



**Prevention Retention Contingency Policy
September 1, 2025**

**Licking County Job & Family Services
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Guidelines for PRC Assistance

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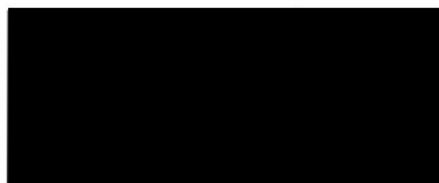
Section I Introduction

Section 5108.04 of the Ohio Revised Code requires each county Department of Job and Family services to have a PRC Plan which is updated at least every two years. Licking County Job and Family Services can modify, terminate, establish new policies, and temporarily suspend PRC Services as necessary.

Licking County has provided the Prevention, Retention, and Contingency (PRC) Program since October 1, 1997. The PRC Program was established to provide temporary, short-term relief to Licking County families in or nearing crisis to prevent future or ongoing public assistance. Since 1997, PRC Services have prevented unemployment or job loss, assisted individuals in retaining employment and/or family self-sufficiency, and provided contingent services for families with urgent needs.

This modified PRC Plan outlines services, eligibility requirements, and other definitions specific to Licking County for Licking County residents. This Plan has been developed, reviewed, and recommended by the Licking County Job and Family Services Planning Committee, the Licking County Board of Commissioners, and Licking County Job and Family Services (LCJFS). The Licking County PRC Plan was developed in compliance with Sec 5108.04 of the Ohio Revised Code.

PRC is funded through a variety of Temporary Assistance for Needy Families (TANF) sources and all TANF must comply with the same federal regulations. As such, LCJFS reserves the right to arrange the funding mixture in a way that best meets the needs of the Licking County community and our consumers.



Date

Voter Registration:

Licking County Job & Family Services provides all customers with the opportunity to register to vote. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for, receiving assistance from, or participating in the PRC program (reference ORC 329.051).

Social Security Number:

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

Special Crisis Procedures:

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

Section II Eligibility

A. Need

Eligibility includes the combination of income eligibility, evaluation of assistance group needs, and determination by LCJFS that the requested PRC benefits/services will satisfy those needs. PRC funds may be used by families to maintain children in their own home or in the homes of relatives for prevention, protection and reunification services related to abused and neglected children. Fees shall be included as a covered service to prevent homelessness, for utility connection or to prevent utility shutoff, and to maintain employment. Income eligibility for PRC Services is based upon the Federal Poverty Guidelines (FPG) and may vary per service category. Specific FPG guidelines have been established per service category and are listed per service area in Section III.

1. Income

In general, PRC applicants must provide information regarding income for the last 30 days prior to the date of application, including verification of this income if requested by LCJFS. (Income and family composition guidelines may vary according to service and TANF priority.) To determine income eligibility, LCJFS will compare all gross income received (except for income excluded in OAC 5101:1-24-20) within the last thirty 30 days to the FPG standard for the specific service category unless otherwise stated.

LCJFS requires the inclusion of both **earned** and **unearned** income received in the last thirty 30 days prior to the date of application (unless otherwise stated). The budget period begins on the date of application (the date of application is day 30 of the budget period). *Earned* income includes wages received through employment or received in exchange for some type of goods, services, or labor provided. *Unearned* income includes all income received from other sources such as workers compensation, unemployment, social security insurance or disability, veteran’s assistance, Ohio Works First cash assistance, gifts, and any other income received in the home. Earned and unearned income received by minor children, 18 and under and still enrolled in secondary school shall be excluded from the AG’s income calculation.

OAC 5101:1-24-20 excludes child support payment distributions, drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, and monetary allowances paid under Section 401 of the Veteran’s Benefits and Health Care Improvement Act of 2000 when determining financial eligibility for Prevention, Retention, and Contingency benefits and services.

B. Assistance Group

General PRC eligibility requires that a child under the age of eighteen (18) or age eighteen (18) but attending secondary school or its equivalent reside in the household. Special consideration has been made for non-custodial parents, shared parenting, families where children have been temporarily removed, kinship providers, and pregnant women.

PRC applications must be completed and signed by an authorized adult over 18 years old. Minors under the age of 18 who have a child/ren and are emancipated are eligible to apply for PRC assistance without a parent or guardian signature. A child is emancipated if s/he is married, serving in the armed forces, or has been emancipated by court.

The method for defining the PRC Assistance Group (AG) varies by service category and is described per service area. The PRC AG will be determined by including the individuals in the household who will derive a direct benefit from the authorized PRC benefit. AG determination for families where children are temporarily absent from the home or shared parenting situations are described below.

1. Cases where children are temporarily absent from the home (i.e., taken into legal protective custody by Licking County JFS), remaining household members may be eligible for PRC assistance if the following criteria apply:
 - a. The family has a Children Services reunification plan in place to return the child to the home within six months.
 - b. The family is actively working toward reunification, as verified by the Children Services caseworker. Authorization of PRC services must contribute to the reunification process.
2. Shared Parenting - In a situation where two parents claim custody or shared parenting of child(ren) and are claiming the child to be in the home for purposes of PRC eligibility, one of the following three criteria must be verified:
 - a. Does the requesting parent receive and/or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify via c. below.
 - b. Does the requesting parent or the other custodial parent receive OWF cash assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent. If neither household receives cash assistance, verify via c. below.
 - c. The parent requesting PRC services may present one of two documents to verify shared parenting. S/he may bring verification that the child is claimed as a dependent on the most recent Federal tax filing or may bring in a signed letter from the other parent. Such letter should state that parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer's future eligibility for PRC services.

C. Disqualifiers

Disqualifiers are listed per service category and deem the applicant ineligible for services. Refer to specific service area for list of corresponding disqualifiers.

Pursuant to section 5101.83 of the Ohio Revised Code and rule 5101:1-23-75 of the Ohio Administrative Code, PRC benefits and services may not be provided to an assistance group if any member(s) has an existing OWF or PRC fraudulent assistance overpayment balance. OWF and PRC fraud overpayment balances must be paid in full prior to authorizing PRC services.

"Fraudulent assistance" means assistance and service, including cash assistance, provided under the Ohio Works First program established under Chapter 5107., or benefits and services provided under the prevention, retention, and contingency program established under Chapter 5108 of the Revised Code, to or on behalf of an assistance group that is provided because of fraud by a

member of the assistance group, including an intentional violation of the program's requirements. "Fraudulent assistance" does not include assistance or services to or on behalf of an assistance group that is provided because of an error that is the fault of a county department of job and family services or the state department of job and family services.

D. Application Process

PRC applicants complete the Prevention, Retention, and Contingency program application to request services. Eligibility is dependent upon the AG's demonstration and verification of need for assistance and/or services and whether LCJFS determines PRC services will satisfy the need. Failure to provide necessary verifications for purposes of eligibility determination within a reasonable time frame will result in automatic denial of the application.

Samples of all PRC Applications appear in the Exhibit section at the end of this policy.

Licking County Job and Family Services is responsible for using objective criteria when determining eligibility and approving or denying an application. Applications will be processed in a fair and equitable manner within five (5) business days after receipt of a completed application with all necessary verifications. Eligibility will be carefully evaluated on a case-by-case basis. Immediate need will be determined by LCJFS. In addition, LCJFS has the authority to designate the application process be completed by other entities based upon a contractual agreement.

Once the PRC application is approved, LCJFS will authorize and generate payment for assistance, goods, or services. Authorization may occur any time after the application is approved. Payments for PRC services will be made according to the cap associated with the PRC service provided. PRC program caps may be exceeded when necessary to ensure the safety of children.

The applicant shall receive a notice of approval or denial within forty-five (45) days of the date of application. The applicant shall receive Notice of Approval of Your Application for Assistance (ODJFS 4074) or Notice of Denial of Your Application for Assistance (ODJFS 7334) pursuant to the decision rendered. Applicants shall receive a copy of hearing rights at the time of decision.

Under this Program, an eligible AG may receive customized assistance, goods, or services as determined by Licking County Job and Family Services. Ongoing receipt of Medicaid, or Ohio Works First is not a determining factor in considering an AG's eligibility for PRC services (outside of any income received through said programs). LCJFS will inform applicants of other programs/services available through the Agency.

LCJFS will pursue collection of PRC assistance which has been obtained fraudulently or that has been determined to be an overpayment.

E. PRC Program Modifications/Termination

Licking County Job and Family Services reserves the right to modify or terminate the PRC Program at any time. Modifications may encompass any or all areas of the county PRC Plan. Any modification or termination of the PRC Plan will be approved by the Licking County Job & Family Services Planning Committee, put in writing, and forwarded to the Ohio Department of Job and Family Services with an established effective date. Licking County reserves the right to modify or terminate PRC services or eligibility requirements for any reason, including (but not limited to) reduction of funds, changes in State or Federal regulations, and the need to address appropriate emerging community needs as defined by the Agency.

F. Prepaid Fuel Distribution Policy

Licking County Job and Family Services issues prepaid fuel for a variety of services outlined in the PRC Plan. Prepaid fuel amounts will be determined by the distance and frequency of travel with local gasoline prices taken into consideration. Mileage can be verified using internet mapping services provided by MapQuest or Google Maps. Partial miles will be rounded up to the next whole mile (e.g., 28.4 miles will be considered as 29 miles).

