



Cuyahoga County Job and Family Services

Prevention, Retention, and Contingency (PRC) Plan

INTRODUCTION

The Prevention, Retention and Contingency (P.R.C.) program has been established under Chapter 5108 of the Ohio Revised Code (ORC). It is designed to provide benefits and services to needy families and low-income employed families who need help with essential supports to move out of poverty and become self-sufficient. The P.R.C. program provides flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to obtain employment, maintain employment, and improve their economic circumstances. The services provided under P.R.C. are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) program.

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

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

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

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

The supports provided under the P.R.C. program is limited to non-recurrent, unexpected, short-term, crisis-oriented benefits and, ongoing services which do not meet the federal definition of assistance. This assistance addresses discrete crisis situations that do not provide for needs extending beyond two months. Benefits and services may encompass more than one payment per year, if the payment provides short-term relief and resolves a discrete crisis situation rather than meeting recurrent needs. These benefits and services are consistent with the federal definition of non-assistance as found in 45 CFR 260.31(b). The definition of "non-assistance" includes:

1. Non-recurrent, short-term benefits that:
 - a) are designed to deal with a specific crisis situation or episode of need
 - b) are not intended to meet recurrent or ongoing needs
 - c) will not extend beyond two months
2. Work subsidies (i.e., payments to employers to help cover the cost of employer wages, benefits, supervision, and training)
3. Supportive Services such as childcare and transportation provided to families who are employed
4. Refundable earned income tax credits
5. Contributions to, and distributions from, Individual Development Accounts (I.D.A.'s)
6. Services such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
7. Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.
8. Kinship Caregiver Program, services which provide information, referral and supportive services for relative caregivers, legal guardians, or court-ordered legal custodians responsible for the day-to-day care of a minor child residing with the caregiver.
9. Subsidies received from Benefit Bridge
10. Cares Act funds

the removal or threatened removal of a child, homelessness, accident resulting in the client not being able to work, addition of a child or other family member into the household, and prolonged illness. **It does not include** routine or expected changes such as: a voluntary move (not precipitated by any specific change in circumstance), change of seasons, start of a school year (growth spurts), inflation, holidays, sanction, legal infractions (including intentional fraudulent acts by the client such as intentionally breaking a lease), temporary and seasonal employment, and voluntarily terminating employment. For temporary employment, if no end date is specified, the employment is not considered temporary if it has lasted six months or more.

If any change in circumstance listed by the applicant is questionable, the caseworker may request documentation to verify that the change in circumstance occurred.

Exception:

- Completion of a training/vocational program or class meets the change in circumstance requirement.

Community Resources

The availability of resources within the community shall be explored prior to the authorization of P.R.C. benefits or services. A P.R.C. A/G is required to apply for and utilize any program, benefit or support system that may reduce or eliminate the current, demonstrated need. Workers, on behalf of the applicants shall utilize "United Way First Call for Help" to identify any available community resources. When United Way states that no community resources are available to meet the current need, the applicant is considered to have met this provision. The applicant will be required to explore at least one, but no more than three community resources when identified by United Way.

- Housing Exception - Appropriate referrals will be made to community-based housing agencies based on the criteria established by each agency.
- National Emergency assistance received from an agency outside of CJFS, **should not** be counted towards \$1500 PRC issuance limit.

The P.R.C. application shall include a section to identify the community resources that must be explored prior to authorization of P.R.C. benefits and/or services. The applicant must provide verbal or written verification that the community resources identified were explored prior to the issuance of P.R.C. benefits/services.

Sanctioned Individuals

All OWF families must follow all provisions of the Self-sufficiency Contract and Self-sufficiency Plan at the time of application to be eligible for P.R.C. benefits and services. OWF sanctioned A/G's are eligible to receive P.R.C. benefits and/or services during the sanction period. However, if at the time of the PRC application, the client is within 30 days of the sanction or penalty period ending, the client must sign a new Self-Sufficiency contract, or waive OWF benefits if OWF is no longer desired. If sanctioned, but the case is closed, we can explore for PRC.

The Child Support worker in accordance with the Office of Child Support Services protocols will determine compliance for child support failures. P.R.C. benefits issued to OWF sanctioned families must be directly related to assisting the sanctioned A/G member to comply with the provisions of his/her Self-sufficiency Contract/Plan. Failure of the P.R.C. applicant to demonstrate how the issuance will assist the sanctioned A/G member in achieving compliance will result in the denial of the P.R.C. application.

Available assets to be considered in this instance are \$625 unless Mrs. Jones supplies verification that a greater or lesser amount of the money in the joint account belongs to her or another member of her household.

Lump-sum payments (**excluding tax refunds**) are to be considered income in the month in which they are received, and any unspent balance will be counted as a resource.

VERIFICATION

The applicant must provide written verification of the need whenever possible. A P.R.C. applicant is responsible for completing all necessary documents, furnishing all available facts and information, and fully cooperating in the eligibility determination process.

Verification of income is required for P.R.C. Written verification from the source of the income must be obtained. Examples of acceptable verification are pay stubs, letter from the employer, award letter, and self-employment records (Schedule C, income ledger or self-declaration). If an applicant fails to provide verifications required at the time of application, the applicant should be provided the ODJFS 7105, Application/Reapplication Verification Request Checklist, and be given **10 business days** to provide the requested information.

Phone verification, with the applicant's signed "Sharing of Information" form, is acceptable. Any verification that is obtained by phone must be clearly documented in the case record including the name and position of the person supplying the information, the date the verification was obtained, the current amount of the income, and the name of the individual who obtained the information. Verification of one estimate for each service or item approved must be provided.

When P.R.C. benefits are issued using a warrant, the applicant must provide written receipts, within ten business days, demonstrating that the P.R.C. funds were used for the intended purpose. The A/G is ineligible for any P.R.C. benefits and/or services until the receipts are provided to the agency.

When the P.R.C. benefit to be issued is less than the amount required to meet the current, demonstrated need, the applicant must provide written verification that they have paid any amount required (over the amount of the P.R.C. payment) to meet the need, in full, prior to P.R.C. being issued.

Verification of liquid assets is required. A current written statement from the source is acceptable verification. Examples are a passbook, monthly statement, written notice, or a telephone call. The applicant's statement is not acceptable as verification. Any verbal verification must be obtained from the financial institution, stockbroker, etc. Due to the nature of the P.R.C. program, it is expected that verification be readily obtained. Therefore, phone verification with the applicant's signed "Sharing of Information" form is acceptable.

Verification that is obtained by phone must be clearly documented in the assistance group record as to the name and position of the person supplying the information, the date the verification was obtained, the current amount of the resource, and the name of the individual who obtained the verification.

Category 2- Shelter Assistance

Limited to:

- Families that are seeking assistance for shelter costs limited to rent and/or security deposits, utility payments (Lead Poisoning Program ONLY & Black Mold verification provided by Dept. of Health,) and utility shut-off notices. (See Limitations)

Individuals referred via the Lead Poisoning Program and Black Mold:

Benefits are limited to security deposit, utility deposits, and reasonable moving costs for moves within Cuyahoga County. **Reasonable moving costs are not to exceed \$150 and are only available to residents of Cuyahoga County.**

A Lead Hazard Control Order or a letter from a hospital stating that a child has been hospitalized due to lead poisoning, or evidence of a blood test showing the child has an elevated lead level of 5ug/dl or higher (indicating a blood-lead level of concern), is required for disbursement of funds for any type of service or benefit.

