinship Families

Training, Employment & Career Advancement Services

TANF Workforce Services

AG definition for TANF Workforce Services consists of a child under age eighteen (18) or age eighteen (18) and still attending secondary school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, designated guardians, or caregivers, biological and stepsiblings in the household. Other adult household members will not be considered part of the AG.

Definitions of Eligible TANF Workforce Services

Eligible services for TANF/PRC include certain direct services and case management or supportive services. The following services are also allowable TANF Workforce Services under the Coshocton County PRC Plan:

TANF Work Activities

Includes all work activities that include work activity programs, development of employability plans, community service activities, on the job training, job search and job readiness, job skills training, employment counseling, coaching, job development, information and referral, and outreach to business and community organizations. Activities related to work subsidies and subsidized employment.

TANF Case Management

Activities related to case management, including providing program information to clients and screening for barrier to employment and assessments. Activities related to work subsidies and subsidized employment. Services provided to improve knowledge of daily living skills and enhance opportunities. Education and training may include, but are not limited to, instruction in consumer education, health education, community protection, literacy education, or English as a second language. Also includes services or activities related to screening, assessment, testing, individual or group instruction, counseling, and referral to community resources.

<u>Service or Benefit</u>	<u>TANF Purpose</u>	<u>CAP</u>	<u>Assistance Group</u>	<u>Economic Need Standard (FPG)</u>	<u>Targeted Group</u>
TANF Workforce Services provide an opportunity for Coshocton County Job and Family Services, Ohio Means Jobs-Coshocton Staff to provide services to assist clients in need. TANF Workforce services allowable under the TANF program include but are not limited to: TANF Administration/Eligibility, Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment (See definitions of eligible TANF Workforce Services)	1,2	N/A	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected The non-custodial parent must reside in Coshocton County	200% <u>Use Application D</u>	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence

DRUG SCREENINGS (meets TANF Goal #1 and #2)

If a drug screening is required to assign an OWF and/or SNAP E & T client to a work assignment or to a contractor for Job Development services, the initial drug screening will be paid by the agency and charged to the appropriate program that the client is eligible for. **The employer must require drug screens of all applicants, not just OWF.**

EMPLOYABILITY/SELF-SUFFICIENCY ASSESSMENT AND PLANNING

Definition for Employability/Self-Sufficiency Assessment and Planning – Include the testing, evaluation, assessment, and planning of adult household members seeking public assistance. The assessment and planning process may include foundational skills assessments, TABE/GED, Workkeys Assessments, career interest inventories, and industry specific testing as determined and recommended by CCDJFS/OMJ Coshocton County staff.

AG definition for Employability/Self-Sufficiency Assessment and Planning consists of a child under age eighteen (18)/age eighteen (18) and still attending secondary school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, biological and stepsiblings in the household. Other adult household members will not be considered part of the AG.

Disqualifiers:

- ✓ AG has not reasonably used existing resources or income to meet or prevent the occurrence of need
- ✓ Recurring requests for PRC services will be evaluated on a case-by-case basis. An application will be subject to denial if an abusive pattern of usage is established.
- ✓ Any member of the AG has an outstanding OWF or PRC fraud overpayment balance.
- ✓ The applicant is not a U.S. Citizen or legal alien (ineligible aliens can apply on behalf of their eligible children)
- ✓ Any member of the AG are fugitive felons or probation/parole violators

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard (FPG)	Targeted Group
Employability/Self-Sufficiency Assessment and Planning provides assessment and planning associated with gaining, maintaining, or advancing in employment. This service may include but is not limited to: the testing, evaluation, assessment, and planning of adult household members seeking public assistance. The assessment and planning process may include foundational skills assessments, TABE/GED, Workkeys Assessments, career interest inventories, and industry specific testing as determined and recommended by CCDJFS/OMJ Coshocton County staff.	1,2	N/A	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected The non-custodial parent must reside in Coshocton County	200% Use Application D	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence

EMPLOYMENT RELATED SHORT TERM TRAINING

Employment Related Short-Term Training Services: Employment Related Short-Term Training Services can be authorized to assist eligible individuals with employment related short-term training.