When gasoline is \$4.00 or less per gallon:	
Distance Travelled for PRC Related Activity	Amount Issued
Customers travelling locally, at least 1 mile up to 24 miles roundtrip	\$5.00 per roundtrip
Customers travelling at least 25 miles up to 40 miles roundtrip	\$10.00 per roundtrip
Customers travelling at least 41 miles up to 80 miles roundtrip	\$15.00 per roundtrip
Customers travelling at least 81 miles up to 130 miles roundtrip	\$20.00 per roundtrip
Customers travelling at least 131 miles up to 300 miles roundtrip	\$50.00 per roundtrip
For customers travelling more than 300 miles roundtrip, LCJFS will determine the amount to be issued using the following process: <ol style="list-style-type: none"> 1. The total miles to be driven round trip will be calculated/verified. 2. For the first 300 miles of the roundtrip, the customer will be issued the amount equal to those traveling 131 miles to 300 miles per roundtrip. 3. For mileage more than 300 miles roundtrip, the customer will be issued additional prepaid fuel in the amount correlating to the number of roundtrip miles more than 300 miles. <p>For example, a customer traveling 358 miles roundtrip will be issued \$50 to cover the first 300 roundtrip miles and issued an additional \$15 to cover the additional 58 roundtrip miles for a total issuance of \$65.</p>	Varies
When gasoline is \$4.01 to \$4.99 per gallon:	
Distance Travelled for PRC Related Activity	Amount Issued
Customers travelling locally, at least 1 mile up to 24 miles roundtrip	\$10.00 per roundtrip
Customers travelling at least 25 miles up to 40 miles roundtrip	\$15.00 per roundtrip
Customers travelling at least 41 miles up to 80 miles roundtrip	\$20.00 per roundtrip
Customers travelling at least 81 miles up to 130 miles roundtrip	\$25.00 per roundtrip
Customers travelling at least 131 miles up to 300 miles roundtrip	\$55.00 per roundtrip
For customers travelling more than 300 miles roundtrip, LCJFS will determine the amount to be issued using the following process: <ol style="list-style-type: none"> 1. The total miles to be driven round trip will be calculated/verified. 2. For the first 300 miles of the roundtrip, the customer will be issued the amount equal to those traveling 131 miles to 300 miles per roundtrip. 3. For mileage more than 300 miles roundtrip, the customer will be issued additional prepaid fuel in the amount correlating to the number of roundtrip miles more than 300 miles. <p>For example, a customer traveling 358 miles roundtrip will be issued \$55 to cover the first 300 roundtrip miles and issued an additional \$20 to cover the additional 58 roundtrip miles for a total issuance of \$75.</p>	Varies
When gasoline is \$5.00 or more per gallon:	
Distance Travelled for PRC Related Activity	Amount Issued
Customers travelling locally, at least 1 mile up to 24 miles roundtrip	\$15.00 per roundtrip
Customers travelling at least 25 miles up to 40 miles roundtrip	\$20.00 per roundtrip
Customers travelling at least 41 miles up to 80 miles roundtrip	\$25.00 per roundtrip
Customers travelling at least 81 miles up to 130 miles roundtrip	\$30.00 per roundtrip
Customers travelling at least 131 miles up to 300 miles roundtrip	\$60.00 per roundtrip
For customers travelling more than 300 miles roundtrip, LCJFS will determine the amount to be issued using the following process: <ol style="list-style-type: none"> 1. The total miles to be driven round trip will be calculated/verified. 2. For the first 300 miles of the roundtrip, the customer will be issued the amount equal to those traveling 131 miles to 300 miles per roundtrip. 3. For mileage more than 300 miles roundtrip, the customer will be issued additional prepaid fuel in the amount correlating to the number of roundtrip miles more than 300 miles. <p>For example, a customer traveling 358 miles roundtrip will be issued \$60 to cover the first 300 roundtrip miles and issued an additional \$25 to cover the additional 58 roundtrip miles for a total issuance of \$85.</p>	Varies

Local gasoline prices will be determined by the agency's NET Coordinator, the coordinator's backup, or supervisor. On the first working day of each month, the NET Coordinator, the coordinator's backup, or supervisor, will check the average gas prices for the State of Ohio. This information will be obtained using www.gasbuddy.com analytics and shared with supervisors of units that determine PRC eligibility. The NET Coordinator is responsible for maintaining a record of these results. Reimbursements will be issued based upon this once per month average. In times of extreme price fluctuations, LCJFS reserves the right to adjust this rate more than one time per month.

Section III Service Areas

Family Services

A. Kinship Navigator Services

Kinship Navigator Services are designed to provide support and assistance to legal guardians/custodians or specified relatives of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day-to-day care and well-being of a child(ren) on a long-term basis.

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

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

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

1. The following individuals related by blood or adoption.
 - a) Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great".
 - b) Siblings.
 - c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand", or "great-grand"; and
 - d) First cousins and first cousins once removed.
2. Stepparents and stepsiblings; and
3. Spouses and former spouses of individuals named in numbers (1) and (2) of this section.

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

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

Eligibility: At or below 200% FPG. Eligibility is based on information gathered in Application D.

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

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

Kinship Navigator Services	Description	Eligibility	Caps per rolling twelve (12) month period
information and referral	Kinship Navigator services provide an opportunity for Licking County Job and Family Services to assist	at or below 200% FPG	n/a
comprehensive information and		At least one child in the household must be a kinship care placement. Kinship services can be	

access to legal services	children and family members/care givers providing care for children who are unable to be cared for by their biological or stepparents.	provided to specified relatives/custodians/guardians who are responsible for the day-to-day care and wellbeing of a child(ren) on a long-term basis.	
comprehensive information and access to childcare			
comprehensive information and access to financial assistance	(See page 5 regarding children who are temporarily absent from the home).		
evaluation and reporting			

B. TANF Child Welfare

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

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

Eligibility: At or below 200% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of child/children within the AG. Eligibility is based on information gathered in Application D.

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

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

TANF Child Welfare Services	Description	Eligibility	Caps per rolling twelve (12) month period
Child welfare services allowable under the TANF program include but are not limited to: emergency housing services; domestic violence services; home-based services & mentoring programs; parent education and training; post adoption finalization services;	TANF Child Welfare services provide an opportunity for the Licking County Job and Family Services, Children Services Division to provide services to assist in family reunification or to prevent children from being removed from the home. (See definitions of eligible TANF Child Welfare Services)	Child/ren may reside in the family home or the child has been out of the home <u>less than a total of six consecutive months.</u> If the children are out of the home, the family must have a LCJFS reunification plan in place, and actively working toward reunification, as verified by the Children Services Social Worker Authorization of PRC services must contribute to the reunification process.	n/a

respite care services; special services for alcohol and drug abusers; transportation services; voluntary or formalized court diversion activities & mediation; case management services;			
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Definitions of Eligible TANF Child Welfare Services

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

Emergency Housing

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

Children Services Case Management

Case management services including making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children. PRC Children Services Case Management will focus on cases where the agency does not have custody (e.g., Protective Supervision Order cases). Therefore, foster care and adoption services are not part of services to a child/family.

Domestic Violence Services

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

Home Based Services

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

Parent Education Services

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

Post Adoption Finalization Services

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

Respite Care Services

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

Special Services for Alcohol and Drug Abusers

Referral to a rehabilitation program for alcohol and drug dependent persons.

- Work with the individual, family members, and appropriate social service agencies to develop and carry out an individual rehabilitation plan.
- Providing referral to or arranging for individual, family, and group counseling.
- Services to assist the individual to recognize the danger of continued substance abuse.
- Case management services including making referrals to, arranging for rehabilitation services, planning, supervising, and assessing results of services provided to alcohol and drug abusers.

Transportation Services

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

The following services are not PRC eligible

- Foster care and out of home maintenance payments.
- Juvenile justice services.
- Any costs associated with children who do not live with a custodial parent or other adult caretaker relative, legal guardian, or legal custodian (Except for the 180-day provision or Federal TANF goals #3 and #4).
- Services available through other federal funding sources.
- Medical services except for those services allowable under Ohio's 1996 IV-A state plan.

C. Kinship and Child Welfare Conditional Services

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

Definition of Kinship Caregivers:

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

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

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

1. The following individuals related by blood or adoption.

- a) Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great".
 - b) Siblings.
 - c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand", or "great-grand"; and
 - d) First cousins and first cousins once removed.
2. Stepparents and stepsiblings; and
 3. Spouses and former spouses of individuals named in numbers (1) and (2) of this section.

Kinship and Child Welfare Conditional Services meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

Eligibility: At or below 200% FPG. Eligibility is based on information gathered in Application D. Families must be working with Children Services, meet the definition for kinship services, or be working with Licking County's Children and Families First Council, and are in need of services to reunite, maintain or care for children in their home.

CAP: Kinship and Child Welfare Conditional services are not to exceed \$3,000 per assistance group, per rolling 12 months.

Disqualifiers:

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

- Any members of the AG have outstanding OWF, or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services.
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators.
- Kinship caregiver does not reside in Licking County, moves out of Licking County, and the Kinship case did not originate in Licking County.

Kinship & Child Welfare Conditional Services	Description	Eligibility at or below 200% FPG
Rent and security deposit	to prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, or employment related out of county relocation	Rent is limited to a maximum of 4 consecutive months. Fees will be covered.
Mortgage	to prevent foreclosure Mortgage assistance is limited to a maximum of 4 consecutive months.	Deed and mortgage to be in applicants name and must be the primary residence of the AG. Fees will be covered.
Short term training	short term training includes pre-employment skills training, educational training, non-degreed or certification programs	
Household Items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens, hygiene items, or any other necessary household items	
Family Building, Youth Enrichment, and/or Socialization Activities and Activities that Encourage Community Participation	Activities that encourage family togetherness, and community participation.	

Structured activities to improve and strengthen the provision of social/emotional supports	Structured activities to improve the provision of social/emotional supports are activities that provide skill-building opportunities designed to increase social/emotional support for children and/or their families that will aid in the de-escalation of stress and problem behaviors. Activities typically involve togetherness of the family unit. May include participation in community activities.	
Work tools/equipment	tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources	Applicant must obtain three (3) price bids for such tools/equipment, if higher bid requested, reason must be documented. Excludes firearms
Short-term payment of auto loan or lease	To keep auto from being repossessed. Auto needed for employment, training, or health related transportation.	the vehicle must be owned or leased by the applicant Maximum not to exceed 4 consecutive months Applicant must have valid driver's license and vehicle insurance Fees will be covered
Transportation services	to provide short term transportation to and from employment, medical appointments, training, etc. (e.g., bus fares, prepaid fuel, taxi tokens/fees)	not to exceed 4 consecutive months
Utility costs/deposits for utilities	gas/heating fuel cooking fuel electric water sewage basic telephone service	if the HEAP eligible applicant is requesting assistance with a heating or utility payment, the applicant should be referred to LEADS Community Action Agency during HEAP Season prior to accessing services through the PRC program. Fees will be covered.
Automobile insurance	To pay for insurance coverage required to operate vehicle for employment, training, or health related transportation.	the vehicle must be owned or leased by the applicant Not to exceed 4 consecutive months. Fees will be covered.
Driver's license, license plate & vehicle registration fees	to cover costs associated with obtaining a driver's license and vehicle registration	the vehicle must be owned or leased by the applicant. Applicant must have or obtain valid driver's license and vehicle insurance. EXCLUDES FINES & REINSTATEMENT FEES

Kinship & Child Welfare Conditional services are not to exceed \$3,000 per AG, per rolling 12 months.

