

Monroe County

**Prevention Retention Contingency Policy
May 19, 2025**

**Monroe County Department of Job & Family Services
100 Home Ave.
Woodsfield, Ohio 43793
(740) 472-1602**

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Guidelines for PRC Assistance

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Introduction

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

In 2009, a reduction in overall state funding sources required services provided through the PRC Program be prioritized according to the level of need. In an effort to preserve the safety and well being of children and families, the Monroe County Department of Job and Family Services has developed a plan which supports Child Welfare, Project Partners, Summer Youth/Youth Activity, Back to School Programs, and Higher Educational Transportation Program.

This modified PRC Plan outlines services, eligibility requirements, and other definitions specific to Monroe County for Monroe County residents. This Plan has been developed, reviewed, and recommended by the Monroe County Board of Commissioners, and the Monroe County Department of Job and Family Services (MCDJFS). It is updated at a minimum every biennium and notice are posted in the newspaper offering public comment on the services outlined. The Monroe County PRC Plan was developed in compliance with Sec 5108.04 of the Ohio Revised Code.

VOTER REGISTRATION

Monroe County Department of Job and 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).

PREVENTION, RETENTION AND CONTINGENCY (PRC) PROGRAM

The Monroe County Department of Job and Family Services strives to provide comprehensive services that are designed to promote personal responsibility, family stability, economic security, and self-sufficiency.

The Monroe County Department of Job and Family Services will operate a Prevention, Retention, and Contingency (PRC) Program designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include non-recurrent, short-term, crisis-oriented benefits and, ongoing services that are directly related to the four purposes of the TANF program which does not meet the federal definition of assistance. Non-recurrent, short-term assistance addresses discrete crisis situations which do not provide for needs extending beyond four months. These benefits and services are consistent with the federal definition of “non-assistance” as found in 45 C.F.R. 260.31 (b). The definition of “non-assistance” includes:

1. Non-recurrent, short-term benefits that:
 - a. is designed to deal with a specific crisis or episode of need.
 - b. is not intended to meet recurrent or ongoing needs; and
 - c. will not extend beyond four months.
2. Supportive services such as childcare and transportation provided to families who are employed.
3. Services such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support.

PRC assistance will be authorized with the expectation that the PRC assistance group will then be able to function without additional agency help. Services are provided to an assistance group to **prevent** them from relying on cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC assistance group to help members **retain** employment, and thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC assistance group to meet a presenting or **contingent** need which, if not satisfied, threatens the safety, health, or well-being of one or more PRC assistance group members.

Assistance Group Composition

PRC benefits and services are available to a family assistance group (AG) which includes a minor child under age 18 and a full-time student or a pregnant individual who is at least six (6)

months pregnant as defined in the Ohio Revised Code. Household composition will include all in the household who will derive a direct benefit from the PRC. Some PRC benefits and services are also available to the non-custodial parent of a minor child receiving assistance, who lives in the county, but does not live in the same household as the minor child. An eligible family must consist of a pregnant individual who is at least six (6) months pregnant or a minor child who resides with a parent, caretaker relative, legal guardian or legal custodian.

For the purpose of clarification, the non-custodial parent of a minor child receiving assistance means the child must be: (1) residing in a household that is in receipt of cash assistance, food stamps, or the Ohio Medical card; or (2) the non-custodial parent must either be current on their child support order (and cash medical order if obligor is self-paying), or be complying with a seek work order on behalf of the minor child. The non-custodial parent must be a resident of Monroe County and must also meet the economic need standard established for the benefits and/or services requested. It shall be the responsibility of the non-custodial parent to provide necessary documentation to verify they are the non-custodial parent of a minor child receiving assistance as outlined in this paragraph.

A child may be “temporarily absent” from the home yet the child and his/her family may still qualify for PRC. The absence of a member of the assistance group is temporary if the individual has been absent for no longer than 45 consecutive days, location of the absent individual is known, there is a definite plan for the return of the absent individual to the home, and the absent individual shared the home with the assistance group prior to the onset of the absence. An exception to the 45 consecutive days applies when a child is removed from the home by the children services agency due to abuse, neglect or dependency if the agency indicates there is a reunification plan to return the child to the home within six months. During this period, the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian.

