



**Hancock County**  
Job & Family Services

**PREVENTION, RETENTION, CONTINGENCY PLAN (PRC)**  
(Revised 6/27/24)

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## **PREVENTION, RETENTION, CONTINGENCY PLAN (PRC)**

(Revised 6/27/24)

### **PURPOSE**

The purpose of the PRC plan is to provide services to an assistance group to prevent the participants from reliance on, and divert them from, on-going cash assistance. Participants will be assisted through a presenting crisis or will be provided services to help them overcome immediate barriers to obtaining or retaining employment to achieve self-sufficiency. Services may also be provided to meet a need which if not satisfied threatens the safety, health or well-being of one of the members.

These services are not on-going, but any number of individual payments can be made during the eligibility period, as long as each payment is distinctive and non-recurring. Payments are considered short-term assistance limited to the amount required to meet the presenting need or to fulfill an employability plan within the guidelines of this plan. All PRC services will meet one or more of the following objectives: 1) to provide assistance to needy families; 2) to end dependence of needy parents by promoting job preparation, work and marriage; 3) to prevent and reduce out-of-wedlock pregnancies; and 4) to encourage the formation and maintenance of two-parent families.

### **DEFINITION OF ASSISTANCE GROUP**

For purposes of this plan, as Assistance Group (AG) is defined as a household unit consisting of a minor child who lives with a custodial parent (including verified pregnancies), legal guardian, or specified relative caring for the child; or a specified relative of a child receiving SSI or federal, state, or local foster care or adoption assistance who resides with and cares for the child. In cases of documented abuse, the abuser may be excluded from the assistance group. An Assistance Group may also include a non-custodial parent under a current Ohio child support order if the non-custodial parent resides in Hancock County at the time of application for PRC.

### **ELIGIBILITY GUIDELINES**

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services and whether the county determines that providing PRC will satisfy that need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below the level of the Federal Poverty Guidelines (See Attachment) established for that PRC category. PRC assistance is only available to AG's who have not received PRC assistance in this or any other county above the monetary caps established by this plan during the previous 12 consecutive months. Families receiving assistance from another program may receive PRC assistance if found eligible.

Hancock County Job and Family Services (HCJFS) is responsible for using objective criteria when determining eligibility and approving or denying all applications for PRC. Immediate needs and whether or not the PRC program can be of benefit is determined by the HCJFS. Under the program, an assistance group that includes at least one minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services as determined by the HCJFS.

Each person applying for PRC must provide HCJFS (or contracted agency) with a social security number or apply for a social security number. Providing a number is a condition of receipt of assistance.

An assistance group must receive notice of their right to request an alternative provider. An assistance group that objects to a faith-based provider must be provided with an alternative provider for services within a reasonable period of time. The alternative provider must be reasonably accessible and be able to provide comparable services.

A voter registration application must be made available to persons applying for or participating in the PRC program. This also applies to entities with whom the county contracts.

## **APPLICATION PROCESS**

All individuals requesting PRC assistance and those determined in need of PRC shall be given an application to complete to be used in determining eligibility along with a JFS 04059 Explanation of State Hearing Procedures form. Eligibility will be carefully evaluated on a case-by-case basis. Fair and equitable standards will be used by the county when processing PRC applications. Applicants will have 15 workdays to provide required documentation to support the request for goods/services. HCJFS will have up to 10 workdays from the day all verifications are provided to process and to approve or deny the application. Required verifications include: ID for the entire AG, social security numbers for the entire AG, all income and resources of the AG, residence, and presenting need must be documented. Additional documentation may be required depending on the family situation and the need presented.

Total gross income, both earned and unearned, received by adult members of the PRC AG during the six-week budget period is considered when determining financial eligibility. Income which has ended will not be considered. Earned income received by the children in an AG is not counted. Receipt of public assistance (OWF and/or SNAP) during the 30 days prior to the date of application meets the meets income eligibility guideline.

The following types of income are excluded as income and resources in determining financial eligibility for PRC benefits and services.

- A. Child support payment distributions made by the Ohio Department of Job and Family Services pursuant to division ( C ) of Section 1 of Am. S.B. 170 of the 124<sup>th</sup> General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.
- B. All income that is federally excluded in the determination of eligibility for federal need-based programs. Federally excluded income includes the following income sources:

1. Drug discounts and transitional assistance received under Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31 (g) (6) of the Social Security Act (12/08/2003).
2. Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000.

The budget period begins six weeks prior to the date of application and ends on the application date. Income received during this period is used in the computation of financial eligibility. Weekly income will be converted by multiplying by a factor of 4.3. Bi-weekly income will be converted by multiplying by a factor of 2.15. There are no deductions or exclusions allowed from any type of countable income. Written or verbal verification of income is required. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record 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. If the total PRC AG income is equal to or less than the relevant Federal Poverty Guideline amount for the applicable PRC AG size, the PRC AG meets the income requirements.