D. Legal Custody Transfer

In many situations that involve the risk for child abuse or neglect, the parent(s) are interested in transferring custody of the children to a relative. Relatives who are willing to accept custody of the children in many cases but often do not have the financial resources to cover the costs associated with transferring custody. Covering the costs of non-contested custody transfers to relative/kinship families will prevent the children involved in these cases from entering the foster care system and ensure the child can remain with members of his/her family. This has benefits for the family, the youth, and the community. These permanent kinship placements are preferred over foster care because they provide improved stability for the child, keeps the child with his/her family, and lead to better outcomes for the child.

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

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

Definition of Kinship Caregivers

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

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

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

1. The following individuals related by blood or adoption.
 - a) Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great".
 - b) Siblings.
 - c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand", or "great-grand"; and
 - d) First cousins and first cousins once removed.
2. Stepparents and stepsiblings; and
3. Spouses and former spouses of individuals named in numbers (1) and (2) of this section.

Eligibility: At or below 200% FPG. Eligibility is based on information gathered in Application D. All parties must agree for the custody transfer. Contested custody disputes are not eligible for this service.

CAP: Legal Custody Transfer services are not to exceed \$3,000.00 per AG, per rolling 12 months

Disqualifiers:

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

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

Legal Custody Transfer	Description	Eligibility
Transfer of Legal Custody – non-contested	Attorney and related fees for legally transferring custody of children	<p>at or below 200%FPG</p> <p>Must not be contested, all parties must agree</p> <p>Limited to \$3,000 per AG per, rolling 12 months</p>

E. Home and Community Based Services for Children & Families

Families who are at risk of having their family disrupted or relinquishing custody of a child to children services or need additional supports following reunification, if eligible, can access additional support services. Services under this section **do not** include clinical services, services that require a medical, clinical, or behavioral health professional, or medical services.

Services under this section are designed to support the family as it addresses a crisis that puts the child(ren) at risk of child abuse or neglect. Home and community-based services meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

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

Definition of Kinship Caregivers:

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

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

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

1. The following individuals related by blood or adoption.
 - a) Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great".
 - b) Siblings.
 - c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand", or "great-grand"; and
 - d) First cousins and first cousins once removed.
2. Stepparents and stepsiblings; and
3. Spouses and former spouses of individuals named in numbers (1) and (2) of this section.

Eligibility: At or below 200% FPG. Eligibility is based on information gathered in Application D. Families must be at risk of family disruption, child abuse or neglect, meet the definition for kinship

services, or be working with Licking County's Children and Families First Council, and are in need of services to reunite, maintain or care for children in their home.

CAP: no monetary cap, time limits indicated below

Disqualifiers:

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

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

Home and Community Based Services	Description	Eligibility
		at or below 200% FPG
Non-clinical in-home parent/child coaching provider	Non-clinical, intensive program where parent coach works with the family in the home to improve parenting and communication skills, address specific behavior, and reduce family stress through a strengths-based, individuals' family-centered approach.	at or below 200% FPG
Non-clinical parent support groups	Non-clinical support groups designed to help develop and enhance appropriate parenting skills	at or below 200% FPG
In-home and Out-of-home respite	Respite care services provide temporary relief of child-caring functions that may include but are not limited to crisis nurseries, day treatment, and in-home services. Temporary is defined as one week or less (i.e., no more than 7 consecutive days). Respite care can be provided by an appropriately trained, screened, and monitored relative or non-relative in the home of the child or at another location. Respite does not include a change of custody. Respite does not include placement into foster care, kinship care, psychiatric hospital, detention center, residential treatment facility, prison, group home, or clinical interventions.	at or below 200% FPG Respite arrangements must be reviewed by LCJFS before service is rendered
Parent/peer/youth mentoring	Mentoring is a developmental partnership through which one person shares knowledge, skills, information, perspective, friendship to foster the personal growth of someone else. It is a relationship between an experienced person and a less experienced person for the purpose of helping the one with less experience by providing wisdom, guidance, and support designed to build/improve parenting, communication, and family stress reduction skills.	at or below 200% FPG
Transportation	Transportation services to accommodate the family traveling to work, childcare, appointments.	at or below 200% FPG Limited to 4 consecutive months
Structured activities to improve and strengthen the provision of social/emotional supports	Structured activities to improve the provision of social/emotional supports are activities that provide skill-building opportunities designed to increase social/emotional support for children and/or their families that will aid in the de-escalation of stress and problem behaviors. Activities typically involve	at or below 200% FPG

	togetherness of the family unit. May include participation in community activities.	
Service Coordination and Wraparound Coordination Services	Provision of service coordination and wraparound services to families. Wraparound is an intensive, holistic method of engaging individuals and families with complex needs. Wraparound service often involves to individualized planning and coordination of services from multiple providers and systems.	at or below 200% FPG
Shelter, utility costs, household expenses, and other services Families eligible for services through this section are categorically eligible for services in Section C "Child Welfare and Kinship Conditional Services"	See services available through Section C "Child Welfare and Kinship Conditional Services"	Follows caps & services established in Section C "Child Welfare and Kinship Conditional Services"

F. Kinship Caregiver Program

Kinship Caregiver Program (KCP) services shall be available through two parts, Stabilization Services and Caregiver Services. Stabilization and Caregiver Services will have separate eligibility requirements, available/allowable services, and service caps.

KCP - STABILIZATION SERVICES

Stabilization Services are designed to transition the child into and/or maintain the child in the home of a kinship caregiver.

AG definition for Stabilization Services: A kinship child under age eighteen (18) **or** age eighteen (18) and still attending secondary school or its equivalent and his/her kinship caregiver, as defined in Ohio Revised Code 5101.85. A kinship child under age eighteen (18) or age eighteen (18) and still attending secondary school or its equivalent who is pregnant; and his/her kinship caregiver, for pregnant women, each fetus is considered an additional AG member.

Definition of Kinship Caregivers as found in Ohio Revised Code 5101.85:

As used in sections [5101.851](#) to [5101.853](#) of the Revised Code, "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.
 - a) Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great".
 - b) Siblings.
 - c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand", or "great-grand"; and
 - d) First cousins and first cousins once removed.
2. Stepparents and stepsiblings; and
3. Spouses and former spouses of individuals named in numbers (1) and (2) of this section.
4. A legal guardian of the child.
5. A legal custodian of the child.

Each child who is in the custody of the agency but placed with an individual listed in ORC 5101.85 is considered to be placed with a kinship caregiver and meets the Assistance Group (AG) definition for this section.

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

Eligibility: AG at or below 200% FPG. Eligibility is based on information gathered in Application H.

CAP: KCP – Stabilization Services may not exceed \$2,000 per eligible kinship child, per rolling 12 months.

Disqualifiers:

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

- Any members of the AG have outstanding OWF, or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any member of the AG is a fugitive felon or probation/parole violator
- Kinship caregiver does not reside in Licking County, moves out of Licking County, and the Kinship case did not originate in Licking County.

The following services are considered to provide reasonable and necessary relief of child caring functions:

KCP – Stabilization Services	Description	Eligibility AG must be at or below 200% of FPG.
Reimbursement for In-Home and Out-of-Home Respite Services Expenses	Respite care services provide temporary relief of child-caring functions that may include but are not limited to crisis nurseries, day treatment, and in-home services. Temporary is defined as one week or less (i.e., no more than 7 consecutive days). Respite care can be provided by an appropriately trained, screened, and monitored relative or non-relative in the home of the child or at another location. Respite does not include a change of custody. Respite does not include placement into foster care, kinship care, psychiatric hospital, detention center, residential treatment facility, prison, group home, or clinical interventions.	Program is reimbursement basis (i.e., kinship caregiver pays for the respite care of a kinship child placed in his/her care and is subsequently reimbursed by LCJFS). Kinship caregiver must submit a request for reimbursement with verification of expense to LCJFS. LCJFS cannot reimburse those expenses that are covered/reimbursed by another source.
Youth Enrichment, Education, and/or Socialization Activities and Activities that Encourage Community Participation	Youth enrichment activities, such as camps and structured activities, that promote the education, socialization, and community engagement of the kinship child. Enrichment activity providers must be appropriately licensed and insured.	LCJFS can directly cover costs with the provider or reimburse the kinship caregiver for eligible activities for an eligible kinship child. Kinship caregiver is responsible for submitting a request for reimbursement/payment with verification of expense to LCJFS. LCJFS cannot reimburse those expenses that are covered/reimbursed by another source.
Household, Baby Supplies, and related items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens, child safety seats, hygiene items, or any other necessary household items needed for caring for the kinship child.	Kinship caregiver is responsible for submitting a request for reimbursement/payment with verification of expense to LCJFS.
Clothing	Clothing purchases shall be on a reimbursement basis.	Clothing purchases will be capped at \$600 per eligible Kinship child, per rolling 12 months. Caregiver's will be required to submit receipts for clothing purchase reimbursements.
School Fees/Expenses	Includes school, technology, class, lab, and other related school fees/expenses families are expected to cover. These are costs that are not covered by the school, that parents/guardians are required to pay.	LCJFS can directly cover costs with the school or reimburse the kinship caregiver for eligible activities for an eligible kinship child.
School Supply Expenses	School supply purchases shall be on a reimbursement basis. School supply	School supply purchases will be capped at \$200 per eligible Kinship child, per school year. Caregiver's will

	purchases exclude clothing and must be for school required supplies.	be required to submit receipts for school supply purchase reimbursements.
Rent and security deposit	to prevent homelessness or support necessary relocation	Limited to 4 consecutive months per rolling 12-months. Fees will be covered.
Utility costs/deposits for utilities	gas/heating fuel cooking fuel electric water sewage basic telephone service	if the HEAP eligible applicant is requesting assistance with a heating or utility payment, the applicant should be referred to LEADS Community Action Agency during HEAP Season prior to accessing services through the PRC program. Fees will be covered. Limited to 4 consecutive months per rolling 12-months.