Eligibility

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States, or a qualified alien as defined in Section 5101:1-2-30 of the Ohio Administrative Code.

Eligibility for PRC is dependent upon the assistance group’s demonstration and verification of need for financial assistance and/or services, and whether the agency determines that provision of PRC will satisfy the presenting needs. In order for eligibility to be determined, the gross income of the assistance group must be compared to the economic need standard established for the benefits and services requested. The economic need standards will be based on Federal Poverty Guideline measures which will be updated as the Federal Poverty

Guidelines are revised. When determining eligibility for the PRC assistance group to receive benefits or services, the assistance group’s income must be equal to or less than the economic need standard. See the attached Federal Poverty Guideline Chart and List of Services and/or Benefits for Monroe County.

Assistance Groups (AG’s) with striking members shall be ineligible for PRC unless the AG was eligible for benefits the day prior to the strike and is otherwise eligible at the time of

application. For PRC purposes, a “striker” shall be anyone involved in a strike or concerted stoppage of work by employees (including a stoppage by reason of the expiration of a collective bargaining agreement) and any concerted slowdown or other concerted interruption of operations by employees. Examples of non-strikers who could be eligible for PRC include (1) employees whose workplace is closed by an employer in order to resist demands of employees (e.g., a lockout); (2) employees unable to work as a result of striking employees (e.g., striking newspaper pressmen preventing newspapers from being printed and, consequently, truck drivers who are not working because there are no papers to deliver); and (3) employees who are not part of the bargaining unit on strike not wanting to cross a picket line due to fear of personal injury or death. Pre-strike eligibility shall be determined by considering the day prior to the strike as the day of application and assuming the strike did not occur.

If the applicant for PRC, or any other adult in the PRC household, has an outstanding OWF/FA/Child Care overpayment, the person with the overpayment must enter into an agreement with the agency to start repayment of the outstanding overpayment. If payments are not maintained, any subsequent PRC requests may be denied. No PRC assistance with heating and electric will be issued during the HEAP program. If an individual has utilized the relocation services under this PRC plan in Monroe County, they will not be eligible for PRC relocation again.

Repayment

For some selected benefits, a “Repayment Agreement” must be signed with the Monroe County Department of Job and Family Services prior to PRC issuance (see service chart). For those prevention services, retention services, and/or contingency services that require repayment, the PRC assistance group must make regular, predetermined payments monthly until the PRC repayment amount is paid in full.

The Monroe County Department of Job and Family Services reserves the right to waive the repayment requirement for a household if there are extenuating circumstances.

PRC is restricted to timeframes outlined in the following service chart above. Failure to repay may result in legal action.

Income

OAC 5101:1-24-20 governs the federally mandated exclusions of income and resources for eligibility requirements

The total gross income, both earned and unearned, of all members of the PRC assistance group will be counted, except for earned income of a minor child. This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF). All income received by the PRC assistance group during a 30-day budget period will be considered when determining financial need. The 30-day budget period begins thirty (30) days prior to the date of the PRC application and ends on the application date, unless that

time does not accurately reflect the expected income. In that instance, the income that is projected to be received within a 30-day budget period which begins on the date of the PRC application may be used. ***Exceptions will be made for the YES, Project Partnership program, and Back to School/Household needs program.** If a family applies for any of these programs and their AG is eligible to apply, the agency will determine if they are currently receiving food assistance in the past 30 days from the application. If they are, they will be eligible in lieu of providing verification of actual income. If they are not currently receiving food assistance, then they must provide income verification as stated above.

For cases in which the income cannot be accurately obtained, the agency will implement practices that are reasonable and prudent when determining countable income. Bank statements will not be permitted for verification since gross amounts cannot be obtained from them.