If a family has exhausted their \$1,500 of P.R.C. for the calendar year **or** has already used their P.R.C. funds for housing assistance, they are eligible to receive an additional \$1000 for rent or security deposit if the move is necessitated by having lead in their previous residence. A Lead Hazard Control Order/lead placard issued by the City of Cleveland, letter from a hospital stating that a child has been hospitalized due to lead poisoning, or evidence of a blood test showing the child has an elevated lead level of 5 or higher (indicating poisoning), is required for disbursement of funds. Lead Poisoning Program applicants must meet all P.R.C. program eligibility criteria outlined in the Cuyahoga Job and Family Services P.R.C. Program Manual. Exceptions will be noted.

Verification that the Health Department has ordered applicant to vacate based upon the landlord's failure to remediate identified lead hazards will prove "change in circumstance", as will a Lead Hazard Control Order, letter from a hospital stating that a child has been hospitalized due to lead poisoning, or evidence of a blood test showing the child has an elevated lead level of 5 or higher (indicating poisoning).

Individuals impacted by Black Mold:

Black Mold applicants must meet all P.R.C. program eligibility criteria outlined in the Cuyahoga Job and Family Services P.R.C. Program Manual. Exceptions will be noted.

If a family has exhausted their \$1,500 of P.R.C. for the calendar year **or** has already used their P.R.C. funds for housing assistance, they are eligible to receive an additional \$1000 for rent or security deposit, if the move is necessitated by having black mold in their previous residence.

Individuals referred via Red Cross PRC Program:

Benefits are limited to security deposit, utility deposits, and reasonable moving costs for moves within Cuyahoga County.

There is a maximum issuance of \$1,500 for all items issued through the Red Cross P.R.C. program.

The Red Cross/P.R.C. Application must be completed. This information will be entered by CJFS MIS staff so that all staff will be aware that an AG has received assistance through this program.

If a family has exhausted their \$1,500 of P.R.C. for the calendar year **or** has already used their P.R.C. funds for housing assistance, they are eligible to receive an additional \$1000 for rent or security deposit, if the move is necessitated by a fire that has been verified by the Red Cross. However, if a family receives housing assistance through the Red Cross P.R.C. program and that issuance is the AG's first issuance for housing assistance that year, **they are not eligible for housing assistance again in that calendar year.** There is a maximum issuance of \$1,500 for all items issued through the Red Cross P.R.C. program. **The**

EXCLUSIONS

Applicants may not utilize P.R.C. benefits: To meet a current, demonstrated need that is met through the issuance of benefits under another federal or state program. To directly pay court-ordered child support payments. To pay any costs associated with the violation of federal, state, or local laws. This includes, but is not limited to, court costs, attorney fees, fines, and parking tickets.

To pay fees associated with childcare including the childcare co-payment.

To pay property taxes.

To pay for any service listed in this policy due to bed bug infestation unless the infestation results in a **“Notice of Condemnation”** issuance for the applicant’s place of residence due to building or health code violations that are not caused by the applicant (see Rent and/or Security Deposit payments section.)

Applicants requesting services due to bed bug infestation should be referred to the Cuyahoga County Board of Health: <http://www.ccbh.net/bed-bug-downloads>

To pay for any item(s) that requires additional financing over and above the P.R.C. issuance to meet the current, demonstrated need.

Exception: P.R.C. benefits may be used to pay the reinstatement cost charged by the Ohio Bureau of Motor Vehicles for a driver’s license that was lost as a result of a violation of law, excluding DUI, if the driver’s license is necessary to obtain or maintain employment.

LIMITATIONS

Non-U.S. citizens, non-qualified aliens, and/or fugitive felons

P.R.C. may not be used to provide direct benefits and/or services to non-U.S. citizens, non-qualified aliens, and/or fugitive felons. P.R.C. direct benefits and/or services may be provided to U.S. citizens in an A/G with non-U.S. citizens and/or non-qualified aliens or to individuals in an A/G with a fugitive felon.

The P.R.C. benefits and/or services issued under this circumstance cannot provide direct benefits and/or services to the non-U.S. citizen, non-qualified alien, or fugitive felon. For example, P.R.C. cannot be used to pay rent or purchase appliances because issuance would provide a direct benefit and/or service to the non-U.S. citizen or non-qualified alien.

- P.R.C. can be issued to purchase a bed and/or clothing for U.S. born child of non-U.S. citizen or non-qualified alien because the bed provides no direct benefit and/or service to the non-U.S. citizen and/or non-qualified alien.

Education and or work-related equipment

- Applicant must meet eligibility requirements of Category 1.
- Eligibility for education-related equipment costs is limited to an applicant who has been attending educational program for a minimum of **30 days**.

Exception-

- The applicant must be attending an educational program for a minimum of one week when the program's duration is 8 weeks or less.
- Education-related equipment costs are limited to no more than \$500.00

Rent and/or Security Deposit

Applicant must meet criteria for Category 2, 3 or 4

P.R.C. benefits for rental assistance and/or security deposit is available when there is evidence of a court proceeding concerning the A/G's occupancy of the rental unit. It is also available when the dwelling in which the applicant resides is foreclosed, the landlord of a subsidized housing residence (i.e. Section 8, CMHA), loses certification, or the current rent is delinquent by at least 30 days. A court proceeding is not required. **Client must demonstrate the ability to pay rent on an ongoing basis.**

Exception: Lead Poisoning Program PRC, Red Cross PRC, Black Mold PRC, PRC applicants are not subject to the "court proceeding" requirement.

Evidence of a court proceeding or notification to vacate premises includes, **but is not limited to:**

- A summons to appear in housing court
- A copy of the court's docket sheet showing that the applicant is scheduled to appear in housing court.
- Any relevant court document(s)
- A court-ordered eviction notice (known as a "red tag" or "Green tag" eviction notice).

The date of the court proceeding must be within 90 days of the date of the P.R.C. application.

P.R.C. benefits may be issued when a "Notice of Condemnation" has been issued for the applicant's place of residence due to building or health code violations that are not caused by the applicant.

The "evidence of a court proceeding concerning the A/G's occupancy of the rental unit" requirement is waived for individuals moving into a rental unit from a homeless shelter (Frontline, Eden, etc.) or domestic violence shelter, or if the applicant is working with a domestic violence service provider. The P.R.C. should only be issued for the applicant who is fleeing the domestic violence situation and not the perpetrator of the domestic violence.

Verification is required from the shelter or domestic violence provider that the applicant was residing in the shelter or receiving domestic violence services.

P.R.C. for rent and/or security deposit payments is only issued with a voucher. An applicant may receive P.R.C. for rent and/or security deposit assistance once in the calendar year up to a maximum of \$1000.00.

For applicants moving into a new apartment, one month of rent (based on the amount of rent stated in the lease) or the security deposit may be issued. For applicants needing past due rent to stay in their current apartment, two months of back rent (based on the amount of rent stated in the lease), may be issued (not to exceed \$1000 in any instance).

Utility Payments

- The "change in circumstance" provision is not required for utility assistance. The applicant must meet all other PRC requirements.
- Utility payments will be limited to no more than \$750.00 in the calendar year for all combined issuances
- Utility bills are for electric, gas, water, and sewer. Bills for kerosene, propane, or heating oil, supplied by a provider for heating or cooking, are also allowed.
- Utility assistance is limited to one-time usage **per unique utility** per calendar year.

The applicant must have a "Shut-off/Terminated/Final" notice from the utility company (verbiage for each may differ) for a utility bill in his/her name.

- Maximum of \$400.00 (including tax) per item once every 5 years.
- Furniture and appliance items are limited to the following:
- Couches, Love Seats, Living Room Chairs, Kitchen Tables,
- Bedroom Dressers
- Microwave Ovens Maximum of 125.00 (including tax) once every 5 years
 - Clients may use PRC funds for a stove or refrigerator. They can not have both. If the client has a working stove, they cannot use PRC funds to purchase a microwave.
- Washers and Dryers must be integral to the applicant's employment (i.e.: childcare provider who must maintain bed linens as part of the job) **Cannot include entertainment items such as computers, electronics, televisions, etc.**
- Vouchers must be issued. Warrants will not be issued for furniture and/or appliances.