KCP - Stabilization Services under this section are not to exceed \$2,000 per eligible kinship child, per rolling 12 months.

KCP - CAREGIVER SERVICES

Caregiving Services are designed to provide reasonable and necessary relief of child caring functions so kinship caregivers can provide and maintain a home for a child in place of the child's parents.

AG definition for Caregiving Services: A kinship child under age eighteen (18) or age eighteen (18) and still attending secondary school or its equivalent and his/her kinship caregiver, as defined in Ohio Revised Code 5101.85, who has a qualifying activity. For pregnant women, each fetus is considered a separate assistance group member.

Definition of Kinship Caregivers as found in Ohio Revised Code 5101.85:

As used in sections [5101.851](#) to [5101.853](#) of the Revised Code, "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.
 - a) Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great".
 - b) Siblings.
 - c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand", or "great-grand"; and
 - d) First cousins and first cousins once removed.
2. Stepparents and stepsiblings; and
3. Spouses and former spouses of individuals named in numbers (1) and (2) of this section.
4. A legal guardian of the child.
5. A legal custodian of the child.

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

Qualifying activities:

- Paid employment on a full-time or part-time basis
- A training or education activity that prepares the caretaker for paid employment
- 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 must inform the 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.

Eligibility: AG at or below 200% FPG. Eligibility is based on information gathered in Application H.

CAP: KCP – Caregiving Services may not exceed \$8,000 per eligible kinship child, per calendar year.

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

- Any members of the AG have outstanding OWF, or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any member of the AG is a fugitive felon or probation/parole violator
- Kinship caregiver does not reside in Licking County, moves out of Licking County, and the Kinship case did not originate in Licking County.

The following services are considered to provide reasonable and necessary relief of child caring functions:

KCP – Caregiving Services	Description	Eligibility AG must be at or below 200% of FPG
Child Care Expenses	<p>Childcare is an important tool for kinship caregivers as it provides relief from child caring duties and allows kinship caregivers to attend to other activities, such as school, work, medical appointments, family support services, and other activities that enable kinship caregivers to provide and maintain a home for a child placed in their care. A childcare provider shall be 18 years of age or older to be reimbursed for child care expenses.</p> <p>Child must be under age 13 at the time of service; or be under age 18 at the time of service if the child meets the definition of special needs pursuant to rule 5101:2-16-01 of Administrative Code.</p>	<p>Kinship caregivers can request reimbursement for childcare expenses for an eligible child in their care. Kinship caregiver must submit a request for reimbursement with verification of expense to LCJFS. Reimbursement receipts are preferred within 90 days. Fees will be covered.</p> <p>Kinship caregivers can also request that LCJFS cover childcare costs directly with childcare providers who are fully licensed through the Ohio Department of Job and Family Services.</p> <p>LCJFS cannot reimburse those expenses that are covered/reimbursed by another source.</p> <p>Publicly funded/subsidized childcare must be explored before accessing childcare reimbursement.</p>

KCP – Caregiving Services under this section are not to exceed \$8,000 per eligible kinship child, per calendar year.

Workforce Development

G. TANF Workforce Services

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

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

Eligibility: At or below 200% FPG. Eligibility is based on the information gathered in Application C.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA. The non-custodial parent must reside in Licking County.

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

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

TANF Workforce Employment Services	Description	Eligibility	Caps per rolling twelve (12) month period
Workforce services allowable under the TANF program include but not limited to: TANF Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment	TANF Workforce Services provide an opportunity for Licking County Job and Family Services, Workforce Division to provide services to assist in TANF Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment (See definitions of eligible TANF Workforce Services)	at or below 200% FPG-application C	n/a

Definitions of Eligible TANF Workforce Services

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

TANF Administration/Eligibility Determination

Includes activities related to general administration and coordinator of TANF programs, including eligibility determinations, administering sanctions, eligibility screening interviews, intake review of household reports, eligibility review, benefit changes, appeal hearings, recordkeeping changes, overpayment preparation, and IEVs activity.

TANF Work Activities

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

TANF Case Management

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

H. Employability/Self-Sufficiency Assessment and Planning

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

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

Employability/Self-Sufficiency Assessment and Planning meet TANF Purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Eligibility: At or below 200% FPG. Eligibility is based on the information gathered in Application C.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA. The non-custodial parent must reside in Licking County.

Disqualifiers:

- Any member of the AG has an outstanding OWF or PRC fraud overpayment balance.
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens can apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators

Assessment and Planning	Description	Eligibility	Limitations Per rolling 12 months
assessments and planning as recommended by workforce development staff	provides assessment and planning associated with gaining, maintaining, or advancing in employment	at or below 200% FPG with minor children	n/a

I. Employment Related Short-Term Training

Employment Related Short-Term Training Services: Employment Related Short-Term Training Services can be authorized to assist eligible individuals with employment related short-term training. Employment Services meet TANF Priorities 1 & 2: 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

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

Eligibility: Eligibility for Employment Related Short-Term Training must be at or below 200% FPG. Eligibility for Employment Related Short-Term Training is based on information gathered in Application B.

Total approved requests for Employment Related Short-Term Training shall not exceed \$7,000.00, per rolling 12 months, per AG. Training Supports that promote and maintain participation in employment related short-term training shall not exceed \$1,500.00 per AG, per rolling 12 months.

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

Short-term training is defined as training lasting 12 months or less.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA. The non-custodial parent must reside in Licking County.

Disqualifiers:

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

Employment Related Short-Term Training Services	Description	Eligibility at or below 200% FPG	Limitations Per rolling 12 months
short term, employment related training	provides training needed to gain, maintain, or advance in employment	must demonstrate that training will increase chances for obtaining employment, maintaining employment, or	\$7,000.00 cap per rolling 12 months (this cap is separate from the cap for training)

		advancing in employment	supports listed below)
Training Supports Rent/Mortgage Utilities Security deposits related to rent or utilities Transportation expenses Required tools and equipment Safety items Uniforms/clothing Licensing and credentialing fees Other items required to participate in training	To promote and maintain participation in employment related short-term training in high demand industry sectors	must be enrolled/participating in eligible short-term training to be eligible for training supports	\$1,500.00 cap per rolling 12 months (this cap is separate from the cap for short term employment related training listed above). Fees will be covered. Rent, utilities, and transportation limited to no more than 4 consecutive months Excludes firearms even if required to participate in training

Maximum Approved Requests for Employment Related Training Services may not exceed \$7,000.00 per AG, per rolling 12 months. Training Supports may not exceed \$1,500.00 per AG, per rolling 12 months.

J. TANF/PRC On the Job Training Program (OJT)

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 \$13,000 per eligible participant.

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

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

Eligibility: At or below 200% FPG. Eligibility is based on information gathered in Application B OR JFS Application 7200.

Non-custodial AG definition: includes the non-custodial parent and one or more minor children for whom the non-custodial parent is required to provide financial support as verified through CSEA. The non-custodial parent must reside in Licking County.

Disqualifiers:

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

Qualifying OJT Activities	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
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<p>Payments to employers to help cover up to 50% of the eligible trainee's wage during a specified training period not to exceed \$13,000 per eligible participant/employee</p> <p>Pre-employment assessments as required by the employer</p> <p>Recruitment and development of employers for the program</p> <p>Supervision of the OJT program</p> <p>Case Management activities related to the program</p> <p>PRC funding cannot be used to reimburse employers for medical benefits.</p>	<p>OJT is designed to provide employers an incentive to hire PRC eligible participants.</p> <p>Job Seekers must be determined eligible <u>prior</u> to being hired by the employer.</p> <p>The employer is expected to hire the job seeker for full time, non-seasonal employment, at a minimum of \$13.00 per hour or more.</p> <p>The length of the training period will be based on the trainee's skill level and aptitude and the skills required for the position as determined by the employer.</p> <p>Employers are required to offer the OJT participant the same compensation and benefits as workers in similar positions.</p>	<p>Participant/employee must be PRC eligible, which means they must meet family composition and income guidelines <u>prior</u> to entering into an OJT agreement with the employer.</p>	<p>Caps are negotiated through contractual agreements between LCJFS, and participating OJT employers based upon the PRC participants knowledge level, training needs, wages, and benefits.</p> <p>Not to exceed \$13,000 per eligible participant/employee</p>
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K. Employment Services/Work Supports

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

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

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

Seasonal employment and self-employment do not meet the definition of employment.

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

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

Disqualifiers:

- Applicant loses employment prior to PRC approval.
- Meets Employment Services/Work Supports PRC program cap of \$1,500 per rolling 12 months.
- Recurring requests for PRC services will be evaluated on a case-by-case basis. An application will be subject to denial if an abusive pattern of usage is established.
- Any members of the AG have outstanding OWF, or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. Citizen or legal alien (ineligible aliens can apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators

Employment Supports	Description	Eligibility at or below 200% FPG	Limitations Per rolling 12 months
Rent/deposit	to prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, employment related relocation, or housing issue	Rent/deposit is limited to a maximum of 4 consecutive months.	Limited to a maximum of 4 consecutive months. Fees will be covered.
Mortgage	to prevent foreclosure/homelessness LCJFS will encourage those seeking mortgage assistance who face the risk of foreclosure to contact Southeast Ohio Legal Services	Mortgage assistance is limited to a maximum of 4 consecutive months.	Deed and mortgage to be in applicants name and must be the primary residence of the AG. Fees will be covered.
Utility costs/deposits for utilities	gas/heating fuel cooking fuel electric water sewage basic telephone service	if the applicant is requesting assistance with a heating or utility payment, the applicant should be referred to LEADS Community Action Agency during HEAP Season prior to accessing services through the PRC program	Limited to a maximum of 4 consecutive months. Fees will be covered.
automobile insurance	to pay for insurance coverage required to operate vehicle	the vehicle must be owned or leased by the applicant	Limited to 4 months, excludes fines. Fees will be covered.

