

## **SPECIAL PROGRAMS AND PROCEDURES**

**October 1, 2018**

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## **SPECIAL PROGRAMS AND PROCEDURES**

<b>October 1, 2018</b>	<b>OUTLINE OF CONTENTS</b>	<b>CHAPTER 6000</b>
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**6100 Hamilton County Prevention/Retention/Contingency (PRC) Program**

**6101:** The Prevention/Retention/Contingency (PRC) program is designed to help families residing in Hamilton County overcome immediate barriers to achieving or maintaining self-sufficiency, with the objective of lessening the need for ongoing public assistance.

**6102:** In addressing these purposes, the PRC program in Hamilton County will be administered by the Hamilton County Department of Job and Family Services (HCJFS). HCJFS may determine eligibility and deliver assistance utilizing either its own staff or through a contract with other entities in the community.

**6103:** There are, however, two distinct approaches in rendering assistance under the PRC program:

**6103.1 One-time, short-term assistance of tangible value to the recipient.** This is not cash payment or ongoing support such as that afforded by Ohio Works First (OWF). Neither is it an entitlement: utilization of the program will be considered on a case-by-case basis under the provisions enumerated below in sections 6110 through 6199. The personal judgment of the eligibility determiner is a key component in assessing the efficacy of the services toward the end of self-sufficiency.

**6103.2 Services of no tangible value to the recipient may be provided on an ongoing basis.** The receipt of these services will **not** impact in any way the recipient's eligibility for tangible one-time benefits. Each program of assistance under this provision will be adopted as an amendment to this plan, with eligibility criteria and determination procedures specified therein.

**6104:** Hamilton County reserves the right to temporarily suspend PRC program enrollment at any time when, in the sole judgment of the Board of County Commissioners, it is no longer fiscally prudent to fund the program.

**6105:** If at any time Hamilton County determines it is necessary to change the terms and criteria involved in operating the PRC program, HCJFS will not engage in any reconsideration of eligibility determinations made prior to the effective date of the change.

**6106:** In accordance with Section 329.051 of the Revised Code, voter registration applications will be made available to all persons applying for and/or participating in the County's PRC program.

**6110 FUNDAMENTAL PRINCIPLES**

**6111:** PRC may provide short-term assistance limited to the amount actually required to meet the need up to \$3000.00 total during a twelve (12) consecutive month period, provided funding remains available. This assistance is provided directly by HCJFS through vendor payment. Any number of individual payments can be made on behalf of a PRC AG during a four-month "assistance period" (beginning with the initial month in which assistance is authorized) as long as they are distinctive, non-ongoing occurrences and funds remain available. Note: under special circumstances of a natural disaster resulting in a declared emergency or a traumatic incident for a family (verified by a public safety official) additional funds may be authorized to meet verified needs during the four month period, provided adequate funding is available.

**6112:** A PRC Assistance Group (PRC AG) is a group of individuals deriving benefit from the authorized service and treated as a unit for the purpose of determining eligibility for the PRC Program. It must contain at least one minor child (under age eighteen or under age nineteen and not yet graduated from High School). A woman (with no children) medically verified to be at least six months pregnant is also an appropriate AG, although the fetus is not counted as an AG member. *NOTE: for treatment of the income and resources of an individual excluded from the PRC AG due to disqualification, see 6142.*

**6113:** Eligibility for PRC is dependent upon the PRC AG's demonstrated willingness to maintain a consistent income stream (i.e. employment), verification of the need for financial assistance and/or services, and whether the HCJFS determines that provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's must possess an expected ongoing income, not exceeding 200% of the current Federal Poverty Guidelines (FPG). PRC assistance is only available to AGs which haven't received PRC assistance during the previous twelve consecutive months from the beginning date of the previous four-month assistance period. (The month the assistance is authorized is counted as the first month, even if the authorization takes place on the last day of the month.)

**6114:** Under this program, an assistance group may receive customized assistance, goods or services, as determined appropriate by the HCJFS.

**6114.1** Services may be provided to an assistance group to prevent them from reliance on and divert them from ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Examples of such services are: job-related expenses such as tools, safety equipment, work clothing/uniforms, transportation (i.e., automobile repairs, bus tickets, car payments), short term education expenses, etc. (This is not an exhaustive list.)

**6114.2** Services may also be provided to a PRC AG to help individuals obtain and/or *retain* employment and, thereby, to achieve or continue self-sufficiency. Examples cited above in 6114.1 are applicable to this category as well.

**6114.3** In addition, services may be provided to a PRC AG to meet a presenting or *contingent* need which, if not satisfied, threatens the work ability of one or more PRC AG members. Examples of such services are: rent, deposits, utility bills, home repairs, emergency shelter, necessary appliances, clothing, etc. (This is not an exhaustive list.) However, no medical expenses other than pre-pregnancy family planning can be covered by PRC.

**6115:** While PRC is designed to help families overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility (thereby preventing the need for ongoing public assistance), the fact that an ongoing Medicaid, SNAP or TANF assistance group is active is not the all-inclusive factor in the consideration of eligibility for the PRC Program. In addition, HCJFS is committed to informing individuals about other programs that may be available and capable of playing a role in sustaining the self-sufficiency of families.

**6116:** PRC assistance must be authorized with a demonstrated expectation that the PRC AG will then be able to function without additional agency help (other than whatever ongoing assistance they may already be receiving).

**6120 APPLICATION PROCESSING**

6121: The PRC AG must complete form HCJFS 0399-A, *Application - Prevention, Retention and Contingency (PRC) Program*, declaring all income and liquid resources, to request PRC.  
**Note: A PRC Application is only considered valid once all supporting documentation is received (i.e. proof of need and/or documentation of other social services requested/offered.)**

6122: Upon receipt of a complete PRC application, a face-to-face or telephone interview will be conducted. This requirement assures the provision of personal and individual services based upon a conversation with regard to the applicant's needs.

6123: HCJFS will determine eligibility and, as deemed appropriate, deliver assistance to those in need of short-term tangible assistance. Immediate needs, and whether or not the PRC Program can satisfy that need, will be determined by HCJFS. **Note: PRC assistance to sanctioned AGs cannot be used to replace the lost OWF income for payment of expenses that would have been paid from the OWF grant.**

6124: Eligibility must be determined within ten business days after the filing of the complete application (the application date is excluded in the count) and in a fair and equitable manner, which includes verification of information relevant to the determination of eligibility. However, HCJFS **may** extend the ten-day period for consideration of a PRC application for reasons it determines, in its sole judgment, to constitute "good cause" for delay in the provision of needed information/verification. Good cause must be documented in the case record when the application remains pending beyond ten working days.