Stoves and Refrigerators

Applicant must meet eligibility requirements of Category 3 or 4. P.R.C. for the purchase of a stove is limited to one per household, no more than \$400.00 (+ tax) once in a five-year period and can only be issued using a voucher. The five-year period begins on the day the P.R.C. payment is issued.

P.R.C. for the purchase of a refrigerator is limited to one per household, no more than \$400.00 (+ tax) once in a five-year period and can only be issued using a voucher. The five-year period begins on the day the P.R.C. payment is issued.

Exception: Red Cross PRC applicants are eligible for an addition \$400 each for a stove and refrigerator, even if vouchers have already been issued for these appliances, and if they have already exhausted their \$1,500 of P.R.C. in the calendar year. If a family receives these services through the Red Cross P.R.C. program and that issuance is the AG's first issuance for those specific services that year, they are not eligible for those services again for a 5-year period. There is a maximum issuance of \$1,500 for all items issued through the Red Cross P.R.C. program.

Beds

Applicant must meet eligibility requirements of Category 3 or 4.

P.R.C. for the purchase of a bed (mattress/springs/frame) is limited to the following:

Beds may only be purchased for children (exception listed below)

PRC for adult beds is expressly prohibited.

- The bed may be any size.
- Maximum issuance is \$250.00 (+ tax) for bedframe and mattress once in a five-year period for the same child.
- The five-year period begins on the day the P.R.C. payment issued.

Exception:

- Adults who receive P.R.C. through the Red Cross P.R.C. Program are eligible for beds, up to \$250 per adult. Red Cross PRC applicants are also eligible for an addition \$250 per child per bed, even if vouchers have already been issued for children's beds, and if they have already exhausted their \$1,500 of P.R.C. in the calendar year. If a family receives beds for children through the Red Cross PRC program and that issuance is the AG's first issuance for children's beds that year, they are not eligible for those services again for a 5-year period. There is a maximum issuance of \$1,500 for all items issued through the Red Cross P.R.C. program.
- Adults applying for children in **Kinship Care** can receive beds if previously received within the five-year period.

APPLICATION PROCESS

Application Filing

Any person has the right to apply for P.R.C. assistance. An individual requesting P.R.C. benefits and/or services must complete a P.R.C. application form (**see Appendix C**). The application and any other information gathered during the P.R.C. eligibility determination process should be kept in the TANF, Medicaid, and/or SNAP case record. If the P.R.C. A/G is not receiving TANF, Medicaid, and/or SNAP, a separate case record must be maintained for the P.R.C. application and related verifications. Additionally, P.R.C. benefits and/or services provided to non-custodial parents shall be kept in a separate file.

Applicants are encouraged to find the [application online](#), submit at any Cuyahoga County Neighborhood Family Service Center (N.F.S.C.), or request an application be mailed to them.

Anyone applying for P.R.C. benefits and/or services must receive appropriate information about access to Medicaid, SNAP, TANF, childcare assistance and other programs that provide benefits that could help them successfully transition to employment. Eligibility factors, time restraints, and amounts available to pay for various benefits and services covered must be explained and retained as part of the hard copy case record. It is also important to make voter registration applications as prescribed by the Secretary of State available to persons who are applying for, receiving assistance from, or participating in the P.R.C. program.

P.R.C. assistance will be authorized with the expectation that the P.R.C. applicant is satisfied that the issuance will alleviate the current need.

P.R.C. benefits and/or services may be issued for a specific type and episode of need to any A/G once in a four-month period unless otherwise limited by this policy. The four-month period begins on the date that the P.R.C. funds were approved and runs for four consecutive calendar months. The term "specific type of need" is defined as the broad category of the item and/or service requested to meet the current, documented need. Refer to the coding chart contained in Appendix C for the broad categories of need. (Example: A person requests boots and a winter coat for a child. The broad category for this type of need is "children's clothing". Therefore, the caseworker cannot issue any other children's clothing items (even if it's for another child) until the minimum period has passed.

Right to Withdraw Application

PRC Applicants have the right to withdraw an application for assistance before a final decision is made. This will not be considered a negative action, and the Applicant may reapply.

Standard of Promptness

The application of P.R.C. benefits and/or services is considered an application for public assistance. Cuyahoga County complies with Rule [5101:1-02-01](#) of the Public Assistance Manual governing the timelines that must be adhered to by the direct service staff persons in the processing of the P.R.C. application. The P.R.C. application will be approved or denied **as quickly as possible**, but no later than 10 calendar days once all required verifications are received from the applicant (as recommended by the ODJFS P.R.C. Reference Guide). The request for P.R.C. funds form must be completed and forwarded for processing within one business day from the date of approval.

Decisions

Upon approval of P.R.C. benefits and/or services the "[Notice of Decision of Your Application for P.R.C. Benefits](#)" shall be forwarded, in person or by U.S. mail, to the applicant within two (2) business days (US Postal delays may impact delivery). The "approval" box notice will be generated with appropriate reason and supporting regulation.

F. Fictive relative of the child.

Services provided are designed to provide stabilization for caregivers.

Stabilization

A. **Stabilization** services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver. Stabilization services cannot exceed four months. For the stabilization service, the assistance group shall include only a minor child residing with a kinship caregiver.

- ***Services available may include but not limited to bed, crib, clothing***

KPB applicants must meet all P.R.C. program eligibility criteria outlined in the Cuyahoga Job and Family Services P.R.C. Program Manual. Funding is limited to \$1,500 (\$1000 for shelter costs and \$750 for all other eligible items but not to exceed \$1500 in total). Eligibility for each KPB minor child is once during the four-month stabilization period for direct goods and/or services. In cases of fire or lead, clients will be re-directed to apply for traditional PRC.

Under the KPB each child living with a kinship caregiver shall make up a PRC assistance group of one. Income guidelines require that the individual income not exceed 200% of the Federal Poverty Level.

Stabilization Exception

Services available under the Stabilization guidelines are limited to four months. KPB benefits follow the caregiver and not the child. KPB can be issued more than once for stabilization based on re-placement of the child to a new caregiver. In cases where the timeline has expired, and the caregiver is not eligible for KPB the caregiver can apply for traditional PRC services.

PRC applications can be submitted via the following:

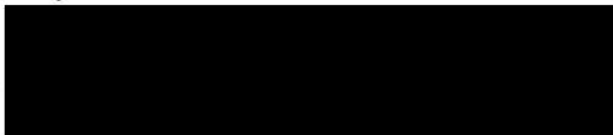
- Email to cuy-prc-application@jfs.ohio.gov
PRC and case number should be listed in the subject line of each application submission
- Dropped in any agency drop box
- Fax
- USPS mail

Each application will be tracked internally and updated within the PRC tracking tool.

VOUCHER

A system is used by Cuyahoga County where vouchers are issued for PRC services. The automated system allows for data entry, printing, searching, voiding and recreating of vouchers. Additionally, the voucher system includes an automated process that allows for improved reconciliation of outstanding vouchers. Vouchers prepared by the system are distributed to clients or vendors.

Approved by:



Administrator, Cuyahoga Job and Family Services



Date

Appendix B

Earned and Unearned Income Exclusions P.R.C. Program Manual September 2024

OWF Earned Income Exclusions 5101:1-23-20.1 Ohio Works First: Excluded Income

CAMTL 104

Effective Date: November 1, 2015

Most Current Prior Effective Date: August 1, 2010

(A) What is excluded from gross earned income?