Unearned Income

Examples of unearned income which will be counted will include, but may not be limited to, the following:

- Alimony and child support
- Regular/recurring royalty lease income
- Lump-sum payments (incl. tax refunds and if rec'd during the 30 day timeframe)
- Unemployment Benefits
- Pension and Retirement Benefits
- Strike Benefits
- Rental Income
- OWF, DA, or Supplemental Security Income (SSI) payments

Earned Income

Earned income is income in which the assistance group member must perform some type of labor or service to receive it. Examples of earned income which will be counted may include, but may not be limited to, the following:

- Earnings from work as an employee
- Earnings from self-employment
- Strike benefits if striker is required to perform services in order to receive them
- Training allowances

Excluded unearned income includes but is not limited to:

- Adoption assistance, foster care payments, or other state/federal subsidies
- Per diem received as a form of reimbursement for work related expenses
- Veterans Caregiver stipend income

Residence

PRC benefits and services are available only to residents of Monroe County, unless otherwise noted. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period. All applicants for PRC benefits and services will be required to provide verification of residency. Any applicant that does not have identification that matches the information on the application must provide verification of address via postal verification, utility bill, statement from landlord, or any other reasonable means of verification.

Ineligible Family Assistance Groups

According to Federal and State law, the following assistance groups are **not** eligible for PRC:

1. Single people and childless couples
2. Non-custodial parents with a minor child who are not current on their monthly child support obligation. If an obligor is self-pay, they must be current on both the child support order AND the cash medical order if applicable.

*Exception: A non-custodial parent of a minor child who is ordered into the Seek Work Program by a Court within Monroe County or by the Monroe County Child support Agency (MCCSEA) and is complying with the order is eligible.

3. Households containing a fleeing felon.
4. Individuals ineligible for other programs, due to non-compliance with the terms of their assistance. (examples include OWF sanction, FAET sanction, not complying with an overpayment agreement; FAET recipients that are sanctioned must have served the minimum sanction period before eligible and must sign a compliance form.)
5. Pursuant to ORC section 5101.83 and OAC rule 5101:1-23-75, PRC benefits and services may not be provided to a family that fraudulently received benefits under the OWF and/or PRC programs until a member of the assistance group repays the cost of the fraudulent assistance.
6. Because the PRC Program is funded with federal Title IV-A block grant funds, no medical expenses for applicants are covered except pre-pregnancy family planning services.
7. Residence outside of Monroe County, Ohio.
8. Any individual that is an illegal alien.

9. Individuals who may have a minor child in their home but have not legally established guardianship of the child or children. Power of Attorney rights do not qualify for legal guardianship.

Scope of Benefits/Services

At the time of application, all individuals that submit a PRC application for services will be informed in writing of their rights to request a state hearing. All PRC applications will have a JFS 04074 (APPROVAL) JFS 07334 (DENIAL) "Explanation of State Hearing Procedures" form attached.

The attached chart lists the scope of benefits and services provided by the Monroe County PRC program. The chart also lists the assistance groups served, the economic need standards for the particular benefit/service, caps on benefits/services, the targeted groups, and whether repayment is required. The targeted groups are used to customize service delivery specific to the family's circumstances.

PRC payments will be limited to the amount actually required to meet the presenting need. Client has to present a past due bill stating that services are going to be disconnected/delinquent. This bill can not be 3 or more months delinquent. See Attached Chart.

Any assistance received by an adult member of the household under another Ohio county PRC program within the past twelve (12) months will be taken into consideration when determining eligibility for PRC services in Monroe County. The maximum dollar amounts stated above will not be exceeded between all the counties during the twelve (12) consecutive month period.

In addition, if another Ohio county had conditions (i.e., repayment) on receipt of their PRC benefits, those conditions will continue in effect in Monroe County if known to the agency.

Standard of Promptness

The intent of this program is to provide and authorize benefits and services within five (5) working days of the receipt of a signed application and all the required documentation necessary to process the application (i.e., pay stubs, residency verification, etc.). In some instances, this five-day time frame may need to be extended due to unavoidable delays on the part of the applicant or the agency.

The five-day standard of promptness is the time frame that the Monroe County Department of Job and Family Services will strive to meet and is intended to stress the importance of dealing with PRC applications in an efficient manner. The agency will not deny any PRC application due only to the expiration of the five-day period. The agency has 30 days to process all applications. All applications past 30 days, with no client cooperation, will be terminated.

When the five (5) day time frame cannot be met, the assistance group record will include documentation of the case activity on the PRC application in order to provide a clear explanation of the unexpected or unavoidable delays in processing the application.