6125 All applicants for PRC who wish to exercise their right to a hearing may request a State hearing via the usual State hearing request process.

**6130 EXPLORING COMMUNITY RESOURCES**

6131: PRC may not be authorized where alternate sources exist to meet the need. Participants are expected to make reasonable and documented efforts to explore the availability of resources within the local community prior to HCJFS authorization of PRC.

6132: A PRC AG is required to apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. The PRC application provides a section for the participant to document, in writing, his/her attempts to locate and utilize other resources. At least two attempts must be documented.

6133: PRC may not be authorized to prevent utility cutoffs or restore utility service during the "Winter Heating Season" when the HEAP program is an available resource.

6134: HCJFS is not required to exhaust all potential resources in the Hamilton County community before approving PRC services.

**6140 DETERMINATION OF PROGRAM ELIGIBILITY**

6141: The gross amount of the PRC AG's countable income is totaled and compared to the amount which is 200% of the current Federal Poverty Guideline (FPG) amount for the PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement.

**6141.1:** Income which was received by any member of the PRC AG (including ineligible individuals) during the thirty-day period prior to the date of application (which excludes the actual date of application) is considered when determining financial need. HCJFS or a contracted provider may continue to provide services under the case plan developed regardless of changes in income level after this thirty-day period.

**6141.2:** The total gross income, both earned and unearned, of all the PRC AG members, must be counted with the exception of:

- Earned income of a dependent child;
- Student financial aid not payable in cash to the student and retained by the educational institution to defray educational expenses, and
- The verified costs of supplies and materials used in self-employment situations, or a standard 50% deduction, whichever is greater;
- Any other income deemed "exempt" by OAC rule (5101:1-24-20).

**6141.3:** Written or oral verification of income is required. For any verification which is obtained by phone, there must be clear documentation concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income and the name of the individual who obtained the verification.

**6142:** Certain individuals are ineligible for PRC:

- Members of an AG with an outstanding unpaid OWF (October 1996 or later) or PRC fraud overpayment balance;
- An unmarried parent less than 18 not living in an adult-supervised setting;
- Aliens not lawfully admitted for permanent residence unless otherwise determined to be qualified aliens (typically refugees and asylees);
- Fugitive felons, parole and probation violators;
- Individuals found to have fraudulently misrepresented their residence to obtain benefits in two or more states within the last ten years (from the date of the conviction); and
- Adult or minor caretakers of children are ineligible for tangible (ref. 6103.1) PRC assistance if they have received it (as the adult or minor caretaker of an AG) in a four month period that began within the last twelve months.

**6142.1:** The income and resources (in their entirety) of ineligible individuals are available to other AG members but the ineligible individual's needs may not be included in the need standard for the AG. Ineligible individuals may not be the payee for PRC benefits for other members of the AG and, if they are the only adult or minor caretaker AG member, the AG will not be eligible.

**6143:** HCJFS reserves the right to deny PRC (or condition its approval) to any applicant who has:

- Demonstrated a pattern of failure to use their own resources to meet their needs; or
- Caused their own crisis by quitting employment without just cause (as defined in the Hamilton County Personal Responsibility Agreement [PRA] for the OWF program).

**6143.1:** There is an expectation that AGs which have had sufficient income to meet routine ongoing shelter expenses will have budgeted and utilized their income appropriately. Specifically, those AGs in receipt of need-based income (such as OWF or SSI) designed to encompass shelter expenses, absent some unforeseeable event, may be denied PRC, at the sole discretion of the eligibility determiner, in connection with delinquent utility bills, to avert eviction or to find replacement housing for housing from which they are being evicted.

**6143.2:** Where the eligibility determiner does approve PRC for an applicant/participant with a history of nonpayment of rent/utilities and/or eviction, they must require and the applicant/participant agree to use a direct rent/utilities program in exchange for receipt of PRC intervention in their situation.

**6143.3:** HCJFS casework staff or contracted service providers may counsel participants on personal budgeting and may review participants' monthly bills. HCJFS may require referral of a participant to another community service provider for personal budgeting classes. Contracted service providers may require a consumer's participation in activities such as budgeting classes, direct rent and utility programs, etc., as part of the PRC case plan.

**6144:** PRC assistance must be authorized with a reasonably demonstrated expectation that the PRC AG will then be able to function without additional agency help (other than whatever ongoing assistance they may already be receiving). The PRC applicant who is not applying for or receiving cash assistance should be currently employed, have an employment offer or demonstrate other income streams which will support the participant without cash assistance for a minimum of two months. Seasonal employees or those who have recently lost employment who are willing to waive the OWF assistance they would otherwise be eligible for, may also be considered candidates for diversion.

OWF recipients applying for PRC must be currently participating in an HCJFS approved activity or be otherwise exempt.

#### **6150: UTILIZATION OF PERSONAL RESOURCES**

**6151:** PRC applicants may be asked to use some of their own liquid resources available on the date of application to help meet their needs. Those who refuse will be ineligible for PRC services. Liquid resources include cash on hand, regular savings accounts and checking accounts. *NOTE: Verification of declared resources is not required.*

**6152:** The applicant must demonstrate that his/her liquid assets are insufficient to meet the presenting need. HCJFS and/or a contracted service provider is responsible for determining whether resources available to the participant should be used to pay for a portion of the need, utilizing the following guidelines:

**6152.1:** Current income used in the income eligibility determination or due to be received in the future is not considered a liquid resource. Amounts held and needed to meet routine expenses coming due in the next 30 days (such as food, shelter, transportation and utilities) will not be considered an available liquid resource.

**6152.2:** Participants are also allowed to retain liquid assets of up to \$200. Liquid resources held by AG members above \$200 (excluding any exemptions defined by OAC rule) must be utilized to meet their presenting needs before resorting to PRC funds. *For example: an applicant has \$1000 on deposit in a bank, of which \$500 is for the upcoming month's rent or car payment. The \$500 is not counted as available. From the remaining \$500, we allow \$200 to be retained, leaving \$300 to be applied against the presenting need.*

**6153:** If the personal resources held by the AG are insufficient to meet the presenting need, they may be supplemented by PRC funds, not to exceed the cap of \$3000.00 (or potentially more for a declared emergency or verified traumatic incident). Note: For potential diversion candidates, it is not necessary to verify the exact amount of the need unless there are countable liquid resources with which the need must be compared in order to determine eligibility for the PRC program.

**6153.1:** HCJFS and/or the contracted community service provider may require prepayment of an applicant's bills for which liquid resources are on deposit. Verification of prepayment may be required.

**6160: AMOUNT AND TYPES OF ASSISTANCE**

**6161:** PRC payments are limited to the amount actually required to meet the presenting need(s), to the extent personal resources are not sufficient, up to \$3000.00 (or more for a declared emergency/traumatic incident) per twelve consecutive month period.