- 1) All income excluded under the food assistance program regulations, as described in rule 5101:4-4-13 of the Administrative Code.
- 2) The gross earnings of a minor child in the assistance group who is a full-time student as defined by the school, unless the minor is a parent. Minor child is defined in section 5107.02 of the Revised Code.
- 3) Income of a recipient of supplemental security income (SSI), including the SSI payment.
- 4) Income of a child for whom federal, state, or local foster care maintenance payments are made, including the foster care payment.
- 5) Income of step siblings who are not included in the assistance group.
- 6) Payments made with county funds to increase the amount of cash assistance an assistance group receives in accordance with the provisions set forth in section 5107.04 of the Revised Code.

- 21) Any other income amounts that federal statutes or regulations and sections 5101.17 and 5101:4-4-13 of the Revised Code require be excluded.
- 22) Kinship permanency incentive (KPI) payments made in accordance with the provisions set forth in rule 5101:2-40-04 of the Administrative Code.
- 23) The supplemental weekly unemployment compensation payments paid under the Worker, Homeownership, and Business Assistance Act of 2009 (Pub. L. No. 111-92, 26 U.S.C. 3304, (11/06/2009)).

(B) What is excluded from gross unearned income?

- 1) All income excluded under the food assistance program regulations, as described in rule 5101:4-4-13 of the Administrative Code.
- 2) Income of a recipient of supplemental security income (SSI), including the SSI payment.
- 3) Income of a child for whom federal, state, or local foster care maintenance payments are made, including the foster care payment.
- 4) Income of step siblings who are not included in the assistance group.
- 5) Payments made with county funds to increase the amount of cash assistance an assistance group receives in accordance with the provisions set forth in section 5107.04 of the Revised Code.
- 6) Child support payments paid by an assistance group member for a child outside the assistance group. The amount paid, up to the amount ordered, is excluded.
- 7) Contributions for shared living arrangements (i.e. cash payments received by an assistance group from an individual who is not an assistance group member but who resides in the household with the OWF assistance group and shares responsibility for the household expenses through an informal arrangement).
- 8) Benefits received under Title VII, nutrition program for the elderly, Older Americans Act of 1865. Pub. L. No. 89-73, (7/14/1965), title III, Section 339, as added, Pub. L. No. 106-501, title III, Section 313, (11/13/2000), 114 Stat. 2252.
- 9) Other payments made by a public or private agency for the purposes of supplementing standards, so long as there is no duplication of payment.
- 10) Retroactive payment made as a result of a state hearing.

FAH.4000. Financial Criteria and Eligibility Determination
5101:4-4-13 Food Assistance: Types of Excluded Income

FATL 339

Effective Date: April 1, 2021

Most Current Prior Effective Date: September 1, 2013

In the Food and Nutrition Act of 2008 congress specified the types of income that are excluded for program purposes. The following payments shall be excluded as income:

- A. Any gain or benefit that is not in the form of money payable directly to the assistance group including in-kind benefits. In-kind benefits are those for which no monetary payment is made on behalf of the assistance group and include meals, clothing, public housing, or produce from a garden.
- B. Payments made to a third party on behalf of the assistance group are included or excluded as income as follows:
 - 1) Public assistance, including disability financial assistance (DFA), vendor payments are counted as income unless they are made for medical assistance, child care assistance, energy assistance as defined in paragraph (I) (4) of this rule, emergency assistance (including, but not limited to housing and transportation payments) for migrant or seasonal farm worker assistance groups while they are in the job stream, or housing assistance payments made through a state or local housing authority.
 - 2) Public assistance provided to a third party on behalf of an assistance group that is not specifically excluded from consideration as income under paragraph (B)(1) of this rule shall be considered for exclusion under the emergency and special assistance category. To be considered emergency or special assistance and excluded, the assistance must be provided over and above the normal public assistance payment or cannot normally be provided as part of such payment.
 - 3) Reimbursements made in the form of vendor payments, monetary payments made on behalf of an assistance group by a person or organization outside of the assistance group directly to either the assistance group's creditors or to a person or organization providing a service to the assistance group, are excluded on the same basis as reimbursements paid directly to the assistance group in accordance with paragraph (E) of this rule.
 - 4) In-kind or vendor payments that would normally be excluded as income but are converted in whole or in part to a direct cash payment under a federally authorized demonstration project or waiver shall be excluded from income.
 - 5) Rent or mortgage payments made to landlords or mortgagees by the department of housing and urban development (HUD) are excluded.

Temporary interruptions in food assistance participation shall not alter the exclusion once an initial determination has been made. New applicants who were not receiving public assistance or food assistance at the time they joined VISTA shall have these volunteer payments included as earned income. Any payment to volunteers under Title II (retired senior volunteer program, foster grandparents, senior companion program and others) are excluded from income.

(g) Payments received under section 312(d), the Disaster Relief Act of 1974, Pub. L. No. 93-288, (05/1974), as amended by section 105(i), the Disaster Relief and Emergency Assistance Amendments of 1988, Pub. L. No. 100-707, (11/1988). Payments precipitated by an emergency or major disaster as defined in this act, as amended, are not counted as income for food assistance purposes. This exclusion applies to federal assistance provided to persons directly affected and to comparable disaster assistance provided by states, local governments, and disaster assistance organizations. A "major disaster" is any natural catastrophe such as a hurricane or drought, or, regardless of cause, any fire, flood, or explosion, which the president of the United States determines causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. An "emergency" is any occasion or instance for which the president of the United States determines that federal assistance is needed to supplant state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe. Most, but not all, federal emergency management assistance funds are excluded. For example, some payments made to homeless people to pay for rent, mortgage, food, and utility assistance when there is no major disaster or emergency is not excluded under this provision.

(h) Payments to U.S. citizens of Japanese ancestry and permanent resident Japanese aliens or their Survivors and Aleut Residents of the Pribilof Islands and the Aleutian Islands West of Unimak Island, Pub. L. No. 100-383, (08/1988), section 105(f) (2), wartime relocation of civilians, the Civil Liberties Act of 1988.

(i) Income received (including reimbursements) by individuals participating in programs under the Workforce Investment Act (WIA) of 1998, section 181 (a)(2), except as provided in rule 5101:4-4-19 of the Administrative Code. This includes disaster relief employment income received from national emergency grants under the WIA, Pub. L. No. 105-220, (08/1998) section 181(a) (2).

(j) Any amount by which the basic pay of an individual is reduced and reverted to the treasury shall not be considered to have been received by or to be within the control of such individual, Pub. L. No. 99-576, (08/1986) section 303(a)(1), Veteran's Benefits Improvement and Health Care Authorization Act of 1986, which amends section 1411(b) and 1412(c) of the Veteran's Educational Act of 1984 - GI bill.

(k) Funds received by persons fifty-five and older under the senior community service employment program under Title V of the Older Americans Act of 1987 are excluded from income, Pub. L. No. 109-365, (10/2006). The organizations that receive some Title V funds are as follows: experience works; national council on aging; national council of senior

like, which are awarded to an assistance group member enrolled at a recognized institution of post-secondary education, at a school for the handicapped, in a vocational education program, in a vocational or technical school, or in a program that provides for obtaining a secondary school diploma or the equivalent of a secondary school diploma shall be excluded from consideration as income for food assistance purposes. Educational income excluded for dependent care costs shall not be deducted from income under the provisions of rule 5101:4-4-23 of the Administrative Code. Dependent care costs incurred which exceed the amount excluded under the provisions of this paragraph shall be deducted from income in accordance with rule 5101:4-4-23 of the Administrative Code.