Community Resources

The availability of resources within the local community (Monroe County and the immediate surrounding area) will be explored prior to the authorization of PRC. A PRC assistance group shall apply for and utilize any program, benefit or support system which may reduce or eliminate the presenting need.

Agency personnel authorizing PRC will be aware of the community resources that could assist a family in need of immediate services. The knowledge of those resources that are available will assist staff in determining if any other means within the community may be used to meet or help meet the presenting needs. Attempts to locate community resources and arrangements made with other service providers will be documented in the PRC assistance group record. One denial letter is required by any local community service to process PRC applications.

Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating with the agency in the eligibility determination process. In addition, an applicant must utilize available income and resources in meeting the presenting need. This includes ongoing assistance programs such as OWF, DA, SSI and food stamps, as well as Unemployment Compensation, Social Security, and special energy programs.

There will be no PRC eligibility if the assistance group fails to make use of available income or resources that are sufficient to meet all or a portion of the presenting need.

Application

The Monroe County Department of Job and Family Services has developed a "Prevention, Retention, and Contingency (PRC) Program Application" for use when a family is applying for PRC benefits and services. For child welfare services, a self-declaration of family size and income application will be used unless the family is apply for a hard service such as utility, gas, etc.

The application and any other information and/or documentation gathered during the eligibility determination process will be maintained in a separate assistance group case file, even if the assistance group is in receipt of ongoing OWF, Medicaid, and/or Food Stamps. The separate assistance group folders will be maintained for all PRC applications and related verifications.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and

services covered will be explained. Anyone applying for PRC services will receive appropriate information about, referrals to, and access to Medicaid, Food Stamps, child care assistance and other programs that provide benefits that could help them successfully transition to work. In addition, the voter registration application will be made available to persons who are applying for and/or receiving assistance through the PRC program.

Any applicant/recipient who gives fraudulent information in order to receive PRC benefits or services will be subject to overpayment and recovery procedures by the Monroe County Department of Job and Family Services' Benefit Recovery Unit.

Note: When the applicant for PRC, or any other adult in the PRC household, has an outstanding OWF/FS/PRC/Child Care overpayment, the assistant group will not be eligible for PRC assistance until the overpayment is paid in full.

Services and benefits will be provided which directly lead to, or can be expected to lead to, the family in becoming self-sufficient by accomplishing one of the four purposes of TANF:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
3. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
4. To encourage the formation and maintenance of two-parent families.

Notice of Approval/Denial

If it is determined that an application for PRC is approved, the ODHS 4074, "Notice of Approval of Your Application for Assistance", or a comparable agency-specific approval form shall be mailed or otherwise delivered. If it is determined that an application for PRC is denied, the ODHS 7334, "Notice of Denial of Your Application for Assistance", or a comparable agency-specific denial form shall be mailed or otherwise delivered.

Once eligibility for PRC is established, authorization shall occur and a payment for the benefits or services will be generated. Authorization may occur at any time during the period beginning on the date that PRC is approved. As long as payment is authorized within thirty (30) days, the actual payment(s) will be made to the vendors according to the procedures in place for the Monroe County Department of Job and Family Services.

Any programs that provide ongoing services (such as WIA services, etc.), a reapplication will be completed once per year in order to establish financial eligibility for ongoing services.

All PRC payments will be made to the vendor. Any deposits made directly to a vendor, and later returned, are to be returned to the Monroe County Department of Job and Family Services instead of the client. If a deposit is returned to the client, the client will be responsible to repay the full PRC amount.

The chart that follows includes the List of Services and/or Benefits that are available under the Monroe County PRC Program.

Program Operation

To ensure fair and equitable treatment of families applying for PRC, the program will be continuously in operation according to the standards of policy and procedure as set forth within this document. The covered benefits and services or the amounts specified for the benefits and services listed in the section detailing the scope of coverage will not be reduced, limited, or restricted unless the program is modified.

Monroe County reserves the right to modify, suspend 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 put in writing and forwarded to the Monroe County Commissioners and the Ohio Department of Job and Family Services with an established effective date. Monroe County reserves the right to modify, suspend, 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 needs within the Agency. Benefits and services to be provided under the program that are allowable under uses of federal IV-A funds under 42 U.S.C. 601 and 604(a), except that they may not be “assistance” as defined in 45 C.F.R. 260.31(a) but rather benefits and services that 45 C.F.R.260(b) exclude from the definition of assistance.