**6162:** In cases where two AGs share a household, duplicate PRC services may not be approved (for instance: two AGs may not be authorized PRC when they apply for \$3000.00 each to pay a \$6000.00 household expense).

**6170: PROGRAM INTEGRITY AND CONTROL**

**6171:** The approval of the Director or designee is required to authorize PRC assistance. After a recommendation by the eligibility determiner (supported by appropriate reasoning and documentation and reflected on the PRC Worksheet, HCJFS 0399-B) to authorize PRC assistance is made and concurred in by their Manager, the HCJFS Director or designee will review and either concur or overrule the determination of eligibility. For assistance up to \$3000.00, the Director's designee is the Section Chief. For amounts in excess of \$3000.00, the Director or, if unavailable, an Assistant Director must personally review and approve the payment.

**6172:** PRC staff will generate payment for the assistance, goods, and/or services. As long as payment is authorized within the four-month period from the date of the initial approval, actual payment may be made to vendors according to normal payment procedures and schedules in place at HCJFS. All PRC payments will be made to the vendor.

**6173:** Appropriate internal tracking will be utilized to record PRC authorizations under this program and will be made available for State and/or Federal review as required by law.

**6174:** Applicants will be notified promptly of the determination made on their application for PRC. Notification will be made on form HCJFS 0399-C, "Notice of Action Taken on Your Application for the Prevention, Retention and Contingency (PRC) Program," which explains the right to appeal the decision. Notice of approval may be prepared but will not be sent or delivered unless and until the review process has affirmed the decision to approve the application.

## MONTHLY FEDERAL POVERTY GUIDELINES

Effective January 17, 2024

The Monthly Federal Poverty Guideline amount is used to determine income eligibility for the Hamilton County PRC Program. The total gross countable income of all members of the assistance group must be equal to or less than the need standard (expressed as a percentage of the Monthly Federal Poverty Guideline amount for the appropriate assistance group size).

Note: Obsolete upon Federal revision.

Assistance Group Size	2024 200% Federal Poverty Guidelines (Monthly Gross Income)
1	\$2,510.00
2	\$3,406.67
3	\$4,303.33
4	\$5,200.00
5	\$6,096.67
6	\$6,993.33
7	\$7,890.00
8	\$8,786.67

<b>Roster of Active Amendments to the Hamilton County PRC Plan</b> <b>(current as of November 1, 2019)</b>		
<b>No.</b>	<b>Name</b>	<b>Effective Date</b>
1.	Child Welfare <b>(revised eff. 9/1/10)</b>	12/01/99
7.	Diversion Program	12/01/99
23.	Employer Subsidy Program <b>(revised eff. 11/1/09)</b>	10/01/05
29.	TANF Purposes 3 and/or 4 Projects <b>(revised eff. 9/1/10)</b>	10/1/07
30.	TANF Youth Employment Program <b>(revised eff. 6/5/15)</b>	6/01/15
31.	Expand eligibility criteria <b>(revised effective 9/26/18)</b>	9/26/18
32.	Kinship caring services <b>(revised effective 8/22/19)</b>	8/22/19
33A, B.	Non-custodial parent employment & intervention program and non-assistance F&C program PRC services <b>(revised effective 2/1/2020)</b>	11/1/19
34A, B.	TANF Youth Employment (revised 6/24/2024) COVID-19 revised (Discontinued 12/1/2022)	4/2/2020
35	Individual rebates, COVID-19 (Discontinued 12/31/2022)	4/16/2020
36	Employment Incentive Program (Discontinued 12/31/2022)	10/1/2021
37	Benefit Bridge (Removed 12/31/2022)	10/1/2021
	Updated Income eligibility information	1/17/2024
38	Services for Survivors of Domestic Violence	12/1/2022

## **HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**

### **AMENDMENT 1 - CHILD WELFARE**

**Effective 1 December 1999**

**(Latest revision effective 9/01/10)**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to cover contracts between community service providers and the Hamilton County Department of Job and Family Services or directly by Hamilton County Job and Family staff to provide certain Child Welfare services where families are economically vulnerable. This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

#### **PURPOSE**

This amendment is adopted to address the needs of families which are at risk of becoming or remaining dependent on Ohio Works First cash assistance due to Child Welfare issues in the home. These situations require case management, counseling and other services in order to support parents (or caretaker relatives) in effectively parenting and/or supporting their child(ren). They also require services to promote family preservation or reunification and/or work to mitigate inter-generational patterns of illegitimacy and dependency. Accordingly, services remain consistent with all four (4) TANF Purposes.

#### **ELIGIBILITY CRITERIA**

- The applicant must reside in Hamilton County.
- Once determined eligible, the family will remain eligible for the duration of the program.

#### **SERVICES PROVIDED**

Services will be in support of the purposes of this amendment (as cited above) and as specified in the contract between HCJFS and the provider(s) or by HCJFS staff as needed to support the family.

#### **COMPENSATION FOR SERVICES PROVIDED**

The compensation for services provided by the vendor will be limited to those due under the terms of the contract. Compensation by HCJFS staff will be determined by procedures in accordance with cost allocation methodologies at the time services are rendered.

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM  
AMENDMENT 7 - DIVERSION PROGRAM  
Effective 1 December 1999**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to include a “diversion program.” This amendment does not affect this County’s currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County’s PRC Plan or any other amendment to the Plan.

**PURPOSE**

This amendment is adopted to advance the self-sufficiency of families where children are at risk for neglect and/or abuse (but are not active with a public children’s services agency). These situations require case management and counseling services in order to support parents in effectively parenting and/or supporting their child(ren).

**ELIGIBILITY CRITERIA**

- The assistance group (AG) is defined as a parent or parents and their children under the age of 18 (or under age 19 but still enrolled in high school). There must be at least one such child.
- The AG must reside in Hamilton County.
- Ineligible individuals (as defined in County PRC Plan Section 6142) are not eligible for services from PRC nor are they included in calculating the AG size (however their income is counted).
- The total gross monthly income of all AG members is compared with a need standard of 300% of the Federal Poverty Guideline appropriate to the size of the AG if applying prior to 10/01/09. All approvals effective 10/01/09 and later are capped at 150% of the appropriate Federal Poverty Guideline. (See the need standard table in the Appendix to the County PRC Plan). If the income is less than the need standard, the AG is eligible for this program.
- Liquid resources are not included in the calculation.
- Once determined eligible, the AG will remain eligible, despite any subsequent changes in its monthly income, until the course of treatment/service is completed.

**APPLICATION PROCESSING**

The application process will be administered by the community service provider and the determination and documentation of eligibility will be its responsibility, as specified in the contract between the parties. The application format to be employed is attached herewith as a part of this amendment (providers may augment this format to serve their purposes but must not delete any required information).