Driver's license, license plate & vehicle registration fees	to cover costs associated with obtaining a driver's license and vehicle registration	Vehicle must be owned or leased by the applicant. Applicant must have or obtain valid driver's license and vehicle insurance.	Excludes fines & reinstatement fees. Other fees will be covered.
short-term payment of auto loan or lease	to keep auto from being repossessed	the vehicle must be owned or leased by the applicant Applicant must have valid driver license and vehicle insurance	Limited to 4 months, excludes fines. Fees will be covered.
Work-related transportation services	to provide short term transportation to and from employment (e.g., bus fares, prepaid fuel, taxi tokens/fees)	must have long term transportation plan to meet future need	Limited to a maximum of 4 consecutive months
employment licensing fees	to pay for licensing as required by an employer-	excludes self-employment	Excludes fines
work clothes/uniforms	clothing necessary and required for employment	may be required to have employer verify necessity of work clothes/uniforms	
work tools/equipment	tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources	Applicant must obtain three (3) price bids for such tools/equipment, if higher bid requested, reason must be documented.	Excludes firearms

Maximum Approved Requests for Employment Supports May Not Exceed \$1,500 per rolling 12 months.

L. Employment Retention and Transitional Services

Employment Retention and Transitional Services: Can be authorized to TANF/PRC eligible AG member who has obtained or increased employment that has been retained for a minimum of 30 days. The employment has resulted in a reduction or elimination of Public Assistance benefits. The Employment Retention and Transitional Services program meets TANF Priorities 1 & 2: 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

AG Definition: A child under age eighteen (18)/age eighteen (18) and still attending secondary school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, and biological and stepsiblings in the household. Other adult household members will not be considered part of the AG. Also follows the AG definition for OWF cash assistance as defined in section 5101 of the Ohio Administrative Code.

Employment Definition: Employment Retention and Transitional Services program participants must be working at least 20 hours per week. Self-employment does not meet the definition of employment for the Employment Retention and Transitional Services program.

Eligibility: Eligibility for the Employment Retention and Transitional Services program is based upon information gathered in the Application for Cash, Food or Medical Assistance Form JFS7200, if still in receipt of public benefits, for AG member(s) who have obtained or increased employment that has been retained for a minimum of 30 days. Application J is used when the individual(s) has transitioned off Public Assistance Benefits (Supplemental Nutrition Assistance Program (SNAP), Medicaid, or

Temporary Assistance for Needy Families (TANF) program) within the previous 90 days. Participants' employment must meet the employment definition as described above. Income must be at or below 200% Federal poverty Guideline.

Self-employment does not meet the definition of employment for the Employment Retention and Transitional Services program.

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

- Any members of the AG have outstanding OWF, or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal alien.
- Any members of the AG are fugitive felons or probation/parole violators

Employment Retention and Transitional Services	Description	Eligibility	Cap
		Self-employment does not meet the definition of employment At or below 200% FPG	Per rolling twelve (12) month period
Retention/Transitional Service for retaining increased or gained employment for 30 days	\$500 is issued to TANF/PRC eligible individual(s) who retain gained or increased employment that produces income that enhances self-sufficiency for 30 days, including the reduction or elimination of SNAP, OWF cash assistance and/or Medicaid. Designed to assist families with covering expenses associated with maintaining employment.	Eligibility is based upon maintaining employment that enhances self-sufficiency for at least 30 days. Participant must be working at least 20 hours per week. Verification of continued employment, gain or increase is required.	\$500.00
Retention/Transitional Service for retaining increased or gained employment for 90 days	\$500 is issued to TANF/PRC eligible individual(s) who retain gained or increased employment that produces income that enhances self-sufficiency for 90 days, including the reduction or elimination of SNAP, OWF cash assistance and/or Medicaid. Designed to assist families with covering expenses associated with maintaining employment.	Eligibility is based upon maintaining employment that enhances self-sufficiency for 90 days. Participant must be working at least 20 hours per week. Verification of continued employment, gain or increase is required.	\$500.00
Retention/Transitional Services	EIP application assistance, Outreach, referral,	Verification of continued employment, gain or increase is required.	n/a
Employment Retention and Transitional Supportive Services	Description	Eligibility	Cap
		Self-employment does not meet the definition of employment At or below 200% FPG	Per rolling twelve (12) month period
Rent/deposit	to prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, employment related relocation, or housing issue	Rent/deposit is limited to a maximum of 4 consecutive months.	Limited to a maximum of 4 consecutive months. Fees will be covered.

Mortgage	to prevent foreclosure LCJFS will encourage those seeking mortgage assistance who face the risk of foreclosure to contact Southeast Ohio Legal Services	Mortgage assistance is limited to a maximum of 4 consecutive months.	Deed and mortgage to be in applicants name and must be the primary residence of the AG. Fees will be covered.
Utility costs/deposits for utilities	gas/heating fuel cooking fuel electric water sewage basic telephone service	if the applicant is requesting assistance with a heating or utility payment, the applicant should be referred to LEADS Community Action Agency during HEAP Season prior to accessing services through the PRC program	Limited to a maximum of 4 consecutive months. Fees will be covered.
automobile insurance	to pay for insurance coverage required to operate vehicle	the vehicle must be owned or leased by the applicant	Limited to 4 months, excludes fines. Fees will be covered.
Driver's license, license plate & vehicle registration fees	to cover costs associated with obtaining a driver's license and vehicle registration	Vehicle must be owned or leased by the applicant. Applicant must have or obtain valid driver's license and vehicle insurance	Excludes fines & reinstatement fees. Other fees will be covered.
short-term payment of auto loan or lease	to keep auto from being repossessed	the vehicle must be owned or leased by the applicant Applicant must have valid driver's license and vehicle insurance	Limited to 4 months, excludes fines. Fees will be covered.
Work-related transportation services	to provide short term transportation to and from employment (e.g., bus fares, prepaid fuel, taxi tokens/fees)	must have long term transportation plan to meet future need	Limited to a maximum of 4 consecutive months
employment licensing fees	to pay for licensing as required by an employer	excludes self-employment	Excludes fines
work clothes/uniforms	clothing necessary and required for employment	may be required to have employer verify necessity of work clothes/uniforms	
work tools/equipment	tools & equipment necessary and required for employment (employer must verify) which cannot be obtained through other community resources	Applicant must obtain three (3) price bids for such tools/equipment, if higher bid requested, reason must be documented.	Excludes firearms

Employment Retention & Transitional Services under this section are not to exceed \$1,000 per eligible employed individual, per rolling 12 months. Employment Retention & Transitional Supportive Services are not to exceed \$1,500 per AG, per rolling 12 months.

Youth Services

M. Summer Youth Employment Program

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

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

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

AG definition for Youth Programs

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

- Youth ages 16-17, if the youth is a minor child* in a needy family and is in school (youth may be 18 if they are a full-time student enrolled in a secondary school).

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

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

AG definition for Kinship providers is as follows: A child under age eighteen (18)/age eighteen (18) and still attending secondary school or its equivalent and immediate household members which includes the relative, legal custodian/guardian, or specified relative, spouse of the relative, legal guardian or specified relative, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG. See page 8 for additional kinship definitions.

Eligibility for Foster Children

Licking County youth in the temporary or permanent custody of Licking County Job and Family Services who are placed in a licensed foster care setting between the ages of 16 and 17 or 18 years of age and are enrolled full time in secondary school are not subject to family composition. Eligibility gathered in Application E.

Youth in the temporary or permanent custody of another Public Children Services Agency who are placed in a licensed foster care setting in Licking County between the ages of 16 and 17 or 18 years of age and enrolled full time in secondary school are not subject to family composition. Eligibility gathered in Application E.

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

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

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

Qualifying Youth Activities	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
<p>Youth wage subsidies (up to \$13.00 per hour)</p> <p>Payment to third parties to provide summer youth programs</p> <p>Recruitment and development of employers</p> <p>Ancillary services such as: uniforms, tools, licenses or certifications, program related case management, training, job coaches and mentors</p> <p>Workers' compensation, FICA</p> <p>Direct supervision and training costs work clothing, transportation to and from the worksite, (e.g., bus fares, prepaid fuel, taxi tokens/fees), & background checks*.</p>	<p>Program to help low-income PRC eligible youth gain valuable work experience while earning a paycheck to help meet basic needs</p> <p>Summer wages earned by minor youth through the TANF summer youth program are not included in household income calculated to determine OWF cash or food assistance.</p> <p>Summer wages earned by non-minor youth, or a minor parent are included in household income calculations for OWF and Food Assistance.</p>	<p>Minor children 16-17 (or 18 and still enrolled in secondary school)</p> <p>Licking County Foster Children ages 16-18</p> <p>Foster Children placed in Licking County by another Public Children Services Agency, ages 16-18</p>	<p>Program period determined by ODJFS policies</p> <p>Accrual period determined by ODJFS policies.</p> <p>Third party providers are bound by the contractual agreement with LCJFS</p> <p>Training may be available as part of the Summer Youth Program.</p>

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

N. In-School Youth Employment & Training Program

The TANF/PRC In-School Youth Employment & Training Program is contingent upon funding for such services. The In-School Youth Employment Training Program is intended for Juniors and Seniors in High school who are income eligible with no clear post-secondary career path. Participants must be 16 – 18 years old and enrolled in secondary school to participate.

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

AG definition for In-School Youth Employment & Training Program

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

- Youth ages 16-18 and enrolled in high school, if they are in a TANF/PRC eligible family
- The youth served may also be a non-custodial parent if he/she is considered needy and have a minor child

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

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

The In-School Youth Employment & Training Program meets TANF purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and TANF Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

Eligibility: At or below 200% FPG – Eligibility based upon information gathered in Application I. Presumptive financial eligibility for youth who are part of an OWF, or Food Assistance AG can be used in lieu of income verification.