- Restrictions on the amount, duration, and frequency of the benefits and services:
- Eligibility requirements for the benefits and services.
- Fair and equitable procedures for both of the following:
 - The certification of eligibility for the benefits and services that do not have a financial need eligibility requirement; and
 - The determination and verification of eligibility for the benefits and services that have a financial need eligibility requirement.
- Objective criteria for the delivery of benefits and services.

The Monroe County Department of Job and Family Services agree to implement the Prevention, Retention and Contingency (PRC) Program in Monroe County in accordance with the guidelines outlined in this plan.

This Prevention, Retention and Contingency (PRC) Program Plan shall replace all prior versions of the plan for Monroe County.

Effective date of this amended plan: May 19, 2025

_____ Jeanette Schwall, Director Monroe County Dept. Job and Family Services	_____ Date
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Monroe County Commissioners (see resolution)

_____	_____ Date
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_____	_____ Date
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_____	_____ Date
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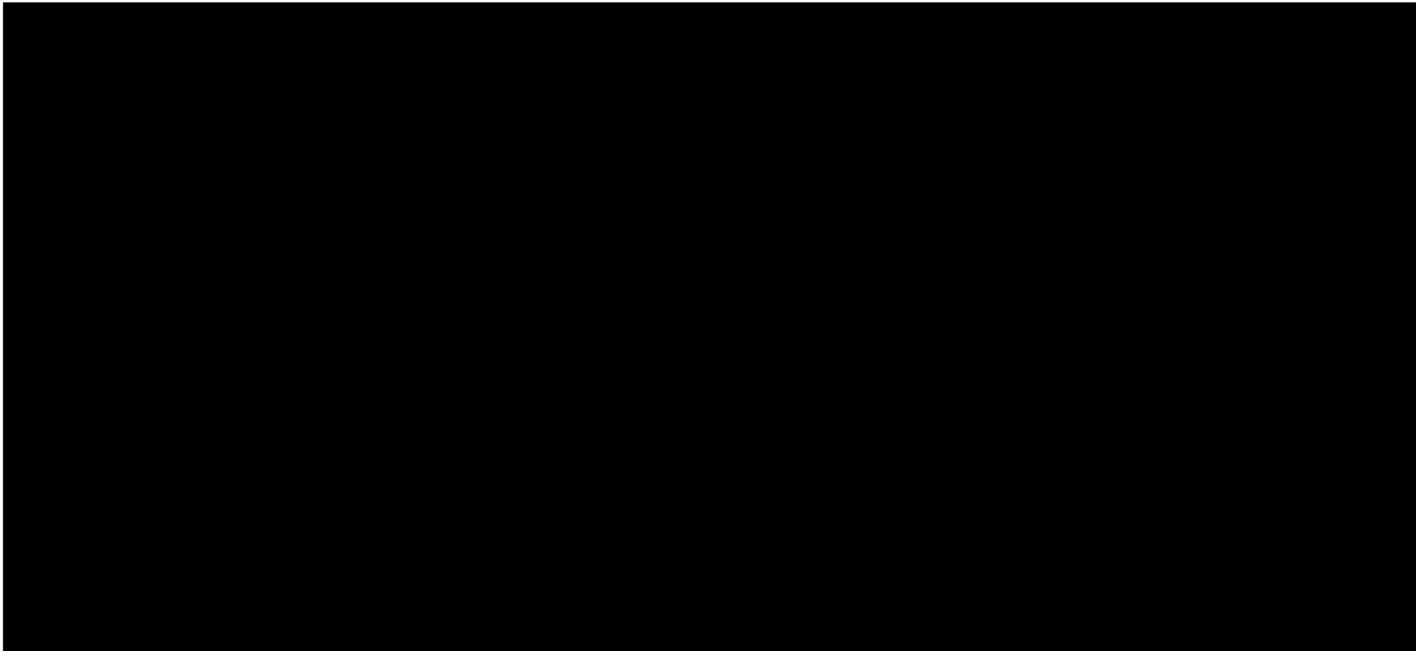
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Monthly Federal Poverty Guideline

The Monthly Federal Poverty Guideline (FPG) measure is used to determine income eligibility for the Prevention, Retention, and Contingency (PRC) program. The total gross countable income of all members of the PRC assistance group must be equal to or less than 100%, 150%, and 200% and 250% of the monthly FPG amount for the appropriate assistance group size.