AG definition for Employment Related Short-Term Training Services: A child under age eighteen (18)/age eighteen (18) and still attending secondary school or its equivalent and immediate family members in the household. Immediate family members include biological and stepparents and biological and step siblings (18 years old and younger) in the household. Other adult household members will not be considered part of the AG. For pregnant women, each fetus is considered a separate assistance group member.

To ensure PRC funds are used to support training that leads to viable employment opportunities and long-term self-sufficiency for customers, short-term training can only be authorized to support in-demand occupations. Coshocton County Job and Family Services/OMJ Coshocton uses methodology established by the Ohio Department of Job and Family Services based on Labor Market Information in compliance with Workforce Innovation and Opportunity Act (WIOA) requirements to determine in-demand occupations.

Disqualifiers:

- ✓ AG has not reasonably used existing resources or income to meet or prevent the occurrence of need
- ✓ Recurring requests for PRC services will be evaluated on a case-by-case basis. An application will be subject to denial if an abusive pattern of usage is established.
- ✓ Any member of the AG has an outstanding OWF or PRC fraud overpayment balance.
- ✓ The applicant is not a U.S. Citizen or legal alien (ineligible aliens can apply on behalf of their eligible children)
- ✓ Any member of the AG are fugitive felons or probation/parole violators

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard (FPG)	Targeted Group
<u>Short Term Education, Training & Certifications</u> that leads to employment or upskilling to improve current employment situation. Training and certifications will be in a	1,2	Payment for actual need up to \$7,000 . cap per rolling 12 months	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members.	200% Application E	Qualified Coshocton County Residents Employed/ Underemployed Individuals,

short-term training program (defined as 12 months or less), is defined as an in-demand occupation or that has been identified as a need from the employer to maintain/advance within the current organization. **Coshocton County OMJ will determine what is considered an in-demand job. Client must demonstrate that training will increase chances for obtaining employment, maintaining employment, or advancing in employment.		(this cap is separate from the cap for training supports listed below)	Non-Custodial Parents would qualify if visitation or employment would be affected The non-custodial parent must reside in Coshocton County		Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence
Training Supports May include but are not limited to: ➤ Rent/Mortgage ➤ Utilities ➤ Security deposits related to rent or utilities ➤ Transportation expenses ➤ Required tools and equipment ➤ Safety items ➤ Uniforms/clothing ➤ Licensing and credentialing fees ➤ Other items required to participate in training Client must be enrolled or participating in eligible short-term training to be eligible for training supports.	1,2	Payment for actual need up to \$2,000.00 cap per rolling 12 months (this cap is separate from the cap for short term employment related training listed above) <u>Rent, utilities, and transportation limited to no more than 4 consecutive months</u> <i>Excludes firearms even if required to participate in training</i>	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents would qualify if visitation or employment would be affected The non-custodial parent must reside in Coshocton County	200% Application E	Qualified Coshocton County Residents Employed/ Underemployed Individuals, Unemployed Individuals who are in a CCDJFS approved training or have a pending employment offer Families with children at risk of abuse and neglect, Victims of Domestic Violence

Maximum Approved Requests for Employment Related Training Services may not exceed **\$7,000.00** per AG, per rolling 12 months. Training Supports may not exceed **\$2,000.00** per AG, per rolling 12 months.

EMPLOYMENT SERVICES/WORK SUPPORTS

Employment Supports: Employment Supports meet TANF Priorities 1 & 2: 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

Eligibility: Assistance Group (AG) must be at or below 200% FPG. Eligibility for Employment Supports is based on information gathered in **Application E**. AG must meet the definition of employment to qualify for Employment Services/Work Supports. Verification of employment will be required.