- The PRC applicant must complete, sign and date the application form.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- The community service provider makes the eligibility determination and records it on the Application Form.
- The community service provider retains the application for audit purposes and is responsible for any findings.

**SERVICES PROVIDED**

Services will be in support of the purposes of this amendment (as cited above) and as specified in the contract between HCJFS and the service provider

**COMPENSATION FOR SERVICES PROVIDED**

As provided in the contract between HCJFS and the service provider.

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**  
**AMENDMENT 23 – EMPLOYER SUBSIDY PROGRAM**  
**Effective 1 October 2005 (Revised Effective 1 November 2009)**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to facilitate programs providing employment recruitment and retention services consistent with language contained in OAC 5101:1-3-16 specific to the Subsidized Employment Program (SEP) and PRC Employer Subsidy Program. These services are delivered through contracts with other public entities and/or local community service providers. This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

**PURPOSE**

This amendment is adopted to offer families assistance in securing and retaining stable employment to transition off the OWF cash roles with the added benefit of increasing County OWF Work Participation rates. The goal is long term self-sufficiency to enhance the prospect that OWF recipients will be able to support themselves and their children by rising above the poverty level and thereby reducing their dependence on public assistance benefits.

**ELIGIBILITY CRITERIA**

- The applicant must be an adult or legally emancipated minor residing in Hamilton County.
- The assistance group (AG) is defined as the custodial parent or caretaker relative and their children under the age of 18 (or under age 19 but still enrolled in high school). The caretaker may be related naturally or by adoption and must be a father, mother, brother, sister, aunt, uncle, first cousin or from an earlier generation denoted with the prefix "great" or "grand."
- Ineligible individuals (as defined in the Hamilton County PRC Plan Section 6142) are not eligible for services from PRC nor are they included in calculating the AG size (however their income is counted).
- The current total gross monthly income of all AG members is compared with a need standard of 200% of the Federal Poverty Guideline appropriate to the size of the AG. If the income is less than the need standard, the AG is eligible for this program.
- Liquid resources are not included in the calculation.
- Once determined eligible, the family will remain eligible for the duration of their participation in the employer subsidy program.

**APPLICATION PROCESSING**

The application process will be administered by the contracted community service provider(s) and/or Hamilton County Job and Family Services. The application format to be utilized will be formalized as a part of contractual agreements with provider(s) and may be augmented to serve their purposes. Note: Legal requirements specific to OAC 5101:1-3-16 must not be deleted.

- The PRC applicant must complete, sign and date the application form.
- The contracted provider(s) (if applicable) retain the application for audit purposes and are responsible for any findings.

**SERVICES PROVIDED**

Services will be in support of the purposes of this amendment (as cited above) and as specified in the contract between HCJHS and provider(s). Services may include (but are not limited to):

- Employment and/or Training Services;
- Case Management
- Provision of access to transportation, as required;
- Vocational assessment;
- Work skills training;

- Evaluations of progress;
- Vocational counseling; and
- Program monitoring and reporting.

#### **COMPENSATION FOR SERVICES PROVIDED**

The compensation for services provided by a contracted community agency will be defined in the terms of the contract related to this amendment.

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**  
**AMENDMENT – TANF PURPOSES 3 AND/OR 4 PROJECTS**  
**(Amendment #29)**  
**Effective October 1, 2007**  
**(Latest revision effective 9/01/10)**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to cover contracts between community service providers and Hamilton County Job and Family Services (HCJFS) or provided directly by HCJFS staff, in hopes of providing services specifically designed to address TANF Purposes 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 (To encourage the formation and maintenance of two-parent families). This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

**PURPOSE**

This amendment is adopted to address the needs of families and youth. These situations may require case management, counseling and other services consistent with TANF purposes 3 and/or 4.

**ELIGIBILITY CRITERIA**

- The applicant must reside in Hamilton County.
- Once determined eligible, the family will remain eligible for the duration of the program.

**SERVICES PROVIDED**

Services will be in support of the purposes of this amendment (as cited above) and as specified in the contract between HCJFS and the provider(s) or by HCJFS staff as needed to support the family.

**COMPENSATION FOR SERVICES PROVIDED**

The compensation for services provided by the vendor will be limited to those due under the terms of the contract. Compensation by HCJFS staff will be determined by procedures in accordance with cost allocation methodologies at the time services are rendered.

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM  
AMENDMENT 31 - TANF KINSHIP CAREGIVER PROGRAM  
Effective 22, August 2019**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to facilitate the Kinship Caregiver Program (KCP). This program is designed to support kinship caregivers by providing reasonable and necessary relief of child caring functions through family stabilization and caregiving services. This program replaces the Kinship Child Care Program, which was operated through the local county public children services agency (PCSA).

**PURPOSE**

The purpose of the Program is to provide reasonable and necessary relief of child caring functions so that kinship caregivers as defined in section 5101.85 of the Revised Code, can provide and maintain a home for a child in place of a child's parents. The local program design must be consistent with 307.100 of Sub. H.B. 166 and with section 5101.85 of the Revised Code.

This Kinship Caregiver Program is designed to meet TANF purpose 1, to provide assistance to needy families so that children can be cared for in their own homes

**Part 1 Kinship Family Stabilization Services**

**ELIGIBILITY CRITERIA**

- The child approved for assistance must reside in Hamilton County.
- An application must be submitted to the county department of job and family services by the kinship caregiver.
- Each child living with a kinship caregiver shall make up a PRC assistance group of one; and
- Income of the child shall not exceed 200% of the Federal Poverty Level.
- There is no work requirement associated with these funds.

**APPLICATION PROCESSING**

The application process will be administered by HCJFS. The determination and documentation of eligibility will be the responsibility of HCJFS.

- The applicant must complete, sign and date the application. Note: the PRC application must be signed by the guardian, or custodial adult of the child in need of care.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- HCJFS staff makes the eligibility determination and records it on the Application Form.
- HCJFS retains the application for audit purposes and is responsible for any findings.
- HCJFS shall report this service in the PRC Reporting Tool using the "Kinship Caregiver" drop down. The PRC reporting tool can be found at <https://prc.jfs.ohio.gov>.

**SERVICES PROVIDED**

Relief of child caring functions that are reasonable and necessary include, but are not limited to, the following:

1. Provide conventional PRC services without regard for income other than that of the minor child, sustainability, or the activity of the custodial adult(s) – these include services related to infant mortality reduction, work or school barrier removal, homelessness prevention, utility assistance, and similar activities that promote employment and household stability.