PRC AG resources are defined as liquid assets that can be easily converted into cash (i.e. checking and/or savings accounts, stocks, savings bonds/certificates, trusts, etc.). Resources must be verified in the same manner as income and will be considered in determining eligibility. All resources available to the AG, in excess of the standard established under each PRC category, must be used toward the presenting need prior to any payment being authorized by the HCJFS. (Excluding Work Support Services.)

The assistance group may receive more than one item/service per event and may apply and receive PRC assistance multiple times within a twelve-month period; but, the total amount of PRC assistance cannot exceed the maximum limits and applicable sub-limits. The twelve-month period begins on the date of the initial application for PRC.

### **COMMUNITY RESOURCES**

The availability of resources within the local community may be explored prior to the authorization of PRC. A PRC AG may apply for and use any program, benefit or support system which may reduce or eliminate a presenting need.

Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. Knowledge of available resources is necessary to advise applicants of other services within the community that may assist with meeting emergent needs.

### **CASE RECORD COMPOSITION**

The application and any other information gathered during the eligibility determination process will be kept in the ongoing OWF, Medicaid, and/or Food Assistance AG record. If the AG is not in receipt of ongoing OWF, Medicaid and/or Food Assistance, a separate AG folder will be maintained for the PRC application and related verifications. In addition, PRC benefits and services provided to non-custodial parents will be maintained in a

separate AG record.

## **BENEFIT RECOVERY/OVERPAYMENT PROCEDURES**

HCJFS will determine PRC overpayments if an assistance group has been found to have received PRC funding in error. The amount of the overpayment shall be limited to no more than the amount of the assistance received. Methods of repayment may include regular payments, waiting until the minimum time period for receipt of that service has expired, ineligibility for 12 months from the time the overpayment is made or until such time as repayment is made in full, whichever is longer, or a combination of any of the above.

## **INELIGIBILITY FACTORS**

Applicants who are ineligible include:

- 1) Fugitive felons and probation and parole violators.
- 2) Individuals with an outstanding Ohio Works First (OWF) or PRC overpayment or Intentional Program Violation overpayment balance are ineligible for 12 months from the time the overpayment is made or until such time as repayment is made in full, whichever is longer.
- 3) A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years.
- 4) Families refusing to use their own resources that exceed the appropriate limit to help meet their presented need, except as noted in the service summary.
- 5) An AG with a member that is currently on strike.
- 6) A non-U.S. citizen who does not fall within a qualified alien category for the OWF program.
- 7) An AG with a member who intentionally misrepresented information in order to obtain PRC benefits is ineligible for 24 months from the date of the infraction.
- 8) An A.G. with a member who has failed to comply with the terms of a Self Sufficiency Plan within 24 months prior to the current application date will be ineligible for all PRC benefits for one year from the **fail** date. The fail date is not always the same as the sanction begin date.
- 9) An unmarried, non-graduate parent under 18, not attending high school or equivalent.
- 10) An unmarried parent under 18 not living in an adult supervised setting.

## **CONTINGENCY SERVICES**

### **TANF GOAL:**

To provide assistance to needy families that have an emergent need that threatens the health, safety or living arrangement to the extent that is prohibits children from being cared for in their own home or the homes of relatives.

PRC payments will not exceed the amount of presenting need, up to the maximum of \$3000 per 12 consecutive month period of eligibility. There is no limit on the number of individual payments that can be made, but each payment must be distinctive and non-ongoing. Eligibility is based on the AG's income being at or below 150%

FPL. Liquid resources in excess of \$300.00 must be applied to the needed PRC services. Compliance with an individual employability plan is an eligibility requirement for subsequent contingency benefits.

Categories of assistance, goods and services include:

- Shelter Expenses: landlord eviction notice is needed for rent, deposits, utility bills with disconnect notices outside the HEAP season, emergency home repairs and/or shelter. PRC benefits may be used to enable an AG to move into HUD or Section 8 housing even if the AG has not received a court eviction summons from the current landlord. Mortgage and property tax payments will be covered only to the extent necessary to prevent foreclosure.
  - Payment of security deposit and first month's rent will be subject to a budget test. HCJFS will not approve assistance to an AG that does not show adequate resources to continue monthly rental payments.
  - Limited to one time per year per service/event.
- Household Expenses: necessary appliances (hot water heater, stove, refrigerator, furnace) repair and/or replacement. Home repairs affecting basic structure (roof, plumbing, walls). Necessary furniture including beds, mattress and box springs, kitchen table and chairs. Rental of a dumpster including delivery, pick-up and disposal. Pest extermination.
  - Purchase of air conditioning units must be accompanied by a medical statement of need.
  - Purchases will be through a HCJFS approved vendor.
  - Bed size must be age appropriate.
- School Fees: payment of school fees made directly from HCJFS to the school.
  - Limited to K-12 students.
  - Limited to \$300 per student per school year.
  - Excludes school supplies and field trips.
  - This program meets the first three purposes of TANF.
  - Cannot be used for sports fees, tuition or recreational activities.
- Shoe Voucher Program: purchase of one pair of shoes per child.
  - Payment up to \$50 for one pair of shoes per child per year through this program.
  - This program meets the first purpose of TANF.
- Personal Expenses:
  - New School Year School Clothing Program – Applications accepted July 1 – August 31 or sooner if funding is exhausted. Limited to \$200 per child. Child must be age 5 – 18. Program is to purchase school clothing and shoes.
  - Second Semester School Clothing Program – Applications accepted January 1 – February 28 or sooner if funding is exhausted. Limited to \$200 per child. Child must be age 5 -18. Program is to purchase school clothing, boots, winter coats, hats, gloves/mittens, and scarf.
  - Child restraint seats.
  - Purchases will be through a HCJFS approved vendor.