(s) Payments made under the Youth build program under the Housing and Community Development Act of 1992, Pub. L. No. 102-550, (10/1992). The Youth build program transferred from the United States department of housing and urban development to the department of labor with the passage of the Youth build Transfer Act of 2006, Pub. L. No. 109-281, (09/2006), which amended the Workforce Investment Act (WIA) of 1998. These payments are to be treated like WIA payments in accordance with paragraph (C)(1)(i) of this rule, except as provided in rule 5101:4-4-19 of the Administrative Code.

(t) Payments from any childcare provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care), Pub. L. No. 102-586, (11/1992) section 8, which amended the Childcare and Development Block Grant Act Amendments of 1992 by adding section 658S.

(u) Payments made to individuals because of their status as victims of Nazi persecution, Pub. L. No. 103-286, (08/1994).

(v) Pub. L. No. 103-322, (09/1994) section 230202, amended section 1403 of the Crime Act of 1984 (42 U.S.C. 10602) to provide in part that, "(e) Notwithstanding any other law, if the compensation paid by an eligible crime victim compensation program would cover costs that a federal program, or a federally financed state or local program, would otherwise pay, (i) such crime victim compensation program shall not pay that compensation; and (ii) the other program shall make its payments without regard to the existence of the crime victim compensation program." Based on this language, payments received under this program must be excluded from income for food assistance purposes.

(w) Notwithstanding any other provision of law, the allowance paid under Pub. L. No. 104-204, (09/1996) section 1805(d), as amended by Pub. L. No. 106-419, (11/2000), to a child of a Vietnam veteran for any disability resulting from spina bifida and certain other birth defects suffered by such child. A monthly allowance from two hundred to one thousand two hundred dollars is paid to a child under this public law.

(x) Additional pay received by military personnel as a result of deployment to a combat zone (under the Consolidated Appropriations Bill, 2008, Pub. L. No. 110-161, (12/2007). The additional combat pay shall be determined as follows:

(i) Establish what amount for food assistance purposes of the military person's pay that was available to the assistance group prior to the deployment of the military person to a designated combat zone.

1. When a reimbursement, including a flat allowance, covers multiple expenses, each expense does not have to be separately identified if none of the reimbursement covers normal living expenses. Reimbursements for normal living expenses of the assistance group, such as rent, or mortgage, personal clothing, or food eaten at home, are a gain or benefit and therefore are not excluded. To be excluded, these payments must be provided specifically for an identified expense, other than normal living expenses, and used for the purpose intended.
 2. The amount by which a reimbursement exceeds the actual incurred expense shall be counted as income. However, reimbursements shall not be considered to exceed the actual expenses, unless the provider or the assistance group indicates the amount is excessive.
- F. Monies received and used for the care and maintenance of a third-party beneficiary who is not an assistance group member. If the intended beneficiaries of a single payment are both assistance group and non-assistance group members, any identifiable portion of the payment intended and used for the care and maintenance of the non-assistance group member shall be excluded. If the non-assistance group member's portion cannot be readily identified, the payment shall be evenly prorated among intended beneficiaries and the exclusion applied to the non-assistance group member's pro rata share or the amount used for the non-assistance group member's care and maintenance, whichever is less.
- G. The earned income of any assistance group members who live with a natural, adoptive, or stepparent, or under the parental control of an assistance group member other than a parent, who are elementary or secondary school students, and who are seventeen years of age or younger. For purposes of this provision, an "elementary or secondary school student" is someone who attends classes to obtain a general equivalency diploma (GED) that are recognized, operated, or supervised by the student's state or local school district. The provision also applies to a student who attends elementary or secondary classes through a home-school program recognized or supervised by the student's state or local school district. This income is excluded even during temporary interruptions in school attendance due to semester or vacation breaks, provided the child's enrollment will resume following the break. If the child's earnings or the amount of work performed cannot be differentiated from that of other assistance group members, the total earnings shall be prorated equally among the working members and the child's pro rata share excluded. Individuals are considered children for this exclusion if they are under the parental control of another assistance group member. If an assistance group contains a student whose income is excluded, and the student turns eighteen during the month of application, the student's earnings shall be excluded in the month of application and counted in the following month(s). If the student turns eighteen during the certification period, the student's income shall be excluded until the month following the month in which the student turns eighteen.
- H. Money received in the form of a nonrecurring lump-sum payment, including, but not limited to, income tax refunds, rebates, or credits; retroactive lump-sum social security, SSI, public assistance, railroad retirement pension, the learning, earning and parenting (LEAP) program enrollment bonus payment, or other payment; retroactive lump-sum insurance settlements; refunds of security deposits on rental property or utilities; medical loss ratio rebates afforded under the Patient Protection and Affordable Care Act of 2010, Pub. L. No. 111-148 (03/2010); or prevention, retention and contingency (PRC) payments made to divert an assistance group from becoming dependent on cash assistance if the payment is not defined as assistance. Temporary

assistance group's failure to perform an action required under these programs, shall be included as income in accordance with rule 5101:4-6-16 of the Administrative Code.

2. Child support payments received by OWF recipients which must be transferred to the agency administering Title IV-D of the Social Security Act of 1935 to maintain OWF eligibility.
3. Governmental or court-ordered foster care payments received by assistance groups with foster care individuals who are boarders.



Prevention, Retention and Contingency Application

| | |
|-----------|---------------|
| Date Sent | Date Received |
|-----------|---------------|

Eligibility Requirements for Applicants: Eligible recipients must be a U.S. Citizen or qualified alien, living with at least one minor child, pregnant, or are the non-custodial parent of a child. The family's income must be at or below 200 percent of the federal poverty level (FPL). Liquid assets are also considered.

Applicant Contact Information

| | | | | | |
|------------------------|-------------|----------------|---------------|-----------------------------------|---------------------------------|
| First Name | | Middle Initial | Last Name | | |
| Street Address | | Apt. | City | State | Zip Code |
| Social Security Number | Case Number | | Date of Birth | | |
| Telephone Number | Citizenship | Race/Ethnicity | | Sex Male <input type="checkbox"/> | Female <input type="checkbox"/> |
| Email Address | | | | | |

Applicant must complete the following information:

1. Check any of these examples that may apply to your situation and explain further in the spaces provided under questions two and three.

| | | | | | |
|---|---|--|---|---|--|
| <input type="checkbox"/> Housing/ Rental Assistance | <input type="checkbox"/> Job loss/ New Employment | <input type="checkbox"/> Gained Custody of Minor Child | <input type="checkbox"/> Education or Training | <input type="checkbox"/> Fire in the Home | <input type="checkbox"/> Third Trimester Pregnancy |
| <input type="checkbox"/> Utility Shut- off Notice | <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Household Member Relocated | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Natural Disaster | |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Lead Poisoning in Home | <input type="checkbox"/> Appliances | <input type="checkbox"/> Car Repair | <input type="checkbox"/> Other _____ | |

2. What events in the last 12 months lead you to apply for assistance today?

3. List the names of community resources you have contacted for assistance in the last 12 months:

NOTICE OF DECISION OF YOUR APPLICATION FOR P.R.C. BENEFITS

| | | | |
|----------------------|----------------------------------|--------------|--|
| Name | Assistance Group Name (F.M.East) | | |
| Street Address | Case Number | Program | |
| City, State, and Zip | County: CUYAHOGA | Mailing Date | |

Your application for P.R.C. benefits signed on _____ has been:

Reason: Approved Denied

The regulation supporting this decision is:

If you do not understand this notice, or want to talk to someone about it, you may call:

| | |
|------------------|------------------|
| Coach/Specialist | Telephone Number |
|------------------|------------------|

Your Right to a State Hearing

This notice is to tell you about action we are taking on your case. If you do not understand this action, you may contact your caseworker. After talking with your caseworker, it is possible that we will change our decision or that you will agree with the action.