The Definition of Employment is: The assistance group meets the definition of employment if at least one adult member of the AG is working a minimum of twenty (20) hours per week or is working fewer than twenty (20) hours per week but receives compensation equal in value to working twenty (20) hours per week at minimum wage. If a member of the AG has either received a bona-fide offer of employment or is temporarily absent for no more than 90 days (e.g., on short term medical leave) from existing/established employment that provides a minimum of 20 hours per week, the AG meets the definition of employment but must provide the following documentation: estimated start of or return to employment provided by the employer, a verification of hours to be worked, and verification that the employment opportunity is expected to last a minimum of thirty (30) days (e.g., a one week temporary assignment does not qualify) and provide at least twenty (20) hours per week of paid employment (or compensation equal to working twenty (20) hours per week).

****Seasonal employment and self-employment do not meet the definition of employment for Employment Services/Work Supports****

AG definition for Employment Related Supports: A child under age eighteen (18)/age eighteen (18) and still attending secondary school or its equivalent and immediate family members in the household. Immediate family members include biological and stepparents,

and biological and step siblings (18 years old and younger) in the household. Other adult household members will not be considered part of the AG. For pregnant women, each fetus is considered a separate assistance group member.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified by CSEA. The non-custodial parent must reside in Coshocton County and meet the definition of employment as a condition of eligibility for any service in this section.

Disqualifiers:

- ✓ Applicant loses employment prior to PRC approval.
- ✓ Meets Employment Services/Work Supports PRC program cap of \$2,000 per rolling 12 months.
- ✓ Recurring requests for PRC services will be evaluated on a case-by-case basis. An application will be subject to denial if an abusive pattern of usage is established.
- ✓ Any members of the AG have outstanding OWF, or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- ✓ The applicant is not a U.S. Citizen or legal alien (ineligible aliens can apply on behalf of their eligible children)
- ✓ Any member of the AG are fugitive felons or probation/parole violators

Employment Supports	Description	Eligibility at or below 200% FPG	Limitations Per rolling 12 months
Rent/deposit	to prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, employment related relocation, or housing issue	Rent/deposit is limited to a maximum of 4 consecutive months.	Limited to a maximum of 4 consecutive months
Mortgage	to prevent foreclosure/homelessness CCDJFS will encourage those seeking mortgage assistance who face the risk of foreclosure to contact Southeast Ohio Legal Services	Mortgage assistance is limited to a maximum of 4 consecutive months.	Deed and mortgage to be in applicants name, and must be the primary residence of the AG
Utility costs/deposits for utilities	gas/heating fuel cooking fuel electric water sewage basic telephone service	if the applicant is requesting assistance with a heating or utility payment, the applicant should be referred to Kno-Ho Co-Ashland Agency during HEAP Season prior to accessing services through the PRC program	Limited to a maximum of 4 consecutive months
Automobile Insurance	to pay for insurance coverage required to operate vehicle	the vehicle must be owned or leased by the applicant	Limited to 4 months, excludes fines
Driver's license, license plate & vehicle registration fees	to cover costs associated with obtaining a driver's license and vehicle registration	Vehicle must be owned or leased by the applicant. Applicant must have or obtain valid driver's license and vehicle insurance.	Excludes fines
short-term payment of auto loan or lease	to keep auto from being repossessed	the vehicle must be owned or leased by the applicant Applicant must have valid driver license and vehicle insurance	Limited to 4 months, excludes fines
Work-related transportation services	to provide short term transportation to and from employment (e.g., bus fares, gas cards/coupons, taxi tokens/fees)	must have long term transportation plan to meet future need	Limited to a maximum of 4 consecutive months
employment licensing fees	to pay for licensing as required by an employer-	excludes self-employment	Excludes fines
work clothes/uniforms	clothing necessary and required for employment	may be required to have employer verify necessity of work clothes/uniforms	
work tools/equipment	tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources	Applicant must obtain three (3) price bids for such tools/equipment, if higher bid requested, reason must be documented.	Excludes firearms

****Maximum Approved Requests for Employment Supports May Not Exceed \$2,000 per rolling 12 months.****

YOUTH SERVICES

Summer Youth Employment Program

TANF/PRC Summer Youth Programs are contingent upon specific funding from the Ohio Department of Job and Family Services for such services.