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

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

Qualifying In-School Youth Activities	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
<p>Payment to third parties to provide in-school youth program(s) Youth Career path exploration, job search, resume assistance</p> <p>Work Experience Program – Youth wage subsidies (limited to no more than \$13.00 per hour), Workers' compensation, FICA</p> <p>Job Tryout – this could be paid or unpaid, if paid, the provider will place youth at a worksite, while maintaining the employer of record responsibilities.</p> <p>Recruitment and development of employers</p> <p>On-the-job Training – employer hires the youth participant, and a portion of their wages are reimbursed to the employer</p> <p>Ancillary services such as: uniforms, tools, licenses or certifications, other items necessary to employment and training program, program related case management, training, job coaches and mentors</p> <p>In-School Youth specialist – case management and career exploration</p> <p>Direct supervision and training costs, work clothing, transportation</p>	<p>Program to help low-income PRC eligible youth ages 16-18, enrolled in secondary school with career exploration and employment services.</p> <p>Youth gain valuable work experience while earning a paycheck to help meet basic needs</p> <p>Pursuant to OAC 5101:4-4-19, income received from the In-School TANF Youth Employment Program by the 16 – 18-year-old participants enrolled in secondary school is not considered countable income for the food assistance program</p> <p>Pursuant to OAC 5101:1-23-20.0, income received from the In-School TANF Youth Employment Program by the 16 – 18-year-old participants enrolled in secondary school is not considered countable in determining OWF eligibility or level of benefits for the family</p>	<p>Minor children 16-18, enrolled in secondary school from a needy family</p>	<p>Third party providers are bound by the contractual agreement with LCJFS</p>

assistance (e.g., bus fares, prepaid fuel, taxi tokens/fees), background checks*.			
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*Background checks must be required for all applicants, not just TANF/PRC recipients, to be eligible for reimbursement through TANF/PRC

O. Youth Employment & Training Transportation Program

AG definition for Youth Employment & Training Transportation Program consists of a minor child (i.e., a child under age eighteen (18) or age eighteen (18) and still attending secondary school or its equivalent) who is employed and their immediate family members in the household. Immediate family members include biological parents and stepparents, designated guardians, or caregivers, biological and stepsiblings in the household. Other adult household members will not be considered part of the AG.

The Youth Employment & Training Transportation Program is intended to provide transportation assistance for eligible minor children who are employed and/or are attending youth training activities, to support self-sufficiency.

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

Eligibility: Transportation can only be used to support Youth Employment & Training Transportation Program for eligible participants at or below 200% FPG. Eligibility is based on the information gathered in Application C.

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

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

Youth Employment & Training Transportation Program	Description	Eligibility	Caps per rolling twelve (12) month period
Transportation may be provided for minor youth to attend employment which based on availability and specific customer needs, services may be provided through: Public transportation, bus fare, prepaid fuel JFS reviewed/approved private transportation provider	Provides youth with access to transportation services for employment purposes	at or below 200% FPG-application C	N/A

P. PRC School Clothes Uniform – Newark City Schools Sub-recipient

PRC School Clothes Uniform Program – Based on availability of funds, LCJFS may provide access to school clothes uniforms for local eligible children. The program is designed to promote school engagement and truancy prevention. The program is limited to schools who operate the program through a sub-recipient agreement, currently only Newark City Schools.

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

AG definition for School Clothes Uniform Program: A minor child under age eighteen (18) or age eighteen (18) and still attending secondary school or its equivalent and immediate family members in the household. Immediate family members include biological and stepparents, specified relatives or legal guardian/custodian, and minor (under 18 or 18 and still attending secondary school) biological and step siblings. Other adult household members will not be considered part of the AG. For pregnant women, each fetus is considered a separate assistance group member.

Eligibility: AG must be at or below 200% of the Federal Poverty Guideline. Eligibility will be determined using PRC Application F.

Students receiving the uniform clothing items must attend a school district with an established school clothes uniform partnership with LCJFS. LCJFS will evaluate school district requests to participate in the school clothes uniform program on a district-by-district basis, based on availability of resources, economic need of students enrolled in district, and impact the school clothes uniform program will have on truancy prevention efforts.

Eligibility is based on information gathered on PRC Application F. Applications demonstrating eligibility will be maintained by the partnering school district.

Disqualifiers:

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

School Clothes Uniform Program	Description	Eligibility – at or below 200% of FPG	Limitations Per academic/school year
Provides eligible children with uniforms required to attend school	School uniform includes shirts and pants of kind/type required by school district's policy, and other items as needed and pre-approved by LCJFS (such as shoes, jackets, etc.)	Application received and maintained by partner school district	Each eligible child may receive up to \$225 worth of school clothes uniforms per academic/school year

Domestic Violence Supports

Q. Family Stabilization Supports for Domestic Violence Situations

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

Definition of Kinship Caregivers:

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

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

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

1. The following individuals related by blood or adoption.
 - a) Grandparents, including grandparents with the prefix “great”, “great-great”, or “great-great-great”.
 - b) Siblings.
 - c) Aunts, uncles, nephews, and nieces, including such relatives with the prefix “great”, “great-great”, “grand”, or “great-grand”; and
 - d) First cousins and first cousins once removed.
2. Stepparents and stepsiblings; and
3. Spouses and former spouses of individuals named in numbers (1) and (2) of this section.

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

Prior to the authorization of PRC Family Stabilization Supports for Domestic Violence Situations, customers are required to work with the Woodlands’ New Beginning Domestic Violence shelter to complete a domestic violence screening, assessment, verification, and to develop a family safety and sustainability plan.

Eligibility: At or below 200% FPG. Eligibility is based on information gathered in Application B. Families must be actively working with staff from Woodlands/New Beginnings to develop a family safety and sustainability plan. Families must provide verification of residency at New Beginnings shelter, a police report within 30 days of application date, or verification of filing a Protection order within 30 days of application date to be eligible for services under this section. Families working with Children Services who are in a domestic violence situation can access these supports if their case plan includes domestic violence services not necessarily through the Woodlands/New Beginnings.

CAP: Family Stabilization Support services are not to exceed \$2,000 per AG per rolling 12 months. Family Stabilization Supports are subject to Domestic Violence Supports PRC program cap of \$2,000 per AG, per rolling 12 months.

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

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

Family Stabilization Supports for Domestic Violence Situations	Description	Eligibility at or below 200%FPG
Rent/ security deposit	to prevent homelessness or to provide necessary emergency relocation due to a domestic violence situation	Rent is limited to a maximum of 4 consecutive months. Fees will be covered.
Mortgage	to prevent foreclosure Mortgage assistance is limited to a maximum of 4 consecutive months.	Deed and mortgage to be in applicants name and must be the primary residence of the AG. Fees will be covered.
Utility costs/deposits for utilities	gas/heating fuel, cooking fuel electric, water, sewage basic telephone service	Applicants should be referred to LEADS Community Action Agency during HEAP Season prior to accessing services through the PRC program. Fees will be covered.

Family Stabilization Supports for Domestic Violence situations services under this section are not to exceed \$2,000 per AG per rolling 12 months.

Other Services

R. Disaster Services for Licking County Residents

Definition for Disaster Services - Disaster Services are contingent upon the Governor or ODJFS director declaring a disaster and/or provision of disaster funds in Licking County. The assistance group will not receive disaster assistance for an item already provided by another agency, program, or insurance benefit.

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

NOTE: Funds are limited. Services will be offered until funds are expended

AG Definition/eligibility for Services: A child under age eighteen (18)/age eighteen (18) and still attending secondary school or its equivalent living with an adult relative/guardian and all other members of the household. For pregnant women, each fetus is considered a separate assistance group member.

Eligibility: at or below 200% FPG. Eligibility is based on information gathered in Application B. Verification of income sources will be required.

Disqualifiers:

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

Disaster Service	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
<p>MAXIMUM amount available per service per household will be determined by LCJFS based upon the availability of disaster funding</p> <p><u>Emergency Shelter</u></p> <p><u>Rent/Security Deposits</u> – needed for necessary relocation due to disaster damage</p> <p><u>Transportation</u> assistance- due to loss of transportation caused by disaster</p> <p><u>Homeowners' Insurance Deductibles</u> –to offset repairs needed to the primary dwelling due to disaster damage (Requires proof of home ownership & residence)</p> <p><u>Tree/debris removal</u></p>	<p>To provide financial assistance to low-income families for specific damages caused by a declared disaster.</p> <p>Applicant must provide documentation to verify income eligibility. Self-attestation of disaster related loss will be accepted for</p>	<p>Verification of income 30 days prior to the date of application (paycheck stubs, verification of assistance or disability benefits, etc.). If records were lost or destroyed due to the disaster and cannot be verified from other sources, self-attestation/self-declaration of income based on the past 30 days will be accepted</p> <p>Assistance will only be provided for the services listed to help offset costs for direct damage caused by a declared disaster.</p> <p>Applicants must provide proof of Residence (rent stub, electric bill, gas bill, etc.) Household must have sustained disaster-related damage or loss to be eligible for</p>	<p>To be established by LCJFS contingent upon the availability of funding</p> <p>Caps established are per household.</p> <p><i>Previous PRC expenditures are excluded</i></p>

<p><u>Alternative energy source-flash lights, batteries, fuel for generators, propane for cooking. (generators excluded)</u></p> <p><u>Ice</u></p> <p><u>Food replacement</u></p> <p><i>Note: Individuals/families receiving food assistance (food stamps)- PRC Funds can be used to reimburse the difference between loss of food minus the amount of their maximum food replacement amount not to exceed the maximum cap established for food assistance.</i></p>	<p>individuals/families included in the declared disaster area.</p>	<p>services</p> <p>The assistance group will not receive disaster assistance for a service provided by another agency program or insurance benefit.</p> <p>Applicants will be required to provide the Department of Job & Family Services any records they can produce necessary to process the request for assistance.</p>	
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As Disaster funding is made available, specific details regarding service delivery shall be added as an addendum to the PRC Plan.

Exhibits



Prevention Retention and Contingency - Application B

Name of Applicant	Current Address
Social Security Number	
Telephone Number where you can be reached	
Email Address	

FOR AGENCY USE ONLY	
Case Number	Application Date
<input type="checkbox"/> Work Supports	Date Returned
<input type="checkbox"/> 3000	<input type="checkbox"/> OJT/Training
<input type="checkbox"/> Referred to other WFD programs	

Have you ever received any type of Public Assistance from a Job and Family Services Department? ☐ Yes ☐ No

If yes, give the County Department of Job & Family Services, the type of assistance received and the date received:

Have you ever applied for PRC services in Licking County (or completed this application before)? ☐ Yes ☐ No

Is anyone in your household presently under a sanction or disqualification from any JFS program? ☐ Yes ☐ No

If yes, please explain the person(s), circumstance(s), and date(s) involved: _____

Is anyone in your household pregnant? ☐ Yes ☐ No If so, what is her due date? _____

Complete the chart below for anyone living in your home, including yourself. You are required to verify all income and resources for all members of your household.