All approved applications will be signed by the case manager making the eligibility determination. All

approvals for hard services will be entered in the State PRC tracking system as applications are approved. Payments will be authorized to the providing vendor only, not the AG directly. County payment and procurement procedures will be followed. The ODJFS 4074 (Notice of Approval of Your Application for Assistance) and the ODJFS 7334 (Notice of Denial of Your Application for Assistance) will be mailed or otherwise delivered to the AG explaining the outcome of their PRC application. State hearing rights are explained on these forms.

Duration of Project:

Until funding is no longer available

**FAMILY PRESERVATION AND REUNIFICATION**

Hancock County Job & Family Services may provide the following family preservation and reunification services to a child and his/her parent, guardian or custodian as the agency determines necessary and subject to the availability of funds.

TANF GOAL:

To provide assistance to needy families so that children may be cared for in their own homes or the homes of relatives. The services will also be aimed at ending the dependence of needy parents on governmental benefits by promoting job preparation, and marriage.

- Diagnostic Services (limited to non-medical services).
- Emergency Shelter (limited to 30 days)
- Respite Care (limited to day care only to alleviate family crisis)
  - Day care provider to be approved by HCJFS staff.
- Therapeutic Counseling (limited to non-medical services).
- Parent Education (this service does not require a Children Service case plan)
- Case Management
- Transportation Assistance to allow the family to participate in activities deemed necessary by HCJFS staff.
  - Assistance may be in the form of gas cards that can **only** be used to purchase gas, cabs, or HATS tickets. The applicant will only be authorized to use a Hancock County Job and Family Services (HCJFS) approved transportation service when referred to the service by HCJFS. If the applicant does not have transportation, but can arrange transportation with another individual, they may be approved for a gas card. The driver providing the transportation will need to provide a copy of their driver license, registration, and proof of insurance.
  - Drivers Education classes (limited to one per lifetime).
  - Car seats may also be included to ensure safe transportation of children to daycare providers.
  - Driver License and License plate fees (no reinstatement fees)
  - Payment of three months of vehicle liability insurance (not for insurance deductibles or co-pays)
  - Vehicle repairs necessary to enable applicant-owned vehicles to operate safely. No cosmetic body repairs, oil changes unless part of a larger repair or tire rotations. Applicant must provide a copy of their driver license, title and registration, proof of insurance and two estimates for the repair. The cost of the repair may not exceed the value of the vehicle. Repairs must be completed by an ASE Certified Mechanic. Repairs will be limited to \$1,000 per twelve months.
- Other services which will prevent the need to permanently remove a child from his or her home or to

facilitate reunification of a child to his or her home (i.e. Clothing including coats, hats, boots, shoes, car seats, diapers and formula, beds including mattress/cribs, bedding, high chairs, schools supplies) not to exceed \$1,000 per child. Home safety items and baby proofing items, which are not permanently attached to real property may also be purchased (i.e. Fire extinguishers, smoke alarms, door alarms and locks, alarm clocks, baby gates, electric outlet plugs, cabinet door latches) not to exceed \$1,000 per child. Rental of a dumpster including delivery, pick-up and disposal, not to exceed \$1,500. Pest extermination.

- Education Intervention(s) which would include one-on-one tutoring for the student (parent and/or child). Tutoring services will be provided by a vendor as approved by HCJFS staff. The TANF goal for this service would be to prevent and/or reduce the number of out of wedlock births and encourage the formation and maintenance of two parent families. Improved academic progress (maintaining age-appropriate grade levels and attainment of a High School Diploma) expand opportunity and promote positive life choices.

Application for Family Preservation and Reunification services may be made by an adult family member, his designee or a Public Children Service Agency representative applying on behalf of a child in or being placed in an emergency shelter/foster care setting.

The PRC Program may be used to provide assistance to a family involved with the child protective services system to alleviate a family crisis that could lead to the removal of children from their home, or to help a family so that the children can be safely returned to their family. Eligibility for Family Preservation and Reunification Services exists for any child who meets PRC citizenship requirements provided gross monthly household income does not exceed 200% of the FPL.