(See attached)

Effective date of this amended plan: May 19, 2025



REV 05/19/2025

Monthly Federal Poverty Guideline

The Monthly Federal Poverty Guideline (FPG) measure is used to determine income eligibility for the Prevention, Retention, and Contingency (PRC) program. The total gross countable income of all members of the PRC assistance group must be equal to or less than 100%, 150%, and 200% and 250% of the monthly FPG amount for the appropriate assistance group size.

(See attached)

Resolution # 24-25

**RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS
MONROE COUNTY, OHIO, THAT:**

Whereas, the Monroe County Department of Job and Family Services' Prevention, Retention & Contingency (PRC) Plan was approved by the Monroe County Board of Commissioners on JUNE 17, 2024;
Resolution #~~30~~-24;

Whereas, the present Monroe County Department of Job and Family Services' is requesting approval of its PRC Plan for the following reason:

Changing eligibility reporting requirements for the back-to-school clothing/household needs program.

Those on SNAP benefits will be deemed eligible as defined in the policy in lieu of providing income verifications.

Now, therefore, be it resolved, that the Monroe County Department of Job and Family Services' Prevention, Retention & Contingency (PRC) Plan is approved effective this date.

Resolved and Approved this 19th day of May 2025

Shelia Turner

Reference: Commissioner's Journal # 44 Page _____.

**MONROE COUNTY PRC
LIST OF SERVICES & BENEFITS**

SERVICE OR BENEFIT ELIGIBILITY AT OR BELOW 200% FOR ALL SERVICES LISTED BELOW	CAP	ASSISTANCE GROUP	FURTHER REQUIREMENTS	TANF PURPOSE	Repayment Agreement
<p><u>For purposes of this service chart, a minor child is a child who:</u></p> <p>(1) Has not attained 18 years of age; or (2) Is 18 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training)</p>					
<p><u>Gas Program</u></p> <p>*Limited to only the Working adult household members. Individuals also must be able to provide valid drivers' license, and/or prove financial responsibility for transportation needs.</p> <p>If individual needs gas help to secure employment (background check, paperwork, etc.), they must provide written proof from employer on letterhead and come directly from employer.</p> <p>Vouchers only are issued on this program unless part of a special PRC program</p>	<p>Up to \$200 twice in a calendar year for those who are already employed</p> <p>\$50 twice in a calendar year for those who are securing employment.</p>	<p>Parents with minor children in the household</p> <p>Pregnant individuals in their 3rd trimester.</p> <p>Specified relatives with minor children in the household</p>	<p>Employed individuals working a minimum of 20 hours per week.</p> <p>OR</p> <p>Employment pending background check, required paperwork and must have to travel to location of employment</p>	1 & 2	No
<p><u>Employment Related Services</u></p> <p>Car repairs* (Repairs must be completed by an established dealer or business; must use the best of three (3) estimates)</p> <p>Monthly loan payment on an automobile*</p> <p>Employment related uniforms and/or clothing.</p> <p>Driver's license fees (not reinstatement) Background check fees if required by employer for CONTINUED employment AND required of all employees</p> <p>*Limited to only the adult household members. Individuals also must be able to provide proof of insurance, valid drivers license, and/or prove financial responsibility for transportation needs.</p>	<p>Up to \$1,000.00 for transportation needs.</p> <p>Up to \$150.00 for uniform and clothing needs.</p> <p>Background check fees limited to actual cost</p>	<p>Parents with minor children in the household</p> <p>Specified relatives with minor children in the household</p> <p>Non-custodial parents w/ current support order who is either paying or complying with a seek work order on behalf of minor child</p> <p>Pregnant individuals in 3rd trimester.</p>	<p>Employed individuals working a minimum of 20 hrs per week.</p> <p>Must be employed at least 30 days prior to application OR have a job secured that requires special uniform wear and is required for first day of employment</p>	1 & 2	<p>No</p> <p>*No repymt on background checks</p>