The services below are a non-exhaustive sample of services available to kinship caretakers under this amendment. Each is to meet TANF purpose one (1). PRC can be approved to assist with

- Past due utility or water works bills
- Gas cards or bus passes associated with employment

- Baby items for pregnant moms or new-born babies
- Tools, boots, uniforms for work
- Children's school uniforms and school fees
- Furniture associated with housing stability and safety, beds in particular
- CMHA rent payments tied to a prospective eviction
- Great Oaks STNA nursing training and similar brief vocational certification training
- Car repairs associated with school or employment

2. Providing child care and/or respite care for the kinship caregiver for up to four months in a 12-month span;

3. Child care fees incurred by custodial families may be paid or reimbursed for up to four months.

4. Non-tangible services including counseling, case management, peer support, child care information and referral services, transitional services, and job coaching

## HOUSEHOLD COMPOSITION

Any of the following individuals who are eighteen years of age or older and are caring for a child in place of the child's parents:

The following individuals related by blood or adoption to the child:

- Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";
- Siblings;
- Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand";
- First cousins and first cousins once removed.
- Stepparents and stepsiblings of the child;
- Spouses and former spouses of individuals named in divisions (A) and (B) of this section;
- A legal guardian of the child;
- A legal custodian of the child.

"Minor child" means an individual who:

- Has not attained eighteen years of age; or
- Has not attained nineteen years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training).

## **Part 2 Kinship Caregiving Services**

In accordance with Substitute House Bill 166 of the 133rd General Assembly (7/2019), the kinship caregiver program (KCP) assists kinship caregivers with providing and maintaining a home for a child in place of a child's parents by providing reasonable and necessary relief of child caring functions through family stabilization and caregiving services.

### **PURPOSE**

The purpose of the Program is to provide reasonable and necessary relief of child caring functions so that kinship caregivers as defined in section 5101.85 of the Revised Code, can provide and maintain a home for a child in place of a child's parents. The local program design must be consistent with Substitute House Bill 166 of the 133rd General Assembly (7/2019).

This Kinship Caregiver Program is designed to meet TANF purpose 1, to provide assistance to needy families so that children can be cared for in their own homes.

### **SERVICES PROVIDED**

(1) The benefits or services shall be limited to reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of a minor child. The caregiving service may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver. The care may include care designed to provide temporary relief of child caring functions.

### **ELIGIBILITY CRITERIA**

- The child approved for assistance must reside in Hamilton County.
- An application must be submitted to the county department of job and family services by the kinship caregiver.
- Income of the Assistance Group shall not exceed 200% of the Federal Poverty Level.

The kinship caregiver or other member of the assistance group shall be participating in one of the following approved activities:

- (a) Paid employment on a full-time or part-time basis.
- (b) A training or education activity that prepares the caretaker for paid employment.
- (c) Participating in one or more work activities as a condition of eligibility for either Ohio works first (OWF) or the supplemental nutrition assistance program (SNAP).

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

(2) The minor child for who caregiving services are being provided shall be:

- (a) Under age thirteen at the time of application and may remain eligible until they turn thirteen; or
- (b) Be under age eighteen at the time of application if the child meets the definition of special needs pursuant to rule 5101:2-16-01 of the Administrative Code, and may remain eligible until they turn eighteen.

(1) For the caregiving service, the assistance group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver.

(2) Each member of the assistance group shall:

- (a) Have or have applied for a social security number;
- (b) Be a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code;
- (c) Not owe any of the cost of fraudulent TANF assistance paid to the individual; and
- (d) Have been afforded the opportunity to register to vote (when applicable).

(3) The assistance group shall have gross income of less than two hundred per cent of the federal poverty level.

(5) A redetermination of TANF eligibility for KCP shall be required no less than every twelve months from determination of initial eligibility.

## APPLICATION PROCESSING

The application process will be administered by HCJFS. The determination and documentation of eligibility will be the responsibility of HCJFS.

- The applicant must complete, sign and date the application. Note: the PRC application must be completed and signed by the guardian, or custodial adult of the child in need of care.
- HCJFS staff makes the eligibility determination and records it on the Application Form.
- HCJFS retains the application for audit purposes and is responsible for any findings.
- HCJFS shall report this service in the PRC Reporting Tool using the "Kinship Caregiver" drop down. The PRC reporting tool can be found at <https://prc.jfs.ohio.gov>.
- The methods used to process applications, determine eligibility, establish vendor relations, and issue payment for services will evolve over time as the state issues further guidance and HCJFS grows or adjusts staffing and administrative capacity.

## HOUSEHOLD COMPOSITION

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

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

"Minor child" means an individual who:

- Has not attained eighteen years of age; or
- Has not attained nineteen years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training).

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**  
**AMENDMENT 33A**  
**NON-CUSTODIAL PARENT EMPLOYMENT & INTERVENTION PROGRAM**  
**Effective 2/1/2020**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to facilitate programs providing employment and early intervention services for non-custodial parents as deemed appropriate. These services are delivered either directly by the Hamilton County Department of Job and Family Services (HCJFS) or through contracts with other public entities and/or local community service providers. This amendment does not affect this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

#### **PURPOSE**

This amendment is adopted to offer appropriate; co-parenting, fatherhood, parenting, employment and/or other case management services – consistent with TANF Purpose #4 (Encourage the formation and maintenance of two-parent families).

#### **ELIGIBILITY CRITERIA**

- The applicant and minor child must reside in Hamilton County
- Ineligible individuals as defined in the Hamilton County PRC Plan, Section 6142 are not eligible for services from PRC nor are they included in calculating the assistance group (AG) size (however their income is counted).
- The current total gross monthly income of all AG members is compared with a need standard of 200% of the Federal Poverty Guideline appropriate to the size of the AG. If the income is less than the need standard, the AG is potentially eligible for this program.
- Liquid resources are not included in the calculation.
- Once determined eligible, the family will remain eligible for the duration of the program

#### **APPLICATION PROCESSING**

The application process will be administered by HCJFS or, where applicable, the contracted public entity or community service provider. The determination and documentation of eligibility will be the responsibility of HCJFS, or as specified in the contract with other parties. The application format to be employed is attached herewith as a part of this amendment.

- The applicant must complete, sign and date the PRC application.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- HCJFS staff or, if applicable, the contracted public entity or community service provider makes the eligibility determination and records it on the Application Form.
- HCJFS or, if applicable, the contracted public entity or community service provider retains the application for audit purposes and is responsible for any findings.

#### **SERVICES PROVIDED**

Services will be consistent with ODJFS guidelines and in support of the purposes of this amendment (as cited above); and as specified in the contract between HCJFS and the provider, where applicable.