If you do not agree with this action, you have a right to a state hearing. A state hearing lets you or your representative (lawyer, welfare rights worker, friend or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons. A hearing officer from the Ohio Department of Human Services will decide who is right.

If you want a hearing, we must receive your hearing request within 90 days of the mailing date on this notice. You do not need to return this form if you agree with the action.

If someone else makes a written hearing request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

If you want information on free legal services but don't know the number of your local legal aid office, you can call the Ohio State Legal Services Association, toll free, at 1-800-589-5888, for the local number.

If you want a state hearing, check the appropriate boxes below, sign and date this form, and send it to the Ohio Department of Human Services, State Hearing, P.O. Box 182825, Columbus, Ohio 43218-2825.

- I want a county conference and a state hearing on this action.
- I want a state hearing only.

I want a hearing.

| | | | |
|-----------|------|------------------|--|
| Signature | | | |
| | Date | Telephone Number | |

Distribution Original - Client

Copy - Case Record

P.R.C. NOTICE (01/019/01)
1684

| | |
|--|--|
| | |
| | |

Household Member Size: _____ Placement date of Child(ren): _____

| | KBP Member Name | Child's Income & Source | Gender: M or F | Date of Birth (MM/DD/YYYY) | Social Security # |
|----|-----------------|-------------------------|----------------|----------------------------|-------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |

Child Protection Specialist: Please check the service/intervention that the family is requesting from the list below.

- | | | |
|--|--|---|
| <input type="checkbox"/> Clothing/Shoe Voucher | <input type="checkbox"/> Bedding/Cribs | <input type="checkbox"/> Vehicle Repair |
| <input type="checkbox"/> Lead Home Inspection | <input type="checkbox"/> Car Seats | <input type="checkbox"/> Other- details below |
| <input type="checkbox"/> School Uniforms | <input type="checkbox"/> Rent | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | | |

What barriers exist as a result of KBP placement, if any?

Child Protection Specialist Signature Date

EFS Specialist Signature Date

Supervisor Signature Date

Sr. Manager Signature Date



PRC Request Form

Date _____

Coach/Specialist: _____ Unique ID# _____ Phone # _____

Applicant Information

| | | | |
|------------------------------|---|------------------------------|---|
| Name | | | |
| OBWP Case Number | OBWP Case # | | |
| Social Security Number | | | |
| Date of Birth | | | |
| Race | | | |
| Phone Number | | | |
| Street Address | | | |
| City/State/Zip Code | | | |
| Household Number | Number of members in PRC Assistance Group: ____ | | |
| Number of Parents/Caretakers | <input type="checkbox"/> One parent household | | <input type="checkbox"/> Two parent household |
| | <input type="checkbox"/> Employed | | <input type="checkbox"/> Unemployed |
| PRC Category | <input type="checkbox"/> Regular | <input type="checkbox"/> KCP | <input type="checkbox"/> COVID-19 |

| Item | Cost | Type (P, R or C) | Vendor/Payee (if applicable) | Order/Voucher | Check |
|------|------|------------------|------------------------------|---------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Voucher/Order or Check to be Picked Up Mailed Out Stopped/Cancelled (Order

| Approval Signatures | Date |
|-------------------------|------|
| (Coach/Specialist) | |
| (Team Leader) | |
| (Team Coord./Reg. Mgr.) | |

PRC Item List

\$1500* total calendar year limit

Each item can be issued once per calendar year. Exceptions are those 5-year items as listed

Some items have included 8% tax as indicated. Please see the PRC Manual for untaxed amounts.

| | |
|--------------------------------------|---|
| Max per item | Shelter/ Household and Utility Items |
| \$750 Total for All Utilities | Utilities (Gas, Lights, Water, Sewer) |
| \$1000 | Rent / Security Deposit |
| \$400 + tax | Stove /Refrigerator (Once per 5 Year Period) |
| \$125 | Microwave (Once per 5 Year Period) |
| \$200 + tax | Washer / Dryer (Once per 5 Year Period) *Must be related to employment |
| \$400 | Living Room Furniture (Sofa) |
| \$400 | Dinette Set |
| \$400 | Dresser |
| \$270 | Bed/ Spring/ Frames |
| \$200 | Misc. Household Items (Cat 3 & 4) |
| | Items Related to Employment, Education and or Training |
| \$ TBD | |
| Amounts Vary | Fingerprinting |
| | Background Check |
| | Tools |
| | Educational Fees |
| | Educational Supplies/ Books |
| | License /Registration Fees |
| | Testing Fees |
| | Employment Physical |
| | Employment Expenses |
| \$175 | Work Clothing for Adults /Uniforms /Safety/Work shoes) cat. 1 |
| \$225 + tax | Adult Clothing cat. 4 |
| \$150 + tax | Clothing (children) per child |
| \$175 | Moving Costs |
| \$750 | Vehicle Repair |

Utility Referral Process

**P.R.C. Program Manual
October 2024**

Prevention, Retention, and Contingency – Emergency Assistance

Utility Assistance Referral Instructions

CHN Housing Partners strongly encourages that you call to make an appointment as soon as possible because the approval decision expires after 30 days.

PRC Emergency Assistance is limited to one (1) use per utility each calendar year

It is important to keep your monthly Percentage of Income Payment Program (PIPP) payments, otherwise you may be terminated from PIPP. A counselor from CHN Housing Partners will discuss all payment options.

Remember to make your appointment with CHN Housing Partners within 30 days of being approved for PRC. If you do not do this, you will have to re-apply for PRC.

Appointments can be made at any time 24 hours a day, seven (7) days a week by calling the appointment/information line you can receive an appointment within 1 - 2 business days

PRC Appointment line (216) 350-8008 or by registering online: <https://chn.itfrontdesk.com>

Office Hours: Monday-Friday, 8:30 a.m. – 5:00 p.m. Walk-ins are limited to customers whose utility is disconnected at the CHN Housing Partners (Asia Plaza) location from 8:30 am–3:30 pm

Office Locations

| | | | | |
|--|--|---|---|---|
| Fairfax Renaissance Development Corp. 8111 Quincy Ave. Cleveland, Ohio 44104 | CHN Housing Partners Asia Plaza 2999 Payne Ave. #208 Cleveland, Ohio 44114 | Metro West 3167 Fulton Rd #112 Cleveland, Ohio 44109 | Euclid City Hall 585 East 222 nd St. Euclid, Ohio 44123 | Maple Heights 15901 Libby Rd Maple Hts., Ohio 44137 |
|--|--|---|---|---|

Please bring the following documents to all appointments with CHN Housing Partners:

(You must bring the documents listed even if you have already submitted them to CJFS. Failure to bring all required documentation with you to your appointment may delay your assistance.)

- Referral/Approval:** CJFS PRC Emergency Assistance Utility Assistance Referral form
- Photo ID:** needed for each name listed on the gas and/or electric bill (valid Driver's license, State ID, Military ID, Passport)
- Social Security Cards:** needed for all household members. Accepted forms include printouts from Social Security with full SSN on them, Medicare Cards, and Ohio Works First or Food Assistance printouts
- Birth Certificates** for all household members are needed; newborn birth letter is acceptable, anyone else in the household needs a birth certificate on file
- Current gas and electric bills**
- Proof of Income** is needed for the last 30 days for all household members 18 years of age and older. Acceptable documents include SSA, SSI and SSDI award letters, Pension statement, Child Support, Utility Assistance documents. The award letters/ statements must include the award amount and be for the current year.
 - Individuals paid weekly need the last four (4) paystubs. Individuals paid bi-weekly need 2-3 paystubs (make sure you have all paystubs for the last 30 days); Individuals paid semi-monthly need 2 paystubs. Individuals paid month need 1 paystub.
 - If paystubs are not available, you will need verification of your income from your employer (i.e. a printout of your last 30 days of pay).
 - Seasonal employees are needed to give 12 months of income documentation – if paystubs are not available, a printout from your employer is needed.
- No Income:** if the household has no income, or no verifiable income, you will need the following:
 - IRS Tax Transcript –
 - If you filed a tax return, you can call the IRS at 1-800-908-3346
 - If you did not file a return, you can call the IRS at 1-800-829-1040
 - You can go to the IRS website at www.irs.gov/individuals/get-transcript
 - You can visit the IRS office in the Federal Building at 1240 East 9th St. Monday through Friday between 8:30 a.m. and 4:30 p.m.