Payments can be authorized to provide assistance to a family involved with the child protective services system in cases where it is determined that such payment could lead to the safe return of children to the home or alleviate a family crisis that could lead to the removal of the children from their home. Such services are considered as separate from the specialized Family Preservation and Reunification category. On-going foster or residential care services are specifically excluded.

Duration of Project:

Until funding is no longer available

**KINSHIP SERVICES**

TANF GOAL:

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

Kinship assistance eligibility will be determined by OWF Assistance Group composition. Eligibility is dependent on the AG's income being at or below 200% of the FPL. Services may be approved as indicated in a Children's Services case plan or as agency determines necessary. The caregiver must be a resident of Hancock County. Definition of Kinship Caregiver can be found in 5101.85. There does not have to be a current Children's Services case plan in place.

Services include:

- Services necessary to maintain children in the home of a relative caretaker,
- Services include counseling services, grandparent support group, home based services, parenting classes, drug and alcohol education classes and counseling and necessary household/safety items.
- Legal services to establish guardianship, placement or custodial care when agreed among all parties. Attorney fees and court costs are not to exceed \$3,000 total.
- Respite/Daycare services
- Transportation to necessary services
- Training related to caring for special needs children.
- Kinship Navigator Services
- Clothing not to exceed \$1,000 per child per twelve-month period.

Duration of Project:

Until funding is no longer available

**DISASTER ASSISTANCE**

TANF GOAL:

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

**TANF-PRC Funds for Families**

Disaster Assistance will be available to eligible assistance groups only when a disaster has been declared by the governor which includes Hancock County and funds have been allocated by the state for assistance. Eligibility is limited to Hancock County residents who have a dependent minor child at home or are pregnant.

All PRC eligibility requirements apply to applications for Disaster Assistance with the following exceptions:

- PRC payments will not exceed the amount of the presenting need, up to the maximum of \$1500.00 per household for any one disaster declared by the governor.
- Disaster Assistance benefits will not be considered as part of the annual limitation for any other PRC category.
- Gross household income cannot exceed 200% of the FPL.
- Failure to comply with the terms of a self-sufficiency contract/employability plan will not result in ineligibility for Disaster Assistance.
- Resource limitations do not apply.

The actual eligibility determination will be made at HCJFS. Benefits authorized under this project will not count in any annual benefit limit.

## **Adult Non-TANF Funds for Elderly and Disabled**

Disaster Assistance will be available to eligible assistance groups only when a disaster has been declared by the governor which includes Hancock County and funds have been allocated by the state for assistance. Eligibility is limited to Hancock County.

These benefits/services are capped at \$750 per dwelling and are limited to:

- Childless individuals aged 55 or older or disabled individuals who have been adversely affected by the emergency are eligible for this program. A “disabled” individual must be childless and in receipt of disability benefit payments such as Supplemental Security Income (SSI), Social Security Disability, Veterans Administration Disability, Public Employees Retirement System (PERS) Disability, Railroad Retirement Disability, Black Lung Benefits, etc.
- The individual must be a resident of Hancock County and have been adversely affected by the emergency condition.
- The dwelling must not have already been approved for TANF-PRC Disaster Assistance.
- Gross household income cannot exceed 200% of the FPL. For purposes of this provision, need is determined by comparing the household’s total available income to the federal poverty standard.
- This program will run March 25, 2024 through April 15, 2024.

The actual eligibility determination will be made at HCJFS. Benefits authorized under this project will not count in any annual benefit limit.

## **CCMEP**

### **TANF PURPOSE**

To end dependence of needy parents by promoting job preparation, work and marriage

The Hancock County Job and Family Services may use TANF funds to provide indirect services through the CCMEP in accordance with Ohio Administrative Code. This is a referral only service.

## **SERVICES TO VICTIMS OF DOMESTIC VIOLENCE**

### **TANF GOAL:**

To provide assistance to needy families so that children may be cared for in their own homes or the homes of relatives. The services will also be aimed at ending the dependence of needy parents on governmental benefits by promoting job preparation, and marriage.

HCJFS may provide non-recurrent short-term (four months or less) benefits to address the immediate needs of victims of domestic violence and their dependents. Services to the entire family when violence is occurring is essential in order to assist them in achieving self-sufficiency and a safe, stable family environment. Services will be provided to victims of domestic violence whose income is at or below 200% FPL and services will not

exceed \$2000.

Services may include:

- Temporary shelter services
- Locksmith services
- Relocation expenses
- Utility deposit/reconnection payment
- Rent deposit
- Transportation to and from necessary appointments
- Referrals to local domestic violence service professionals

Duration of Project:

Until funding is no longer available.

## **WORK SUPPORT SERVICES**

The HCJFS may provide an AG with any or all Job Preparations Services and Benefits outlined in the Services Summary.