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM  
AMENDMENT 33B**

**Intangible, non-assistance enrichment services provided in association with an open Children  
Services case  
Effective 2/1/2020**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to facilitate programs providing intangible, non-assistance, soft enrichment services to youth and their families when associated with an open children services case. These services are delivered either directly by the Hamilton County Department of Job and Family Services (HCJFS) or through contracts with other public entities and/or local community service providers. This amendment does not diminish or modify any other element of this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

**PURPOSE**

This amendment is adopted to offer appropriate; parent enrichment, care management, substance abuse screening, visitation, domestic violence, and in-home services – consistent with TANF Purpose's 1 and 4: "To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives". "Encourage the formation and maintenance of two-parent families"

**ELIGIBILITY CRITERIA**

- Each child associated with these services shall make up a PRC assistance group of one
- Income of the child shall not exceed 200% of the Federal Poverty Level
- Services may be delivered, on behalf of the child to the child, their current caregiver, or any prospective future caregiver
- There is no work requirement associated with these funds. For these purposes, a household is a "Minor child who resides with a parent, specified relative, legal guardian or legal custodian"
- The minor child must reside in Hamilton County or be working to return to a home in Hamilton County
- Ineligible individuals as defined in the Hamilton County PRC Plan, Section 6142 are not eligible for services from PRC nor are they included in calculating the assistance group (AG) size (however their income is counted).
- The current total gross monthly income of all AG members is compared with a need standard of 200% of the Federal Poverty Guideline appropriate to the size of the AG. If the income is less than the need standard, the AG is potentially eligible for this program.
- Liquid resources are not included in the calculation.
- Once determined eligible, the family will remain eligible for the duration of the program

Eligibility is established exclusively for the intangible, non-assistance, soft services. Hamilton County shall accept self-attestation of client eligibility factors. All covered services must be delivered in the context of a current and open children services case plan.

HCJFS shall document or secure attestation of the following eligibility factor for each child tied to the service authorizations above. Self-attestation may be provided by the parent, custodial adult, or HCJFS employee with knowledge of the case.

- Social Security number
- Citizenship, qualified alien, legal refugee
- Hamilton County resident
- No outstanding TANF overpayment/fraud recovery can exist for the PRC household.
- Income under 200% of FPL
- Not a fugitive felon/parolee, or probation violator

HCJFS shall assure that these services and costs are documented in the TANF-WRT

## APPLICATION PROCESSING

The application process will be administered by HCJFS or, where applicable, the contracted public entity or community service provider. The determination and documentation of eligibility will be the responsibility of HCJFS, or as specified in the contract with other parties. The application is imbedded in the release of information for the intangible, non-assistance, soft services described above in the purpose statement.

- The applicant, caretaker, or HCJFS employee acting on behalf of the child must, sign and date the PRC application.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- HCJFS staff or, if applicable, the contracted public entity or community service provider makes the eligibility determination.
- HCJFS or, if applicable, the contracted public entity or community service provider retains the application for audit purposes and is responsible for any findings.

## SERVICES PROVIDED

Services will be consistent with ODJFS guidelines, consistent with the conditions identified above and in support of the purposes of this amendment (as cited above); and as specified in the contract between HCJFS and the provider, where applicable.

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**  
**AMENDMENT 34 A**  
**TANF YOUTH EMPLOYMENT**  
**Effective 6/24/2024**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to facilitate programs providing Youth employment and employment readiness. These services are delivered either directly by the Hamilton County Department of Job and Family Services (HCJFS) or through contracts with other public entities and/or local community service providers. This amendment does not affect other parts of this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

**PURPOSE**

This amendment is adopted to offer age appropriate youth (as defined by ODJFS and/or other appropriate funding sources) an experience that will encourage the recruitment and development of youth/employer work relationships.

TANF Purpose- the TANF Summer Youth Employment Program meets the first two purposes of TANF:

1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.
2. To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

**ELIGIBILITY CRITERIA**

- The approved applicant must be from a TANF-eligible family residing in Hamilton County.
- Ineligible individuals (as defined in the Hamilton County PRC Plan Section 6142) are not eligible for services from PRC nor are they included in calculating the AG size (however their income is counted).
- The current total gross monthly income of all assistance group (AG) members is compared with a need standard of 200% of the Federal Poverty Guideline appropriate to the size of the AG. If the income is less than the need standard, the AG is eligible for this program.
- Liquid resources are not included in the calculation.
- Once determined eligible, the family will remain eligible for the duration of the program.
- Youth age 14-18, enrolled in secondary school, as long as the youth is in a needy family and in school.
- The youth served may be non-custodial parents as long as they are considered "needy" and have a minor child. "Needy" is not specifically defined by state or federal regulation but may be no greater than income at 200% of the federal poverty level.
- Family is defined in federal and state law and regulations as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lives in the state, but does not reside with his/her minor child(ren).
- Foster Care: Youth in a foster care setting age 14 to 18 years of age if they are a full-time student in a secondary school may be served under the TANF Summer Youth Employment Program. The United States Department of Health and Human Services (HHS), Administration for Children and Families (ACF) has provided guidance respective to the Youth Employment Program. This guidance is only applicable to the TANF Summer Youth Employment Program and no other TANF or PRC program.

**APPLICATION PROCESSING**

The application process will be administered by HCJFS or, where applicable, the contracted public entity or community service provider. The determination and documentation of eligibility will be the responsibility of HCJFS, or as specified in the contract with other parties. The application format to be employed is attached herewith as a part of this amendment.

- The applicant must complete, sign and date the application below. Note: the PRC application must be signed by the Parent or Guardian and Youth.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- HCJFS staff or, if applicable, the contracted public entity or community service provider makes the eligibility

determination and records it on the Application Form.

- HCJFS or, if applicable, the contracted public entity or community service provider retains the application for audit purposes and is responsible for any findings.

## SERVICES PROVIDED

Services will be consistent with ODJFS guidelines and in support of the purposes of this amendment (as cited above); and as specified in the contract between HCJFS and the provider, where applicable.

This program will operate from May 1, 2024 to September 30, 2024. Normal PRC allocation liquidation rules will apply.

Wages for the TANF Summer Youth Employment Program are capped at \$13.00 per hour for this allocation. Performance bonuses or lump sum payments are not allowed.

HCJFS shall assure that eligible participants are evaluated to determine the best program for each: The Comprehensive Case Management and Employment Program (CCMEP) or the TANF Summer Youth

Employment Program;

At the conclusion of the TANF Summer Youth Employment Program, eligible participants shall be notified of and given the opportunity to volunteer to participate in CCMEP, if determined appropriate;

All youth participating in the TANF Summer Youth Employment Program shall be registered on the OhioMeansJobs website. A confirmation of their registration will need to be incorporated into the county agency reporting. Parental or legal guardian consent is required for youth to register in OhioMeansJobs.