Name	Relationship to Applicant	Pregnant Yes/No	Date of Birth	Social Security Number	Source of Income	Monthly Amount of Gross Income (Excluding Child Support)
1.						\$
2.						\$
3.						\$
4.						\$
5.						\$
6.						\$
7.						\$

Are you the **Non-Custodial Parent** of a child? ☐ Yes ☐ No If Yes, please list child's name: _____

What do you need assistance with? _____

Reason for Need: _____

Customer Information Acknowledgement

Non-discrimination issued? Customer initials _____ **State Hearing procedures issued?** Customer initials _____

Voter Registration offered? Customer initials _____

By signing the application, applicant agrees that all information provided on this application is true and complete to the best of his/her knowledge. Applicant authorizes Licking County Job & Family Services (LCFJS) to release and share this application and other pertinent information concerning the applicant and his/her family's eligibility and services received with all providers necessary for said services. Applicant further authorizes LCJFS to review and share the application, the information it contains, and eligibility criteria internally between agency divisions and departments, including, but not limited to, the review of Intentional Program Violation (IPV), OWF/PRC fraud, and overpayment/collections statuses.

Signature of Applicant	Date
------------------------	------

Signature of Interviewer _____

FOR LCJFS USE ONLY☐ **PRC Approved**

Date notice of Approval sent (mm/dd/yr) _____

Item/Service & Amount Approved	Date of Approval	Vendor's Name & Address

☐ **PRC Denied**

Date notice of Denial sent (mm/dd/yr) _____

Item/Service Denied	Date of Denial	Reason for Denial

Signature of Caseworker	Date	Signature of Supervisor	Date
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IPV, Fraudulent OWF/PRC Assistance & Fiscal Collections reviewed? ☐ Yes ☐ No Claims? ☐ Yes ☐ NoPRC Tool Reviewed ☐ Yes ☐ NoPRC received prior? ☐ Yes ☐ No

Date & amount of PRC received? _____

WORKSHEET**MONTHLY HOUSEHOLD INCOME/RESOURCES**

(Excluding Child Support)

Earned _____

Assistance Group Size _____

Unearned _____

TOTAL _____

200% FPG for AG _____

Work Supports/OJT/3000 200% FPG

AG Size	FPG 200%
2	\$3,525
3	\$4,442
4	\$5,359
5	\$6,275
6	\$7,192

Prevention Retention and Contingency - Application C

TANF Workforce Services

By signing this Agreement, I verify the following information is true and accurate (please check all statements that apply):

- ☐ I am a U.S. citizen or legal alien
- ☐ I do not have an outstanding OWF or PRC fraud overpayment balance or an existing Intentional Program Violation (IPV)
- ☐ I am not a fugitive felon
- ☐ A minor child, or child age 18 and still attending high school, is living in the household
- ☐ I pay child support for a minor child, or child age 18 and still attending high school
- ☐ My family's income falls within the stated guidelines below

My Family Size Is _____

My Family's Gross Monthly Income \$ _____
 (Excluding Child Support)

Number of people in your family (include spouse and all children)	PRC Eligibility & Title XX/TANF Transfer Services Monthly gross income is less than or equal to...
2	\$3,525
3	\$4,442
4	\$5,359
5	\$6,275
6	\$7,192
7	\$8,109
8	\$9,025

200% FPG as of 1.15.2025

Name	Date of Birth
1.	
2.	
3.	
4.	
5.	
6.	
7.	

IPV, Fraudulent OWF/PRC Assistance & Fiscal Collections reviewed? ☐ Yes ☐ No

Claims? ☐ Yes ☐ No

Customer Information Acknowledgement

Non-discrimination issued? Customer Initials _____

State Hearing procedures issued? Customer Initials _____

Voter Registration offered? Customer Initials _____

By signing the application, applicant agrees that all information provided on this application is true and complete to the best of his/her knowledge. Applicant authorizes Licking County Job & Family Services (LCJFS) to release and share this application and other pertinent information concerning the applicant and his/her family's eligibility and services received with all providers necessary for said services. Applicant further authorizes LCJFS to review and share the application, the information it contains, and eligibility criteria internally between agency divisions and departments, including, but not limited to, the review of Intentional Program Violation (IPV), OWF/PRC fraud, and overpayment/collections statuses.

Signature of Applicant Please Print Name Social Security Number Date

Case Worker Signature

Application Approved: Yes ☐ No ☐



Prevention Retention and Contingency - Application D

TANF Child Welfare/ Kinship Navigator/Conditional Services Title XX/TANF Transfer Services Application

Name of Applicant:	Current address:
Social Security #:	
Date of Birth:	

By signing this Agreement, I verify the following information is true and accurate (please check all statements that apply):

- ☐ I am a U.S. citizen or legal alien.
☐ I am not a fugitive felon
☐ My family's income falls within the stated guidelines below

My Family Size Is _____

My Family's Gross Monthly Income \$ _____
(Excluding Child Support)

Number of people in your family (include spouse and all children)	PRC Eligibility & Title XX/TANF Transfer Services Monthly gross income is less than or equal to...
2	\$3,525
3	\$4,442
4	\$5,359
5	\$6,275
6	\$7,192
7	\$8,109
8	\$9,025

200% FPG as of 1.15.2025

Name	Date of Birth
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Customer Information Acknowledgement

Non-discrimination issued? _____ Customer initials _____ State Hearing procedures issued? _____ Customer initials _____
 Voter Registration issued? _____ Customer initials _____

Signature of Applicant _____

Date _____

By signing the application, applicant agrees that all information provided on this application is true and complete to the best of his/her knowledge. Applicant authorizes Licking County Job & Family Services (LCJFS) to release and share this application and other pertinent information concerning the applicant and his/her family's eligibility and services received with all providers necessary for said services. Applicant further authorizes LCJFS to review and share the application, the information it contains, and eligibility criteria internally between agency divisions and departments, including, but not limited to, the review of Intentional Program Violation (IPV), OWF/PRC fraud, and overpayment/collections statuses.

FOR AGENCY USE ONLY

IPV, Fraudulent OWF/PRC Assistance & Fiscal Collections reviewed? ☐ Yes ☐ No Claims? ☐ Yes ☐ No

PRC Tool Reviewed? ☐ Yes ☐ No

PRC received prior? ☐ Yes ☐ No Date & amount of PRC received? _____

Family is requesting/receiving:

- ☐ Kinship Navigator services
☐ TANF Child Welfare services
☐ Title XX/TANF Transfer Services

PRC Eligible? Yes ☐ No ☐
 Approval/Denial Letter Issue Date: _____
 Caseworker: _____



PRC Application E



Participant Name	Participant date of birth	FOR AGENCY USE ONLY	
Parent/guardian of minor applicant	Present Address	Case Number	
Social Security Number		Date Sent	Date Returned
Telephone Number where you can be reached		County	Unique ID

Does your family have an open OWF cash assistance or Food Assistance case? ☐ Yes ☐ No

Is the youth participant a U.S. citizen or legal alien? ☐ Yes ☐ No

Are any members of the household fugitive felons or probation/parole violators ☐ Yes ☐ No

Do any members of the household have an existing Intentional Program Violation ☐ Yes ☐ No

Complete the chart below for anyone living in your home, including yourself. You are required to verify all income and resources for all members of your household, excluding Child Support Income.

Name	Relationship to youth participant	Date of Birth	Social Security Number	Source of Income/Resource	Monthly Gross Income (Excluding Child Support)
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
8.					\$

By signing the application, applicant agrees that all information provided on this application is true and complete to the best of his/her knowledge. Applicant authorizes Licking County Job & Family Services (LCFJS) to release and share this application and other pertinent information concerning the applicant and his/her family's eligibility and services received with all providers necessary for said services. Applicant further authorizes LCFJS to review and share the application, the information it contains, and eligibility criteria internally between agency divisions and departments, including, but not limited to, the review of Intentional Program Violation (IPV), OWF/PRC fraud, and overpayment/collections statuses.

Signature of Youth Participant	Date
Signature of Parent/Guardian of minor youth	Date

By signing this application, I give permission for the above-named minor participant to register as a user on OhioMeansJobs.com.

Signature of Interviewer _____ Agency Name _____

Revised 2.24.2025

FOR JFS/OMJ USE ONLY

☐ PRC Approved☐ PRC Denied

Date & reason of Denial (mm/dd/yy) _____ Date Notice of Approval/Denial of Application Sent (mm/dd/yr) _____

Signature of Caseworker	Date	Signature of Supervisor	Date
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IPV, Fraudulent OWF/PRC Assistance & Fiscal Collections reviewed? ☐ Yes ☐ No Claims? ☐ Yes ☐ NoPRC Tool Reviewed ☐ Yes ☐ NoPRC received prior? ☐ Yes ☐ No

Date & amount of PRC received? _____

WORKSHEET

MONTHLY HOUSEHOLD INCOME/RESOURCES*
(Excluding Child Support Income)

Earned _____

Unearned _____

TOTAL _____

200% FPG for AG _____

Assistance Group Size _____

*Attach Ohio Benefits screen prints for presumptive income eligibility

Assistance Group Size	200% FPG
1	\$2,609
2	\$3,525
3	\$4,442
4	\$5,359
5	\$6,275
6	\$7,192
7	\$8,109
8	\$9,025

200% FPG as of 1.15.2025

Newark City Schools - PRC School Uniform Program

By signing this Agreement, I verify the following information is true and accurate:

- I am a U.S. citizen or legal alien
- I am not a fugitive felon
- A minor child, or child age 18 and still attending high school, is living in the household
- My family's income falls within the stated guidelines below
- My family does not have an OWF/PRC intentional program violation or outstanding fraud overpayment balance
- I have received information on my rights regarding non-discrimination
- I have received state hearing procedure information
- I have received voter registration information

My Family Size Is _____

My Family's Gross Monthly Income \$ _____
(Excluding Child Support)

I am requesting school clothes assistance for the following child(ren), _____

Please list all household members name and date of birth in the chart below:

Name	Date of Birth
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Number of people in your family (include spouse and all children)	PRC Eligibility Monthly gross income is less than or equal to...
2	\$3,525
3	\$4,442
4	\$5,359
5	\$6,275
6	\$7,192
7	\$8,109
8	\$9,025

200% FPG as of 1.15.2025

Have you previously received PRC? ☐ Yes ☐ No

If yes, please list the date(s) & amount of
PRC received _____

Print Applicant Name: _____

Applicant Social Security #: _____

Signature of Applicant _____

Date _____

By signing the application, applicant agrees that all information provided on this application is true and complete to the best of his/her knowledge. Applicant authorizes Licking County Job & Family Services (LCJFS) to release and share this application and other pertinent information concerning the applicant and his/her family's eligibility and services received with all providers necessary for said services. Applicant further authorizes LCJFS to review and share the application, the information it contains, and eligibility criteria internally between agency divisions and departments, including, but not limited to, the review of Intentional Program Violation (IPV), OWF/PRC fraud, and overpayment/collections statuses.