TANF GOAL:

To end dependence of needy parents on government benefits by promoting job preparation, work and marriage.

All Work Support Services and Benefits approved under PRC must be in compliance with an individualized employability plan based on the program they are participating in, developed by mutual agreement between the PRC case manager and the client. The plan may be amended from time to time, depending on the client's progress, or lack thereof, or depending on changing AG or community needs, but only with the mutual consent of both the PRC case manager and the client. The clients are not subject to a sanction penalty or period if they are not in compliance with the plan, but they may have their services terminated.

Eligibility is dependent on the AG's income being at or below 200% of the FPL. The PRC case will be open for 12 consecutive months and Work Support Services paid through PRC cannot exceed \$6000.00 over a three-year period (see service summary).

AG members receiving Work Support Services need not be unemployed. They may be employed but at risk of job loss due to poor work habits or low skills, or they may be employed at low rates of pay with little chance of advancement without outside intervention. The purpose of Work Support Services is to enhance opportunities to become self-sufficient through sustained employment.

TYPE OF ASSISTANCE:

Transportation:

Must be employed a minimum average of 30 hours per week at minimum wage or have a verified job opportunity to work a minimum of 30 hours per week. If self-employed, must work a minimum average of 30 hours per week at minimum wage and be able to verify wages. Assistance may be in the form of gas cards that

can only be used to purchase gas, cabs, or HATS tickets. These services may not extend beyond a three-month period. Customers will only be authorized to use a Hancock County Job and Family Services (HCJFS) approved transportation service when referred to the service by HCJFS. Out-of-county employment-related transportation will be provided only upon the approval of the Workforce Development Unit on a case-by-case basis. If the client does not have transportation, but can arrange transportation with another individual, they may be approved for a gas card. Gas cards will be provided by the agency and are only valid at the vendor that issued the card. Gas cards are limited to the purchase of fuel only and gas cards will only be issued for employment related transportation purposes. The driver providing the transportation will need to provide a copy of their driver license, registration, and proof of insurance.

Transportation may also include:

- Drivers Education classes (limited to one per lifetime).
- Car seats may also be included to ensure safe transportation of children to daycare providers.
- Purchase of a bicycle for employment related transportation
- Driver License and License plate fees
- Payment of three months of vehicle liability insurance (not for insurance deductibles or co-pays)
- Vehicle repairs necessary to enable applicant-owned vehicles to operate safely. No cosmetic body repairs, oil changes unless part of a larger repair or tire rotations. Applicant must provide a copy of their driver license, title and registration, proof of insurance and two estimates for the repair. The cost of the repair may not exceed the value of the vehicle. Repairs must be completed by an ASE Certified Mechanic. Repairs will be limited to \$1,000 per twelve months.
- Reinstatement Fees: payment of a driver's license reinstatement fees for a person whose driver's license or permit has been suspended as a result of an eligible offense which does not include alcohol, drug abuse, a combination thereof or a deadly weapon. Individuals must be approved for a reduction of fees through the Ohio Bureau of Motor Vehicles.

#### Wheels to Work:

Two options are available. PRC will match 100% of an eligible applicant's down payment to purchase a vehicle, not to exceed \$1,000 or PRC will pay up to 4 months of a vehicle loan/lease payment to prevent repossession, not to exceed \$1500. Must verify that the account is at least one month delinquent.

- Once per lifetime.
- Income at or below 200% FPL.
- Applicant cannot receive down payment assistance and loan/lease payment assistance.
- Applicant must be employed at least 90 days at the same employer prior to the application date.
- Applicant must be working at least 32 hours per week (actual hours, not average).
- Applicant must show the ability to pay future months payments and vehicle insurance.
- Applicant must have a valid driver's license.
- Cost of vehicle must not exceed the Kelly Blue Book value.
- Applicant must be participating in a financial literacy program led by a certified instructor.

#### Duration of Project:

Until funding is no longer available.

Job Readiness:

Job readiness services may include a hygiene kit, work search kit (resume paper, stamps, etc.), GED classes, clothing or uniforms for work, special tools required for work, safety equipment for work, suitable attire for interviews, alarm clocks, and other job readiness items. Job readiness may also include soft services such as job readiness classes at the OMJ center and resume assistance.

Job Retention:

A job retention bonus of \$250 after three consecutive months of continuous employment at the same employer and \$250 after six consecutive months of continuous employment at the same employer. For the retention bonus the application must be filed within 30 days of the 1<sup>st</sup> date of work and will be based on the income in the 30-day period prior to the start of the job. Clients are only eligible for this bonus for new employment, not currently existing employment. The employee must be employed 30 hours or more per week to be eligible. This benefit is only available once per 12-month period.