NOTE: Funds may be limited. Services will be limited by funds available.

AG definition for Youth Programs

For youth to meet family composition guidelines they must meet any one of the following guidelines:

- Youth ages 14-17, if the youth is a minor child* in a needy family and is in school (youth may be 18 if they are a full-time student enrolled in a secondary school).

*For TANF/PRC eligibility, the definition of minor child is as follows:

- An individual has not attained age eighteen (18); or
- An individual who eighteen (18) and is a full-time student in a secondary school or enrolled in a high school level of vocational or technical training.

AG definition for Kinship providers is as follows: A child under age eighteen (18)/age eighteen (18) and still attending secondary school or its equivalent and immediate household members which includes the relative, legal custodian/guardian, or specified relative, spouse of the relative, legal guardian or specified relative, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG.

Eligibility for Foster Children

Coshocton County youth in the temporary or permanent custody of Coshocton County Job and Family Services or permanent custody of another Public Children Services Agency who are placed in a licensed foster care setting between the ages of 14 to 17 or 18 years of age and are enrolled full time in secondary school are not subject to family composition. Eligibility gathered in **Application I**.

Eligibility: At or below 200% FPG – **Eligibility based upon information gathered in Application I**. Presumptive financial eligibility for youth who are part of an OWF, or Food Assistance AG can be used in lieu of income verification. Foster Child verification of custody by Coshocton County JFS, or other Public Children Services Agency, may be used in lieu of required verifications.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- ✓ Any members of the AG have outstanding OWF, or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- ✓ The youth participant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- ✓ Any members of the AG are fugitive felons or probation/parole violators

Service or Benefit of Employment Supports	TANF Purpose	CAP	Assistance Group	Economic Need Standard (FPG)	Targeted Group
Summer Work Program May 1 st through September 30 th each year. Youth wage subsidies (up to \$13/hr.) paid to third parties to provide summer youth programs. Ancillary services such as uniforms, tools, licenses, transportation services, background checks, licenses or certifications, program related case management, training, job coaches and mentors required by an employer. Payment to third parties to provide summer youth programs Recruitment and development of employers Workers' compensation, FICA	1,2	TBD each year, based on available funding.	Coshocton County Youth as defined by TANF guidelines	200%	Qualified Coshocton County Youth 14-17 from a TANF eligible family (youth may be 18 yrs. old if they are a full-time student in secondary school). Coshocton County Foster Children 14-18 Foster Children placed in Coshocton County by another Public Children Services Agency ages 14-18

Direct supervision and training costs work clothing, transportation to and from the worksite, (e.g., bus fares, gas cards/coupons, taxi tokens/fees), & background checks*.					
Work Experience program. Participants are paid at least minimum wage for hourly work. This includes the Ohio Youth Works Summer employment program for youth ages 14 and 15.	1,2	TBD each year, based on available funding.	Coshocton County Youth as defined by TANF guidelines	200%	Eligible individuals with minor children in the home or non-custodial parents of minor children.

*Background checks must be required for all applicants, not just TANF/PRC recipients, to be eligible for reimbursement through TANF/PRC

DOMESTIC VIOLENCE SUPPORTS

Family Stabilization Supports for Domestic Violence Situations

AG definition for Family Stabilization Supports: A child under age eighteen (18)/age eighteen (18) and still attending secondary school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, kinship caregivers (as defined below) who have custody of a minor child, biological and stepsiblings in the household. Other adult household members will not be considered part of the AG. For pregnant women, each fetus is considered a separate assistance group member.

Definition of Kinship Caregivers:

“Guardian” as defined in section 5107.02 of the Revised Code means, an individual that is granted authority by a probate court pursuant to Chapter 2111 of the Revised Code, or a court of competent jurisdiction in another state, to exercise parental rights over a minor child to the extent provided in the court’s order and subject to residual parental rights of the minor child’s parents.

“Custodian” as defined in section 5107.02 of the Revised Code means, an individual who has legal custody, as defined in section 2151.011 of the Revised Code of a minor child or comparable status over a minor child created by a court of competent jurisdiction in another state.