These TANF funds shall enable TANF-eligible Ohio youth to gain valuable work experience while earning a paycheck. Summer employment programs will offer the opportunity for youth to develop a work history and have a current reference from an employer.

All enrolled youth must engage in structured career exploration. The vendor shall ensure that all presented careers are relatively high-wage, high-demand, and high retention. Documentation of those characteristics shall be shared with all participants and HCJFS. Each youth shall exit their summer youth experience with a written career plan informed by their desires and aptitudes, a vocational/post-secondary training plan. That plan shall include, at least, anticipated degree or industry recognized certification(s), timeframe, training institutions(s), projected wages and retention data, and prerequisite training/skills, screening, and exclusion criteria accounted for, as well as a current resume and cover letter.

## ALLOWABLE COSTS

Allowable costs under this program include:

- Payments to employers for wages (at no higher than \$13.00 per hour) and fringe benefits;
- Payments to the selected vendor(s) to operate the program;
- Recruitment and development of employers for the program;
- Vendor management indirect costs
- Other ancillary services which are offered by the employer to the summer youth employment participants, including:
  - Work related items such as uniforms, tools, licenses or certifications;
  - Case management activities related to the program; and
  - Job coaches and mentors.
- Worker compensation expenses;
- FICA;
- Direct supervision and training costs; and
- Transportation costs to and from the work site.

Costs, such as, other subsidized employment wages, child care, etc. must adhere to time limits contained in 45 CFR 260.31 and can only be offered to a youth for a period of four months or less.

The cost of health insurance for youth may not be charged against this allocation; however, the cost of health insurance for staff employed by a third party to operate the program can be charged.

Name: [REDACTED] Date: \_\_\_\_\_

**Michael Patton, Director (Hamilton County Job and Family Services)**

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**  
**AMENDMENT 34 B**  
**COVID-19**  
**Effective 10/1/2021 Discontinued 12/31/2022**

The Prevention, Retention and Contingency (PRC) Plan for Hamilton County is amended to facilitate programs providing Youth employment and employment readiness. These services are delivered either directly by the Hamilton County Department of Job and Family Services (HCJFS) or through contracts with other public entities and/or local community service providers. This amendment does not affect other parts of this County's currently approved PRC Plan. Participation through this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC Plan or any other amendment to the Plan.

#### **PURPOSE**

This Hamilton County PRC plan revision specifically permits use of allocated youth employment, or more generally available PRC funds to address needs associated with the local COVID-19 response.

TANF Purpose- the COVID-19 and TANF Summer Youth Employment Program meets the first two purposes of TANF:

1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.
2. To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

Activities permitted under this service include tangible goods and services intended to meet either TANF purpose identified above. Examples include, but are not limited to, utility payment, rent, deposit, car repairs, training, work or school supplies, baby items, emergency food supports, and similar. Direct payments such as cash or check can be made to clients using PRC funds from any allocation or source for the duration of the COVID 19 emergency under this plan amendment.

#### **ELIGIBILITY**

The agency may use self-attestation to verify eligibility. Normally, a self-attestation form needs to have the client's signature. For COVID-19 associated services, the agency may use verbal authorization or electronic signature in lieu of a written signature for this program.

The program is limited to 200% of Federal Poverty Level. The program must serve persons in a TANF-eligible family.

Two Prevention Retention Contingency (PRC) plan modifications specific to services associated with COVID-19 needs, regardless of the PRC allocations that funds are drawn from:

Direct payments such as cash or check can be made to clients from these COVID-19 services. HCJFS shall first confirm that the applicant is TANF eligible initially in all cases. Once the check or cash to the client is made, follow up documentation will not be needed. Gift cards shall not be issued.

PRC may provide short-term assistance limited to the amount actually required to meet the need up to \$3000.00 total during a twelve (12) consecutive month period. Typically, that assistance will be issued no more than once a year. In no case may PRC result in assistance with an ongoing bill that last longer than four months in a year. In rare cases, COVID-19 related PRC may be approved more than once in a year. In those cases:

- Exceptional circumstances shall be well documented
- The \$3,000 and four-month constraints above apply
- The aid shall not promote dependency or entitlement
- Any approval is dependent on available funds

#### **REPORTING TOOLS**

For the COVID-19 Response please use the PRC Reporting Tool to report activity. The PRC Reporting Tool contains a Disaster category for tracking. Questions about the PRC Reporting Tool should be emailed to [kimberly.burton@jfs.ohio.gov](mailto:kimberly.burton@jfs.ohio.gov). All information shall be in the reporting tool within thirty (30) days from the clients leaving the program.

Hamilton County may use verbal self-attestation or electronic signature for all Prevention, Retention, and Contingency (PRC) programs to verify eligibility including PRC program eligibility as well as documentation of need. This practice is limited to the duration of the COVID-19 emergency. Once the emergency is lifted, verbal self-attestation will no longer be allowed.

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**

**AMENDMENT 35**

**Individual rebates, COVID-19**

**Effective 4/16/2020 Discontinued 12/31/2022**

Hamilton County Department of Job and Family Services  
PRC Plan Amendment

This amendment excludes the income from individual rebates (also referred to as stimulus payments) and pandemic unemployment compensation authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act when determining eligibility for PRC benefits and services.

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**  
**AMENDMENT 36**  
**Employment Incentive Funds**  
**Effective 10/1/2021 Discontinued 12/31/2022**

Hamilton County Department of Job and Family Services  
PRC Plan Amendment

**PURPOSE**

This amendment is adopted to offer appropriate self-sufficiency employment incentive payments for adults whose earnings or employment may result in reduced or discontinued SNAP public assistance.

**ELIGIBILITY CRITERIA**

HCJFS shall document or secure attestation of the following eligibility factor for each recipient. Self-attestation may be provided by the parent, custodial adult, or HCJFS employee with knowledge of the case.

- Social Security number
- Citizenship, qualified alien, legal refugee
- Hamilton County resident
- No outstanding TANF overpayment/fraud recovery can exist for the PRC household.
- Income under 250% of FPL
- Not a fugitive felon/parolee, or probation violator
- Minor child or responsible for same

HCJFS shall assure that these services and costs are documented in the TANF-WRT

**APPLICATION PROCESSING**

The application process will be administered by HCJFS or, where applicable, the contracted public entity or community service provider. The determination and documentation of eligibility will be the responsibility of HCJFS, or as specified in the contract with other parties.

- The applicant, caretaker, or HCJFS employee acting on behalf of the child must, sign and date the PRC application.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- HCJFS staff or, if applicable, the contracted public entity or community service provider makes the eligibility determination.
- HCJFS or, if applicable, the contracted public entity or community service provider retains the application for audit purposes and is responsible for any findings.