Utility assistance:

Assistance with utility bills will not exceed the amount of the presenting need, up to a maximum of \$600 per consecutive 12-month period of eligibility. There is no limit on the number of individual payments that can be made, but each payment must be distinctive and non-ongoing. A customer could receive utility assistance for gas, electric, propane, and water/sewer. The utility must be in a disconnect status.

Education and Training Program:

The Education and Training Program is for recipients to attend short term vocational training to increase earning capacity, to attain employment and achieve self-sufficiency. The program may pay for the following expenses related to and required for short term vocational curriculums approved by HCJFS: tuition, lab fees, tools, uniforms, testing fees, certification fees, registration fees, books, drug tests, fingerprinting and background checks. In order for drug testing to be covered under this program it must meet the following conditions: there must be an offer of employment; the employer must require drug testing for all applicants not just OWF recipients; and the employer must require all applicants to pay for their own drug testing out of pocket.

Education and Training Program services approved under PRC must be in compliance with an individualized employability plan developed by mutual agreement between the PRC case manager and the client. The plan may be amended from time to time, depending on the client's progress, or lack thereof, or depending on changing AG or community needs.

To ensure PRC funds are used to support training that leads to viable employment opportunities and self-sufficiency education/training can only be authorized to support in-demand occupations as defined by ODJFS based on Labor Market Information in compliance with WIOA requirements to determine in-demand occupations.

Eligibility is dependent on the AG's income being at or below 200% of the FPL. The recipient/participant cannot be also eligible under CCMEP rules. The benefit is limited to two (2) sessions (quarters, semesters, etc.). All payments are dependent upon the availability of funds. Payments will not exceed the required expenses for each program.

## TANF Related Employment Incentive Program

The Employment Incentive Program (EIP) will provide monetary incentive payment totaling \$1,500.00 at specific intervals throughout the twelve-month program. The EIP will also provide case management support for twelve months from the date of approval for the program. Participants must be employed full time. Full time employment is defined as uninterrupted employment working an average of at least 30 hours per week, each 30-day interval. For participants employed in non-traditional work hours (ex: rotating shifts), total hours must be at or above 128 for the 30-day period being reviewed. Self-employed individuals are not eligible to participate in this program. Participants will be required to maintain monthly contact (either virtually or in-person) with a Workforce Specialist at OhioMeansJobs-Hancock County. Monthly meetings will discuss progress in employment and any barriers currently being faced by the participant.

### Incentive Payments:

- a. After 30 days (1 month) of program approval with the participant working of an average of 30 or more hours per week the participant will be issued \$250.00.
- b. After 120 days (4 months) of program approval with the participant working of an average of 30 or more hours per week the participant will be issued \$250.00.
- c. After 240 days (8 months) of program approval with the participant working of an average of 30 or more hours per week the participant will be issued \$250.00.
- d. After 365 days (1 year) of program approval with the participant working of an average of 30 or more hours per week the participant will be issued \$750.00.

Program termination may occur for, but not limited to the following:

1. Lapse in employment for at-fault termination terminates participation in the program. Good cause reasons for lapsed employment will be evaluated by HCJFS Administration to determine possible continuation of program participation.
2. Failure to cooperate or attend monthly check-ins without good cause.
3. Quitting employment without reason.
4. Loss of contact.
5. At receipt of the last program incentive payment of \$750.00.

### Duration of Project:

Until funding is no longer available.

## **ON THE JOB TRAINING PROGRAM**

On The Job Training (OJT) is a subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers who participate in the program will be reimbursed up to 50% of the eligible trainee's wage during the established training period, not to exceed \$8,000 per eligible participant.

Job Seekers must be determined eligible **prior** to being hired by the employer. The employer is expected to hire the job seeker for full time, non-seasonal, employment. The trainee's skill level and aptitude and the skills

required for the position will be determined by the employer. Employers are required to offer the OJT participant the same compensation and benefits as workers in similar positions.

Qualifying OJT activities may also include pre-employment assessments as required by the employer; recruitment and development of employers for the program; supervision of the OJT program; and case management activities related to the program. PRC funding cannot be used to reimburse employers for medical benefits.

There will be a rolling twelve (12) month period cap on the program. Caps are negotiated through contractual agreements between Hancock County Job and Family Services and participating OJT employers based upon the PRC participant's knowledge level, training needs wages and benefits.

**TANF GOAL:**

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

To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

**ELIGIBILITY:**

The participant/employee must be PRC eligible at or below 200% FPL income standard guidelines **prior** to entering into an OJT agreement with the employer.

**Duration of Project:**

Until funding is no longer available.

**TANF Summer Youth Employment Program**

The objective of the project is to provide employment, training and other supportive services to youth ages 14-18 years of age enrolled in secondary school. Family Assistance Letter #207 governs the 2023 TANF Summer Youth Employment Program.

- Eligible participants will be 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.

**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:**

The TANF Summer Youth Employment program funded through PRC shall only serve persons from a TANF-eligible family. The types of persons that may be served are:

- Youth ages 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 of 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.**

**LIMITS FOR WAGE SUBSIDIES:**

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.