“Specified relative” as defined in section 5107.02 of the Revised Code means the following individuals who are age eighteen and older and has an established custodial relationship with the minor child:

1. The following individuals related by blood or adoption.
 - 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”; and
 - d) First cousins and first cousins once removed.
2. Stepparents and stepsiblings; and
3. Spouses and former spouses of individuals named in numbers (1) and (2) of this section.

Prior to the authorization of PRC Family Stabilization Supports for Domestic Violence Situations, customers will be referred to, if they are not currently working with the First Step Family Violence shelter to complete a domestic violence screening, assessment, verification, and to develop a family safety and sustainability plan.

Eligibility: At or below 200% FPG. Eligibility is based on **information gathered in Application E**. Families must be actively

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- Meets Domestic Violence Supports PRC program cap of \$3,000 per rolling 12 months.
- Recurring requests for PRC services will be evaluated on a case-by-case basis. An application will be subject to denial if an abusive pattern of usage is established.
- Any members of the AG have outstanding OWF, or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services.
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any member of the AG is a fugitive felon or probation/parole violator

<u>Service or Benefit of Domestic Violence Supports</u>	<u>TANF Purpose</u>	<u>CAP</u>	<u>Assistance Group</u>	<u>Economic Need Standard (FPG)</u>	<u>Targeted Group</u>
<u>Rent and/or Deposit, or Mortgage payment</u>	1	Payment for actual need not to exceed combined Cap of \$3,000 for	Victims of Domestic Violence	200% not to exceed 4 months	Qualified Coshocton County Residents who are victims of domestic violence

✓ Families must be actively working with staff from First Step Family Violence to develop a family safety and sustainability plan. If they are not actively working with First Step a referral will be made. ✓ Families must provide verification of residency at First Step Family Violence shelter, or ✓ A police report within 30 days of application date, or ✓ Verification of filing a Protection order within 30 days of application date to be eligible for services under this section. ✓ Families working with Children Services who are in a domestic violence situation can access these supports if their case plan includes domestic violence services not necessarily through the First Step Family Violence Shelter. ✓ The individual applying must not move into the new residence until authorized by CCDJFS.		Domestic Violence Supports	Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents		
<u>Utility costs/deposits for utilities</u> May include but is not limited to: ✓ gas/heating fuel, cooking fuel ✓ electric ✓ water, sewage ✓ basic telephone service	1	Payment for actual need not to exceed combined Cap of \$3,000 for Domestic Violence Supports	Victims of Domestic Violence Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents	200% if the applicant is requesting assistance with a heating or utility payment, the applicant should be referred to Kno-Ho Co-Ashland Agency during HEAP Season prior to accessing services through the PRC program	Qualified Coshocton County Residents who are victims of domestic violence
<u>Personal and/or Household items</u> This is not an all-inclusive list, and is not limited to: ✓ Clothing ✓ Beds/bedding ✓ Necessary Furniture/Appliances ✓ General household or personal items deemed critical by CCDJFS or First Step Staff	1	Payment for actual need not to exceed combined Cap of \$3,000 for Domestic Violence Supports	Victims of Domestic Violence Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members. Non-Custodial Parents	200% Other community resources should be explored prior to using PRC	Qualified Coshocton County Residents who are victims of domestic violence

Family Stabilization Supports for Domestic Violence situations services under this section are not to exceed **\$3,000** per AG per rolling 12 months.