School District Authorized Signature _____

Application Approved: Yes ☐ No ☐

Kinship Caregiver Program

Kinship Caregiver Information			
First Name:	Last Name:	Phone Number:	
Address:			Today's Date:
City:	State:	County:	Zip Code:
Service Requested:		FOR AGENCY USE Was Publicly Funded Child Care Explored? Is Applicant Eligible for Publicly Funded Child Care?	

Household Information (include kinship caregiver and kinship children who reside in the household.)

Name (First, Last)	Relationship to You (Spouse, son, etc.)	Kinship Placement Yes/No	US Citizen (Yes/No)	Date of Birth	Check Box if Individual Has a Qualifying Activity**	Social Security Number

**Applicant attests/affirms those individuals indicated above as having a qualifying activity are working at least 20 hours per week, are attending training/school, and/or participate in the work requirements of OWF Cash Assistance or SNAP Food Assistance.

Please list all income received by household members, including minor children.

Income refers to all the money the individuals listed above receive such as wages from employment, spousal/medical support, disability, retirement, Workers' Compensation, Social Security, SSI, Veterans benefits etc. Child support is excluded.

Name	Type of Income	Amount of Income (before taxes)	How Often Received (weekly, bi-weekly, etc.)	Date Last Received

Customer Information Acknowledgement

Non-discrimination policy; State Hearing procedures; and Voter Registration offered? Customer initials _____

Applicant is aware that any changes must be reported to the agency within 10 days? Customer initials _____

All individuals listed above are U.S. Citizens or legal aliens and are not fugitive felons. Customer initials _____

By signing the application, applicant agrees that all information provided on this application is true and complete to the best of his/her knowledge. Applicant authorizes Licking County Job & Family Services (LCJFS) to release and share this application and other pertinent information concerning the applicant and his/her family's eligibility and services received with all providers necessary for said services. Applicant further authorizes LCJFS to review and share the application, the information it contains, and eligibility criteria internally between agency divisions and departments, including, but not limited to, the review of Intentional Program Violation (IPV), OWF/PRC fraud, and overpayment/collections statuses.

Signature of Applicant	Date
------------------------	------

FOR LCJFS USE ONLY

☐ KCP-Stabilization Services Approved

Date notice of Approval sent (mm/dd/yr) _____

☐ KCP-Caregiving Services Approved

Item/Service & Amount Approved	Date of Approval	Stabilization or Caregiver	Vendor's Name & Address
		<input type="checkbox"/> KCP-Stabilization <input type="checkbox"/> KCP-Caregiving	
		<input type="checkbox"/> KCP-Stabilization <input type="checkbox"/> KCP-Caregiving	
		<input type="checkbox"/> KCP-Stabilization <input type="checkbox"/> KCP-Caregiving	

☐ PRC Denied

Date notice of Denial sent (mm/dd/yr) _____

Item/Service Denied	Date of Denial	Reason for Denial

Signature of Caseworker	Date	Signature of Supervisor	Date
-------------------------	------	-------------------------	------

IPV, Fraudulent OWF/PRC Assistance & Fiscal Collections reviewed? ☐ Yes ☐ No Claims? ☐ Yes ☐ NoPRC Tool Reviewed ☐ Yes ☐ No | PRC Kinship received prior? ☐ Yes ☐ No Date, Amount, & Type of PRC received? _____

WORKSHEET

MONTHLY HOUSEHOLD INCOME/RESOURCES
(Excluding Child Support)

Earned _____

Unearned _____

TOTAL _____

200% FPG for AG _____

Assistance Group Size: _____

Kinship Care 200% FPG

AG Size	FPG 200%
2	\$3,525
3	\$4,442
4	\$5,359
5	\$6,275
6	\$7,192
7	\$8,109



Prevention Retention and Contingency - Application I

TANF/PRC In-School Youth

By signing this Agreement, I verify the following information is true and accurate:

- I am a U.S. citizen or a legal alien
- I am not a fugitive felon
- A minor child, or child aged 18 and still attending high school, is living in the household
- My family's income falls within the stated guidelines below
- My family does not have an OWF/PRC intentional program violation or outstanding fraud overpayment balance
- I have received information on my rights regarding non-discrimination
- I have received state hearing procedure information
- I have received voter registration information

Print Parent/Guardian Name: _____ My Family Size Is _____

Parent/Guardian Social Security #: _____

My Family's Gross Monthly Income (Excluding Child Support) \$ _____

I am requesting employment services for

student name: _____

Please list all household members name and date of birth in the chart below:

Name	Date of Birth	Number of people in your family (include spouse and all children)	PRC Eligibility Monthly gross income is less than or equal to
1.			
2.			
3.			
4.			
5.			
6.			
7.			

200% FPG as of 1.15.2025

Signature of Parent/Guardian _____

Date _____

By signing the application, applicant agrees that all information provided on this application is true and complete to the best of his/her knowledge. Applicant authorizes Licking County Job & Family Services (LCJFS) to release and share this application and other pertinent information concerning the applicant and his/her family's eligibility and services received with all providers necessary for said services. Applicant further authorizes LCJFS to review and share the application, the information it contains, and eligibility criteria internally between agency divisions and departments, including, but not limited to, the review of Intentional Program Violation (IPV), OWF/PRC fraud, and overpayment/collections statuses.

JFS Representative Signature _____

Date _____

LCJFS to complete

IPV, Fraudulent OWF/PRC Assistance & Fiscal Collections reviewed? ☐ Yes ☐ No Claims? ☐ Yes ☐ No

Application Approved: ☐ Yes ☐ No





PRC / Employment Retention & Transitional Services & Employment Incentive Program - Application J

Name of Applicant	Current Address
Social Security Number	
Telephone Number where you can be reached	
Email Address:	

FOR AGENCY USE ONLY	
Case Number	Application Date
	Date Returned
<input type="checkbox"/> Employment Incentive Program (GRF)	
<input type="checkbox"/> PRC Employment Retention Program	

Have you ever received any type of Public Assistance from a Job and Family Services Department? ☐ Yes ☐ No

If yes, give the County Department of Job & Family Services, the type of assistance received, and the date received:

Have you ever applied for PRC services in Licking County (or completed this application before)? ☐ Yes ☐ No

Is anyone in your household presently under a sanction or disqualification from any JFS program? ☐ Yes ☐ No

If yes, please explain the person(s), circumstance(s), and date(s) involved:

Is anyone in your household pregnant? ☐ Yes ☐ No If so, what is her due date?

Complete the chart below for anyone living in your home, including yourself. You are required to verify all income and resources for all members of your household.

Name	Relationship to Applicant	Pregnant Yes/No	Date of Birth	Social Security Number	Source of Income	Monthly Amount of Gross Income (Excluding Child Support)
1						\$
2						\$
3						\$
4						\$
5						\$
6						\$
7						\$

Customer Information Acknowledgement

Non-discrimination issued? Customer initials _____ State Hearing procedures issued? Customer initials _____

Voter Registration offered? Customer initials _____

By signing the application, applicant agrees that all information provided on this application is true and complete to the best of his/her knowledge. Applicant authorizes Licking County Job & Family Services (LCJFS) to release and share this application and other pertinent information concerning the applicant and his/her family's eligibility and services received with all providers necessary for said services. Applicant further authorizes LCJFS to review and share the application, the information it contains, and eligibility criteria internally between agency divisions and departments, including, but not limited to, the review of Intentional Program Violation (IPV), OWF/PRC fraud, and overpayment/collections statuses.

Signature of Applicant	Date
------------------------	------

Signature of Interviewer _____

FOR LCJFS USE ONLY

Last Date Public Benefits received:		
Date Obtained Employment:	30-day retention date:	90-day retention date:
Employer Verification <input type="checkbox"/> Yes <input type="checkbox"/> No	Paystub Verification: <input type="checkbox"/> Yes <input type="checkbox"/> No	Paystub Verification: <input type="checkbox"/> Yes <input type="checkbox"/> No

☐ PRC Approved Date

Date notice of Approval sent (mm/dd/yr)

Item/Service Approved	Vendor Name:
<input type="checkbox"/> 30-day Retention payment	Mailing Address:
<input type="checkbox"/> 90-day Retention payment	City, State, Zip code

☐ PRC Denied Date

Date notice of Denial sent (mm/dd/yr)

Item/Service Denied	Reason for Denial
<input type="checkbox"/> 30-day Retention payment	
<input type="checkbox"/> 90-day Retention payment	

Signature of Caseworker	Date	Signature of Supervisor	Date
-------------------------	------	-------------------------	------

IPV, Fraudulent OWF/PRC Assistance & Fiscal Collections reviewed? ☐ Yes ☐ No Claims? ☐ Yes ☐ NoPRC Tool Reviewed ☐ Yes ☐ NoPRC received prior ☐ Yes ☐ No

Date & amount of PRC received?

WORKSHEET

MONTHLY HOUSEHOLD INCOME/RESOURCES

(Excluding Child Support)

Earned _____

Unearned _____

TOTAL _____

200% FPG for AG _____

Assistance Group Size _____

Employment Retention & Transitional Services 200% FPG

AG Size	FPG 200%
1	\$2,609
2	\$3,525
3	\$4,442
4	\$5,359
5	\$6,275
6	\$7,192