**OHIO MEANS JOBS.COM REQUIREMENT:**

All youth participating in the TANF Summer Youth Employment Program must be registered on the OhioMeansJobs website. Upon registration in OhioMeansJobs.com, youth will be issued a virtual backpack in which they can store documents, career plans, assessments, a career profile, and other information from their career exploration and job searches. From the virtual backpack, the youth will have access to many career exploration and planning tools. 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.

**COUNTING OF INCOME FOR PUBLIC ASSISTANCE PROGRAMS:**

*Food Assistance/SNAP:* Pursuant to rule 5101:4-4-19 of the Ohio Administrative Code, income received from the TANF Summer Youth Employment Program by the 14-18-year-old participants enrolled in secondary school is not considered countable earned income for SNAP.

*Cash Assistance/OWF:* Pursuant to rule 5101:1-23-20 of the Ohio Administrative Code, earnings received from participation in the TANF Summer Youth Employment Program by the 14-18-year-old participants enrolled in secondary school are not countable in determining Ohio Works First eligibility and level of benefits for the family.

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 third parties to operate the program.
- Recruitment and development of employers for the program.
- 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, childcare, 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 costs of health insurance for the youth may not be charged against this allocation.

THIRD PARTY PROGRAM OPERATION:

A county agency may enter into a contract or grant with a third-party provider. In the agreement, the county agency may pay for the third party's costs to administer or operate the program so long as those costs do not include the items considered as TANF administrative costs pursuant to rule 5101:9-6:08.8, which includes eligibility determinations.

Duration of Project:

May 1, 2023, to September 30, 2023

**Effective Date:**

This effective date of this plan is the date of the Director's signature below and will remain in effect until such time as revisions are required. Plan changes can be implemented by 1) re-writing and submitting the entire plan, or 2) submitting addendums to the current plan explaining the changes and effective date. Hancock County Job and Family Services agrees to implement this plan as written. Should allocations no longer support this plan as written, action will be taken to prioritize and otherwise limit expenditures.

The Hancock County Prevention, Retention and Contingency Policy is hereby approved by:



## FEDERAL POVERTY GUIDELINE TABLE

Effective 1/2024

AG Size	PRC FPG 100%	PRC FPG 150%	PRC FPG 200%
	1/1/24	1/1/24	1/1/24
1	1255	1882	2510
2	1703	2555	3406
3	2151	3227	4303
4	2600	3900	5200
5	3048	4572	6096
6	3496	5245	6993
7	3945	5917	7890
8	4393	6590	8786
9	4841	7262	9683
10	5290	7935	10580
11	5738	8607	11476
12	6186	9280	12373

SERVICES & BENEFITS	CAP	SPECIFIC ELIGIBILITY FACTORS	ECONOMIC NEED STANDARD
<p><b><u>Kinship Services</u></b> – to provide assistance to needy families so that children may be cared for in their own home or in the home of a relative.</p> <p>Counseling services, grandparent support group, parenting classes, drug/alcohol education classes, necessary household/safety items.  Legal services to establish guardianship/placement/ custodial care when agreed among all parties.  Respite/Daycare services  Transportation to necessary services  Training related to caring for special needs children  Kinship Navigator Services  Clothing</p>	<p>No overall cap on services – as needed. There may be a cap set on certain services.</p> <p>Not to exceed \$3000.</p> <p>Not to exceed \$1000 per child per 12-month period.</p>	<p>Determined by OWF AG composition.</p> <p>Services may be approved as indicated on Children’s Services case plan <b>or</b> as agency determines necessary.</p>	<p>200% FPL</p>
<p><b><u>Disaster Assistance</u></b> – will be available to eligible AGs so that children may be cared for in their own homes.</p> <p>Assistance will be defined at the time of disaster.</p>	<p>\$1500 per disaster</p> <p>Benefits authorized under this category will not count in any other annual benefit limit.</p>	<p>Available to eligible AGs only when a disaster has been declared by the governor which includes Hancock County and funds have been allocated by the state for assistance.</p>	<p>200% FPL</p>
<p><b><u>Family Preservation and Reunification Services</u></b> – Provided to a child and his/her parent, guardian, or custodian so that the child may be cared for in their own home or the home of relatives.</p> <p>Diagnostic Services (non-medical)  Emergency Shelter (up to 30 days)  Respite Care (limited to day care to alleviate family crisis)  Therapeutic Counseling (non-medical)  Parent Education</p> <p>Transportation Assistance  90 Days Transportation (gas cards, HATS tickets, cab rides)  Driver’s Education Classes  Child Safety Restraints  Driver’s License and License Plate Fees  Payment of 3 months of vehicle liability insurance.  Vehicle repairs necessary to enable applicant owned vehicles to operate safely.</p> <p>Other services which will prevent the need to permanently remove a child from his or her home or to facilitate reunification of a child to his or her home. (Clothing furniture, shoes, diapers, school supplies, etc.)</p> <p>Home safety items  Rental of a dumpster for home clean-up  Pest Extermination</p>	<p>No overall cap on services – as needed. There may be a cap set on certain services.</p> <p>Limited to 1 per lifetime per individual.</p> <p>Vehicle repairs will be limited to \$1000 per 12 months. Cost of repair must not exceed value of vehicle.</p> <p>Not to exceed \$1000 per child.</p> <p>Not to exceed \$1000 per child.  Not to exceed \$1500.</p>		<p>200% FPL</p>