<u>Community Based PRC Programs and Services</u>					
<u>Service or Benefit</u>	<u>TANF Purpose</u>	<u>CAP</u>	<u>Assistance Group</u>	<u>Economic Need Standard (FPG)</u>	<u>Targeted Group</u>
<u>Pregnancy Prevention Services:</u> Services that may include but are not limited to: Family planning (including birth control), clinical and follow up services, Abstinence education programs, Pregnancy prevention programs and services for youth, Teen pregnancy prevention campaigns, and After-school programs that provide supervision when school is not in session.	3	No Cap, Services as Needed	Coshocton County Youth who is less than 18 or is a child less than 19 if enrolled full time in secondary school or equivalent	Without regard to income	Pre-Teens Teens Young Adults
<u>Family Formation Activities</u> Activities or services may include but are not limited to: Parenting skills training, Premarital and marriage counseling and mediation services, Activities to promote parental access and visitation, Job placement and training services for noncustodial parents, Initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children, Crisis or intervention services, and Employment & training and related support services.	4	No Cap, Services as Needed	Coshocton County Youth who is less than 18 or is a child less than 19 if enrolled full time in secondary school or equivalent	Without regard to income	Qualified Coshocton County Residents Underemployed Individuals, Unemployed Individuals, Families with children at risk of abuse and neglect, Victims of Domestic Violence
<u>Youth Education and Support Services</u>	3,4	No Cap, Services as Needed	Coshocton County Youth who are less than 18 or is a child less	Without regard to income	Coshocton County Youth

help communities prevent welfare dependency among future generations. Some of the allowable PRC services for TANF-eligible youth include but are not limited to: ✓ After school programs, ✓ Summer/Day Camps, ✓ Family and youth intervention services (truancy prevention, mentoring and tutoring for personal growth, peer support, lice eradication, counseling and linkages), and Youth workforce preparation and employment programs.			than 19 if enrolled full time in secondary school or equivalent		
<u>School Clothes Program</u> when TANF funding is available, CCDJFS will provide assistance to needy families or kinship caretakers for school clothes, shoes, coats and other essential items for children attending Kindergarten through 12th grade.	1,2	Payment/Voucher for up to \$250.00 per child unless otherwise identified	Parents and Specified relatives with minor children living in their household that are enrolled in school.	200%	Qualified Coshocton County Residents, Families with minor children living in their household
<u>Outreach programs</u> Designed to provide community-based services to serve children, parents, and the community at large. Activities are designed to increase success at school, ensure child safety, boost self-esteem and independent living skills in children and adults, and enhance family relationships and parenting skills.	3,4	No Cap, Services as Needed	Coshocton County Families and Youth	Without regard to income	Qualified Coshocton County Residents, Underemployed Individuals, Families with children at risk of abuse and neglect, Victims of Domestic Violence
Provide <u>direct service</u> to address the need for increased services to Coshocton County parents who are having difficulties with custody and visitation issues with an emphasis on encouraging fathers to play a greater role in their children's lives.	1,4	No Cap, Services as Needed	Coshocton County Families and Youth	200%	Non-custodial fathers and parents who are not raising their children together.
<u>Alternative Education</u> opportunities for children who are in danger of being suspended or expelled from school.	1,3	No Cap, Services as Needed	Coshocton County School Aged Youth	200%	K-12 Public School Students
<u>Disaster Relief services</u> Upon declaration by the governor of Ohio, disaster relief services may be available to eligible residents of the county. Criteria for such services will be: a. Must be adversely affected by the emergency condition, and b. Services will be in addition to other PRC benefits for which the client is eligible. c. The program will be exempt from traditional PRC sanction and overpayment criteria. Upon certification of power outage or State declared disaster, services of up to \$500 per eligible dwelling may include: a. Food and supply replacement not to exceed \$200 (\$50 for the first person, \$25 for each additional member of the household) b. Home repair or maintenance if owner of the home c. Other issues as determined by JFS <i>This service not subject to lifetime direct PRC benefit limit</i>	1	Total Cap based on amount allocated by ODJFS ** excluded from annual CAP	AG must include, at a minimum, a pregnant woman or minor child living with a parent, legal guardian, legal custodian, or specified relative. AG must be a resident of Coshocton County.	150% of FPG unless otherwise advised by the Governor of the State of Ohio or ODJFS guidance for the specific disaster.	Families sustaining disaster-related damage or loss upon disaster declaration by the Governor
<u>Family Emergency Assistance (FEA)</u> Funds will be utilized for those unavoidable financial crisis or disasters that occur and which the family income cannot be expected to cover, FEA funds can be authorized for necessities that ensure the safety health and well-being of family members. Examples might	1	Not to exceed \$5,000 per emergency **excluded from annual CAP	Coshocton County Families	200%	Families with minor children living in their household