Reason: **The services or items you have requested have been supplied by a community resource.**

Regulation: A P.R.C. assistance group is required to apply for and utilize any program, benefits, or support system (up to a maximum of three (3)) which may reduce or eliminate the current, demonstrated need. (Cuyahoga County P.R.C. Plan, Pg. 5)

Reason: **You have failed to explore, apply for, and/or utilize community resources.**

Regulation: A P.R.C. assistance group is required to apply for and utilize any program, benefits, or support system (up to a maximum of three (3)) which may reduce or eliminate the current, demonstrated need. (Cuyahoga County P.R.C. Plan, Pg. 5)

Reason: **You are a member of an OWF sanctioned assistance group and have not addressed your sanction appropriately with your OWF worker**

Regulation: OWF sanctioned individuals are eligible for P.R.C. benefits and/or services during the sanction period as long as they have appropriately addressed the issue with the worker. (Cuyahoga County P.R.C. Plan, Pg. 5)

Reason: **You have not demonstrated how the issuance of P.R.C. benefits will assist you in complying with all terms of your Self-sufficiency Contract/Plan.**

Regulation: P.R.C. benefits issued to OWF sanctioned families must assist the A/G to comply with the provisions of the Self-sufficiency Contract/Plan. Failure of the P.R.C. applicant to demonstrate how the issuance will assist in achieving compliance or self-sufficiency will result in the denial of the application. (Cuyahoga County P.R.C. Plan, Pg. 5)

Reason: **You are ineligible to receive P.R.C. funds due to federal and/or state limitations on the use of P.R.C. funds.**

Regulation: Federal and State law prohibit the issuance of P.R.C. benefits and/or services to families without a minor child, single individuals (unless pregnant), for medical services except pre-pregnancy planning, non-citizens of the U.S. or qualified aliens, fugitive felons, and families that have fraudulently received assistance under the OWF or P.R.C. programs. (Cuyahoga County P.R.C. Plan, Pg. 7)

Reason: **Your total verified, countable income of \$_____ is more than the 200% of Federal Poverty Guidelines.**

Regulation: The income level of the A/G must be equal to or less than 200% of the Federal Poverty Level (excluding the income of a minor child and all applicable exclusions under the OWF and FS programs.) (Cuyahoga County P.R.C. Plan, Pg. 6)

Reason: **Your total, countable liquid assets of \$_____ is more than the \$1,000.00 limit and can meet the need.**

Regulation: The P.R.C. applicant must utilize available income and resources in meeting the current, demonstrated need. P.R.C. applicants with liquid assets more than \$1,000.00 will be required to use any funds over \$1,000.00 as a co-payment to meet the current, demonstrated need. (Cuyahoga County P.R.C. Plan, Pg. 6)

Reason: **Your failure or refusal to provide verification required for determining your eligibility for the P.R.C. program.**

Regulation: The P.R.C. A/G must demonstrate and verify the need for financial assistance, and/or services. (Cuyahoga County P.R.C. Plan, Pg. 6-7)

Reason: **You may not utilize P.R.C. to directly pay court-ordered child support payments**

Regulation: Applicants may not utilize P.R.C. benefits to directly pay court-ordered child support payments. (Cuyahoga County's P.R.C. Plan, Pg. 10-11)

Reason: **Your current, documented need is the result of a violation of federal, state, or local laws.**

Regulation: Applicants may not utilize P.R.C. benefits to pay any costs associated with the violation of federal, state, or local laws. (Cuyahoga County's P.R.C. Plan, Pg. 10-11)

Reason: **Your current, documented need is for a cost associated with the provision of childcare.**

Regulation: P.R.C. benefits cannot be used to pay fees associated with childcare including the childcare co-payment. Reason. (Cuyahoga County's P.R.C. Plan, Pg. 10-11)

Reason: **Your current, documented need is for a cost associated with childcare co-payment.**

Regulation: P.R.C. benefits for rental assistance and/or security deposit is available when there is evidence of a court proceeding concerning the A/G's occupancy of the rental unit. It is also available when the dwelling in which the applicant resides is foreclosed, the landlord of a subsidized housing residence (i.e. Section 8, CMHA), loses certification, or the client has been given a 30 day notice to leave the premises or there is a "Notice of Condemnation." (Cuyahoga County's P.R.C. Plan, Pg. 11-12)

Reason: **You current, documented need is not for a court proceeding, foreclosure, loss of CMHA/Section 8 certification or Notice of Condemnation.**

Regulation: An applicant may receive P.R.C. for rent and/or security deposit assistance once in the 12-month authorization period. (Cuyahoga County's P.R.C. Plan, Pg. 11-12)

Reason: **You have already received a P.R.C. payment for rent and/or security deposit once during the current 12-month authorization period.**

Regulation: The applicant must demonstrate that they are able to pay their monthly rent on an on-going basis prior to the issuance of P.R.C. (Cuyahoga County P.R.C. Plan, Pg. 11)

Reason: **You have not demonstrated how you can pay your rent on an on-going basis.**

Regulation: Furniture items (including washers/dryers) cannot exceed \$400.00 and can only be issued once in a five-year period. (Cuyahoga County P.R.C. Plan, Pg. 12)

Reason: **Your current, documented need exceeds the established limits for furniture and appliances**

Regulation: Furniture items cannot include entertainment items such as radios, televisions, nor entertainment centers. (Cuyahoga County P.R.C. Plan, Pg. 12)

Reason: **Your current, documented need is for a cost associated with an entertainment item.**

Reason: **Your current, demonstrated need is not integral to your employment.**

Regulation: Washers and/ or dryers can only be issued when they are integral to the applicant's employment. (Cuyahoga County's P.R.C. Plan, Pg. 14)

Reason: **You have previously received the maximum amount allowed under the P.R.C. program for utility payments within the current 12-month P.R.C. eligibility period.**

Reason: You have already used the maximum of amount of P.R.C. for the issuance of a bed per child during the current 12-month authorization period.

Regulation: P.R.C. for the purchase of a bed is limited to no more than \$250.00. (Cuyahoga County P.R.C. Plan, Pg. 15)

Reason: You have been issued P.R.C. for the purchase of a bed for the same child within the last five years.

Regulation: P.R.C. for the purchase of a bed for the same child is limited to no more than once in a five-year period. (Cuyahoga County P.R.C. Plan, Pg. 15)

Reason: You have already used the maximum of amount of P.R.C. for the issuance of children's clothing (for the same child) during the current 12-month authorization period.

Regulation: P.R.C. for the purchase of a bed is limited to no more than \$150.00. (Cuyahoga County P.R.C. Plan, Pg. 15-16)

Reason: Your request for vehicle repair does not meet P.R.C. program established criteria because _____.

Regulation: The applicant must verify that the vehicle has been titled in their name for at least thirty days, that the repair does not exceed the value of the vehicle, the repair must be completed by a certified mechanic, the facility must agree to accept a voucher, the repair must make the vehicle sound, they currently have valid insurance, that all P.R.C. eligibility has been met. (Cuyahoga County's P.R.C. Plan, Pg. 16)

Reason: You cannot use P.R.C. funds to help pay for any item requiring additional financing.