Education Interventions			
<p><b>Services to Victims of Domestic Violence</b> – Provide assistance to fulfill immediate needs of families that are victims of domestic violence.</p> <p>Temporary shelter services Locksmith services Relocation expenses Utility deposit/reconnection payment Rent deposit Transportation to and from necessary appointments Referrals to local domestic violence service professionals</p>	<p>\$2000 per 12-month period for hard services.</p> <p>No cap for soft services</p>	<p>Parents with minor children or a pregnant individual.</p> <p>Application must be filed with HCJFS.</p>	200% FPL
<p><b>Work Support Services</b> – To end dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p> <p>90 Days Transportation for Employment (gas cards limited to gas only, HATS tickets, cab rides)</p> <p>Driver’s Education Classes Child Safety Restraints Purchase of bicycle for employment related transportation. Driver’s License and License Plate Fees Payment of 3 months of vehicle liability insurance. Vehicle repairs necessary to enable applicant owned vehicles to operate safely.</p> <p>Reinstatement Fees (offense cannot include alcohol, drug abuse a combination thereof or a deadly weapon) Job Readiness (hygiene kits, work search kits, GED classes, clothing/uniforms for work, tools, safety equipment, interview clothing, alarm clocks) Job Retention Bonuses (up to \$500 after 6 months of employment) Utility Assistance (utility must be in a disconnect status) Employment Incentive Program</p>	<p>\$6000 per 3-year period.</p> <p>90 days transportation must be employed average of 30 hours per week.</p> <p>Limited 1 per lifetime per person</p> <p>Vehicle repairs will be limited to \$1000 per 12 months. Cost of repair must not exceed value of vehicle.</p> <p>\$500</p> <p>\$600 per 12-month period \$1500 issued at specific intervals</p>	<p>Limited to families with children and individuals under a current Ohio Child Support Order. All AG=s must be determined to be in need of employment assistance</p> <p>PRC application must be submitted to the HCJFS</p> <p>For Retention Bonus, application must be filed within 30 days of the 1<sup>st</sup> day of work</p> <p>Compliance with individualized employability plan &amp; cooperation in securing Child Support is required to maintain all benefits</p>	200% FPL
<p><b>Contingency Services</b> – If the health, safety, or decent living arrangement is threatened to the extent that it prohibits children from being cared for in their own home or inhibits employment &amp; marriage.</p> <p><b>Utility Disconnects**</b> <b>Security deposits</b> <b>Repair/Replace appliances (furnace, hot water heater, stove or refrigerator)</b> <b>Home repairs affecting basic structure (roof, plumbing, walls)</b> <b>Household expenses (dumpster services, pest removal, necessary furniture)</b> <b>Mortgage/Tax payments to prevent foreclosure as verified by financial institution</b></p>	<p>Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$3000 per assistance group per 12-month period. *Individual Services are limited to 1 time per 12-month period.</p> <p>(Note: Purchase of air conditioner if verified as medical necessity.)</p> <p>\$1500 cap on dumpster services Size of beds purchased must be age appropriate.</p> <p>New School Year School</p>	<p>\$300 resource limit. Excess resources deducted from the cost of service or benefit.</p> <p>Services limited to families with children.</p> <p>Application must be filed with HCJFS.</p> <p>Compliance with an individualized employability plan is an eligibility requirement for subsequent benefits.</p>	150% FPL

<p><b>Rent, if landlord eviction is presented, or verification that AG is moving into HUD/Section 8 low-income housing.***</b></p> <p><b>**Contingency benefits may be authorized to pay only the amount required to prevent disconnection or to allow reconnection. Heating bills will be paid only outside of HEAP season.</b></p> <p><b>***Payment of security deposit and first month's rent will be subject to a budget test. HCJFS will not approve assistance to an AG that does not show adequate resources to continue monthly rental payments.</b></p>	<p>Clothing program - purchase of school clothes is limited to \$200 per child per school year. Child must be age 5-18. Applications accepted July 1 – August 31 or until funding is no longer available.</p> <p>Second Semester School Clothing Program – purchase of school clothing, boots, winter coats, gloves/mittens, hats, scarves. Limited to \$200 per child per school year. Child must be 5 -18. Applications accepted January 1 – February 28 or until funding is no longer available.</p>		
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