include, but not limited to housing, utilities, deposits, emergency repairs, replacement of household items, personal need items (i.e., Clothing personal hygiene items, formula/diapers, etc.) lost in a fire and/or weather-related disasters.					
Child Support Expenses for the RMS costs of employment services including coordination of support services designed to increase the non-custodial parent's ability to pay child support that are outside of the standard seek work responsibilities of CSEA	2	No Cap, Services as Needed	Noncustodial Parents	200%	Noncustodial parents involved with Child Support
Comprehensive Case Management Employment Program (CCMEP) to provide employment, training and other supportive services to mandatory and voluntary program participants based upon a comprehensive assessment of an individual's employment and training needs.	2	No Cap Services as needed	Coshocton County Youth	200%	Required 16–24-year-olds receiving OWF case assistance. Required- Identified Child Support Obligors and Obligees through court order. Required- Identified Children Services participants as a part of their case plan to keep their children safe. Other volunteer participants for the services who meet all eligibility requirements.
Guardian ad litem services for abuse, neglect, dependency, and custody cases to promote the safety of children and the stability of the home environment. <i>Use Application J</i>	1	Services as needed Up to the agreed upon contractual amount Depending on available funds	Coshocton County Residents Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members	200%	Parents and legal guardians
Community Safety and Security Program To improve safety in our county with increased visibility of and actions from the Coshocton County Sheriff's Office. The drug epidemic in our county has resulted in the dismantling of families and an increase in risky behavior that could lead to in an increase in out-of-wedlock pregnancies. These services include: - Community Service Program: - Participate in community education activities for families - Organize/participate in youth/family services, especially in low-income housing complexes and high crime/high drug areas - Provide drug education for the community, especially children and their parents about the production, manufacturing, distribution, transportation and chronic use of illegal drugs in homes where minors reside.	3,4	No Cap, Services as needed Depending on available funds	Coshocton County Residents Parents - Specified Relatives - Non-Custodial Parents with minor children and all other household members.	Without Regard to Income	Coshocton County Residents
Noncustodial Parents Federal regulation defines a non-custodial parent as: "a parent of a minor child who: 1) lives in the state; and 2) does not live in the same household as the child" 45 CFR 260.30. Coshocton County may provide PRC services to a noncustodial parent of a minor child(ren) who resides in the state but not in the household with their child(ren). Services may include but are not limited to:	4	Payment for actual need not to exceed the CAP that has been identified per service area.	Non- Custodial Parents	200%	Noncustodial Parents who: - Are ordered into an employment program by a court or referred by the child support enforcement agency (CSEA) and are also complying with the employment program to find a job; - Are currently cooperating with child support; - Who establish or who are in the process of establishing responsibility for their child(ren) through the CSEA;

- Employment-related expenses, financial management services, job search, job placement, education, and job training services; - Transportation services for employed individuals or for unemployed individuals as a non-recurring, short-term benefit only; - Nonrecurring short-term basic needs; - Counseling, including a broad array of services such as parenting classes, mediation services, premarital and marriage counseling, activities to promote parental access and supervision, responsible fatherhood initiatives, and increasing the capacity of fathers to provide emotional support for their children; - Paternity establishment counseling; - Anger management; and - Access and visitation mediation. <i>Services such as paternity establishment, location and collection services are EXCLUDED</i>					- have at least made one payment to the CSEA within a specified time period prior to PRC application; - Are employed a set minimum number of hours per week; - Have a current child support order and the intent to meet his/her financial obligation; and - Have a current seek-work court order and are referred by the CSEA administrative order.
Big Brother Big Sisters School and /or community-based mentoring for youth <i>Use Application G</i>	1	Not to exceed an agreed upon contractual limit, per available funds	Coshocton County Youth	200%	Coshocton County Youth

Effective date: 10/1/2025

Directors Signature:



Jed McCoy, Director

Coshocton County DJFS