**PURPOSE**

This amendment is adopted to offer appropriate self-sufficiency employment incentive payments for adults whose earnings or employment may result in reduced or discontinued SNAP public assistance.

**ELIGIBILITY CRITERIA**

HCJFS shall document or secure attestation of the following eligibility factor for each recipient. Self-attestation may be provided by the parent, custodial adult, or HCJFS employee with knowledge of the case.

- Social Security number
- Citizenship, qualified alien, legal refugee
- Hamilton County resident

- No outstanding TANF overpayment/fraud recovery can exist for the PRC household.
- Income under 250% of FPL
- Not a fugitive felon/parolee, or probation violator
- Minor child or responsible for same

HCJFS shall assure that these services and costs are documented in the TANF-WRT

## APPLICATION PROCESSING

The application process will be administered by HCJFS or, where applicable, the contracted public entity or community service provider. The determination and documentation of eligibility will be the responsibility of HCJFS, or as specified in the contract with other parties.

- The applicant, caretaker, or HCJFS employee acting on behalf of the child must, sign and date the PRC application.
- The verification of all eligibility factors is accomplished through the written declaration of the applicant.
- HCJFS staff or, if applicable, the contracted public entity or community service provider makes the eligibility determination.
- HCJFS or, if applicable, the contracted public entity or community service provider retains the application for audit purposes and is responsible for any findings.

Hamilton County's Employment Incentive Program would serve customers currently receiving SNAP only or SNAP and Medicaid benefits in Hamilton County to encourage them to seek and secure new, full-time, permanent employment in a high demand field in Southwestern Ohio.

To be eligible for this program a customer must:

- Be a resident of Hamilton County
- Currently receiving SNAP only benefits (customer receiving SNAP and Medicaid are also eligible)
- Begin employment in a Hamilton County high demand field for 30 days.

These fields are:

- Construction
- Healthcare
- Information Technology (spanning across all sectors)
- Manufacturing/Installation/Maintenance/Repair
- Office Admin./Support/Call Center (including virtual)
- Supply Chain/Transportation/Logistics
- Child Care

Hamilton County Job and Family Services currently offers free training to SNAP customers leading to a certification in the fields of construction (through Easterseals), healthcare (Great Oaks and MedCerts), information technology (Per Scholas) and transportation (Napier).

The incentive will be in the form of a one-time \$1,000 payment, issued through the Hamilton County Auditor's office. The customer will need to verify that they have been employed for 30 days through an employment verification or pay stubs. The SNAP E & T case manager will update their case in OBWP.

The program will operate from 10/1/2021 to 6/30/2023.

Hamilton County will be able to serve up to 250 individuals at \$1,000 per customer for a total of \$250,000 for each state fiscal year. During 2020 the SNAP E & T unit referred 209 individuals to training but the enrollment rate was only 21% (44). 39% (17) of those enrolled completing the training.

The SNAP E & T unit will operate and track this program and report any state mandated monthly information along with the following:

1. Name of Participant
2. Employer
3. Start Date of Employment
4. Wages/Earnings
5. Field of Employment
6. Last date of SNAP eligibility

7. Did customer attend SNAP E & T training?

8. Which Training?

9. Dates of Training

10. Type of Certification Earned

11. [REDACTED]

Name:

Amy Story, Director (Hamilton County Job and Family Services)

# **HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM**

## **AMENDMENT 38**

### **Services for Survivors of Domestic Violence**

**Effective 12/1/2022**

The Prevention, Retention, and Contingency (PRC) Plan for Hamilton County is amended to facilitate programs providing services for survivors of domestic violence. These services are delivered either directly by the Hamilton County Department of Job and Family Services (HCJFS) or through contracts with other public entities and/or local community service providers. This amendment does not affect other parts of this County's currently approved PRC plan. Participation in this program will not bar individuals from receiving PRC assistance for any other services available under the County's PRC plan or any other amendment to the Plan.

#### **PURPOSE**

This amendment is adopted to offer appropriate housing stabilization services to survivors of domestic violence under PRC purpose one (1) to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

#### **ELIGIBILITY CRITERIA**

HCJFS shall document or secure attestation of the following eligibility factors for each recipient. Self-attestation may be provided by the applicant.

- Social Security Number
- Citizenship, qualified alien, legal refugee
- Hamilton County residency
- No outstanding TANF overpayment/fraud recovery can exist for the PRC household
- Not a fugitive felon, or parolee or probation violator
- PRC household income under 200% FPL
- Has a minor child or is responsible for a minor child living in the home
- Participating in domestic violence services, including but not limited to prevention, response, and/or survivor services, through a local social service agency
- There is no work requirements associated with these funds

#### **APPLICATION PROCESSING**

The application process will be administered by HCJFS or where applicable, the contracted public entity or community service provider. The determination and documentation of eligibility will be the responsibility of HCJFS, or as specified in the contract with other parties.

- The applicant must sign and date the PRC application
- The verification of eligibility factors occurs through documentation and/or self-attestation of circumstances and need.
- HCJFS staff makes the eligibility determination and records it on the PRC worksheet
- HCJFS retains the application for audit purposes and is responsible for any findings
- HCJFS shall report this service in the PRC reporting tool at <https://prc.jfs.ohio.gov>

#### **SERVICES PROVIDED**

Housing stabilization services for survivors of domestic violence may include those related to homelessness prevention, utility assistances, infant mortality reduction, work or school barrier removal, and similar activities that promote employment and household stability.

The services below are a non-exhaustive sample of services available to survivors of domestic violence under this amendment. Each is to meet TANF purpose one (1). PRC can be approved to assist with:

- Rental payment to include arrears, rental deposit and up to two (2) months of future rent; total rental assistance cannot exceed three (3) months to ensure the domestic violence survivor and their children have safe and stable housing
- Past due utility or water works bills
- Gas cards or bus passes associated with employment
- Baby items for pregnant moms or newborn babies

- Tools, boots, uniforms for work
- Children's school uniforms and school fees
- Furniture associated with housing stability and safety, beds in particular

#### HOUSEHOLD COMPOSITION

"PRC Household" includes all adults and minor children living in the household

"Minor child" means an individual who:

- Has not attained eighteen (18) years of age; or
- Has not attained nineteen (19) years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training).

**Michael Patton, Director (Hamilton County Job and Family Services)**

**HAMILTON COUNTY PREVENTION, RETENTION AND CONTINGENCY PROGRAM  
BIENNIAL REVIEW**

The PRC plan has been reviewed by the JFSPC committee. There are no programmatic changes during this review. The Monthly Federal Poverty Guidelines chart was updated to reflect current 2024 limits.

**Michael Patton, Director (Hamilton County Job and Family Services)**