Regulation: P.R.C. cannot be used for any items that require additional financing over the P.R.C. issuance to meet the current, demonstrated need. (Cuyahoga County P.R.C. Plan, Pg. 11)

Reason: The specific type of need you are requesting has already been met within the last four months.

Regulation: P.R.C. benefits and/or services may be issued for a specific type of need to non-employed A/G's once in a four-month period. (Cuyahoga County's P.R.C. Plan, Pg. 17)

Reason: The specific type of need you are requesting has been issued within the last one-month period.

Regulation: A/G's that contain employed individuals may receive P.R.C. benefits and/or services for a specific type of need once in a one-month period. (Cuyahoga County's P.R.C. Plan, Pg. 17)

****Note**** This is list is not intended to be all-inclusive. If a reason for denial can be substantiated by any of the P.R.C. program policy outlined in P.R.C. Program Manual, but does not appear on this list, it may be included on the "Notice of Decision of Your Application for P.R.C."

Cuyahoga County Prevention, Retention & Contingency Program (P.R.C.)

SCOPE OF BENEFITS AND/OR SERVICES

2023

| SERVICE AND/OR BENEFIT | TANF Purpose | CAP | ASSISTANCE GROUP | ECONOMIC NEED STANDARD | Targeted Population |
|--|----------------|---|--|--------------------------|---|
| <p>Work Support/Retention Services and Benefits—Examples Included but not limited to: Job Mentoring, Money Management Classes, Supplies for new job (mechanic’s tools, beautician equipment, clothing, etc.</p> | <p>1 and 2</p> | <p>No cap on services (As needed)</p> <p>Non-recurrent short-term benefits; amount of need per episode up to \$1,500 per calendar year.</p> <p>Education and work-related equipment costs are limited to no more than \$500.00 (including tax) per calendar year.</p> | <p>As defined in TANF Program Eligibility Guidelines</p> | <p>200% or below FPL</p> | <p>Newly employed individuals</p> <p>Under employed individuals</p> |

Cuyahoga County
Prevention, Retention & Contingency Program (P.R.C.)

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|--|---------------------|---------------------------|--|-------------------------------|--|
| <p>Health Insurance & Safety Issues— Examples but not limited to;</p> <p>Home Visitation Services— sanctioned and or non-compliant families who are @ risk or who will hit time limits;</p> <p>Information for Safety & Emergency Service Planning Agreements/ Major Public Schools</p> | <p>1 and 2</p> | <p>No cap on services</p> | <p>As defined in TANF Program Eligibility Guidelines</p> | <p>200% or below FPL</p> | <p>OWF participants</p> <p>Sanctioned and or non-compliant OWF participant</p> |

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| | | for housing assistance must also choose a residence within Cuyahoga Co. | | | |
| Wellness Block Grant Services Family Planning Services Outreach & Educational Services to pregnant women Teen peer support groups Pregnancy Prevention Counseling Unmarried Parent Services Wellness Block Grant | 3 and 4 | No cap on services | As defined in TANF Program Eligibility Guidelines | No cap on services | Pre-teens; Adults age group 19-25 w/minor child |

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|---|--------------|--------------------|---|------------------------|--|
| Child Welfare Services— Examples but not limited to; Family Counseling Case Management Vocation & Education counseling Respite Care Screen families who have been sanctioned from OWF for risk of child abuse or neglect to provide | 1,2,3 and 4 | No cap on services | As defined in TANF Program Eligibility Guidelines | 200% or below FPL | Families with children at risk of abuse or neglect Child Welfare services fall under the allowable TABF/Title XX services as defined by ODJFS |

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| <p>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.</p> <p>Stabilization: Bed, crib, clothing</p> <p>Caregiver: Licensed child care</p> | | | <p>transition the child into and maintain the child in the home of the kinship caregiver. Stabilization services cannot exceed four months</p> <p>B. Caregiving: Caregiving benefits or services shall be limited to reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of a minor child.</p> | | |
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|--|---------------------|---------------------------|---|--|---|
| <p>Developmental Services— Examples but not limited to;</p> <p>Bright Beginnings (formerly Help Me Grow Cuyahoga County)- including outreach materials/services and program evaluation</p> <p>Welcome Home Services School Readiness Resource Centers</p> <p>Prevention services for at risk students</p> | <p>1 and 2</p> | <p>No cap on services</p> | <p>As defined in TANF Program Eligibility Guidelines</p> <p>As defined in</p> | <p>200% of FPL for School Readiness Resources Services</p> <p>or other programs, 200% or below FPL except where not required by Federal Law or vendor contract</p> | <p>Children who have not reached their 19th birthday;</p> <p>Children under the age of 3 years for Early Start Initiatives</p> |

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| to Families Brief Screening /referral for consolation Information & Referral Prevention Services target children & adolescents at risk of substance abuse, or neglect. Outreach Activities | | | | | |
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|---|---------------------|--------------------|---|---|---|
| Promote Formation of Two Parent Families— Examples but not limited to; Fathers & Families Together Program Services Fatherhood— Rising Tide Initiatives Parent Mentoring Program Parent Support & Child Care Program Parent/School Partnership | 3 and 4 | No cap on services | As defined in TANF Program Eligibility Guidelines | Parent School Partnership 200% or below FPL | Non-custodial parents enrolled in programs offered by various community providers Court order referral Adoption Family referrals through CFS; Family Focus referrals |

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| <p>decent living arrangements to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, and marriage; includes domestic violence services and services for children who witness domestic violence</p> <p>Utility shut-off & Initiation Purchase of bulk fuel for heating</p> <p>Security deposits Rent Payment Eviction notices (court ordered)</p> <p>Emergency Shelter or temporary housing (homeless services) Personal expenses (i.e., clothing, child restraints seats) Emergency Voucher Assistance for a non-recurrent need based on findings of an in-home site visit to determine family safety and stability Repair or purchase of furnace or water tank Home repairs affecting basic structure (roof, plumbing, walls, etc.)</p> <p>Lead poisoning assistance, including environmental assessment, education, and outreach, relocation, and lead removal</p> <p>Furniture (beds, mattress & box springs, kitchen sets, living & or dining room furniture)</p> | | <p>As defined in CJFS PRC Program Manual, inclusive of non- custodial parent</p> <p>Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$1,500 per assistance group in the calendar year.</p> <p>Utility payments limit set at \$750 per assistance group in the calendar year, (Please see manual for specific details on this.) \$750 in calendar year Applicant is eligible for housing assistance once in the calendar year unless impacted by natural disaster, fire, or lead poisoning Relocation expenses are only for moves within Cuyahoga Co. Applicants requesting P.R.C. for housing assistance must choose a</p> | | | <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence & Children who witness domestic violence</p> <p>Homeless Families w/a minor child</p> <p>Individuals with secured employment w/a minor child</p> <p>Non-Custodial parents must be actively working or in a job training educational program environment that will result in employment & must be following court ordered visitation rights.</p> <p>Non-Custodial parents without court ordered visitation is limited to \$1,500 cap per 12-month period & limited to work related basic housing needs to continue employment.</p> <p>Individuals who are pregnant or living with his/her minor child mandated to move from residence due to lead hazards found by the Health department, or due to hospitalization or elevated lead blood levels in children</p> |
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| | | <p>(Does not count toward county-imposed cap of \$1,500 for other P.R.C. Services) If a family has exhausted their 1,500 of P.R.C. for the calendar year, or has already used their P.R.C. funds for housing assistance they are eligible to receive an additional \$750 for rent or security deposit, if the move is necessitated due to fire. There is a maximum issuance of 1,500 for all items issued through the Red Cross.</p> | | | |
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Administrator's Signature: _____ Date: _____

County Executive Certification: _____ Date: _____