**MONROE COUNTY PRC
LIST OF SERVICES & BENEFITS**

<p><u>Job Preparation and/or Training Services</u></p> <p>Preparation activities include but are not limited to: Orientation/Overview of OMJ center services, Orientation and referral to employment programs, Providing youth with job search books, resume books, etc., employment guidance and counseling, OMJ website activities, and case management. These are soft services not specifically defined by a monetary value.</p> <p>Eligible individuals who meet Ohio Means Jobs screening requirements may be approved for a designated training program. This program allows for eligible individuals to obtain needed training for employment opportunities.</p>	<p>Up to \$1,500.00 for training activities (can include books, fees, or other related costs)</p> <p>(one per household in a 24-month rolling period)</p> <p>No cap on preparation activities</p>	<p>Parents with minor children in the household</p> <p>Pregnant individuals in their 3rd trimester.</p> <p>Specified relatives with minor children in the household</p>	<p>Employed individuals seeking extra household income</p> <p>Unemployed individuals</p> <p>Under employed individuals</p>	<p style="text-align: center;">2</p>	<p style="text-align: center;">No</p> <p>The receipt of other benefits will not count towards the work-related PRC benefit limit covered under any other part of our plan. The receipt of these benefits will not start or count against any limits of any other part of our plan.</p>
<p><u>Clothing/School/Household Needs Program</u></p> <p>This program allows for a family to obtain needed items as defined by agency for their household and to provide clothing, shoes, and supplies or a combination of the 3 for school age children in the home.</p>	<p>Per child clothing and shoe amount not to exceed \$750</p> <p>Maximum HH school supply or household need amount \$1,000</p>	<p>Parents with minor children in the household</p> <p>Specified relatives with minor children in the household</p>	<p>Family in receipt of SNAP benefits in the month prior to taking applications will be eligible in lieu of income verification. Any others will be determined eligible by obtaining the last 30 days of income from the date of application.</p>	<p style="text-align: center;">1, 2</p>	<p style="text-align: center;">No</p>

**MONROE COUNTY PRC
LIST OF SERVICES & BENEFITS**

			<p>This program is for families with children attending kindergarten through 12th grade. (no pre-school)</p> <p>If a child is absent from the home for 45 or less consecutive days an application may be submitted by the residential custodian.</p>		
<p><u>Social and Academic Intervention Caseworkers in Elementary Schools (Project Partnership)</u></p> <p>This program will encompass (5) five Elementary Schools in Monroe County and Powhatan School. (Switzerland of Ohio Local School District) The program is designed to use asset building areas that would enhance the students' academic achievement skills and at the same time address issues of appropriate behavior, proper social skills, decision making and coping skills, and conflict resolution.</p> <p>Case Managers will be contractually hired for the school year with the Switzerland of Ohio Local School District.</p> <p>The program would promote self-sufficiency, responsibility and less dependence on community assistance and will empower those most in need to improve the quality of their life.</p>	No cap on services. (As needed)	<p>Parents with minor children in the household</p> <p>Specified relatives with minor children in the household</p> <p>Non-custodial parents w/ current support order who is either paying or complying with a seek work order on behalf of minor child</p>	<p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>	1, 2, 3, 4	No
<p><u>Relocation Assistance</u></p> <p>Moving expenses to relocate out of Monroe County or State of Ohio for purposes of being located closer to their employment.</p>	Actual cost up to \$500.00 (once in a lifetime) No eligibility for PRC in Monroe County once utilized.	<p>Parents with minor children in the household</p> <p>Specified relatives with minor children in the household</p> <p>Pregnant individuals in their 3rd trimester.</p>	<p>Individuals with secured employment</p> <p>Proof from employer</p> <p>Victims of domestic violence</p>	1, 2	No

**MONROE COUNTY PRC
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<p><u>Contingency Services (An emergent need that threatens the health, safety or decent living arrangement)</u> Utilities Purchase of bulk fuel Telephone bills/ installation or repair of telephone (Must be medically necessary) Rent/Mortgage Security deposits Eviction notices (Notice to leave premises) Emergency shelter or temporary housing Relocation in the county if current housing is not safe, applicant can't afford the cost/too expensive, etc.</p>	<p>Up to \$500.00 per 18-month period for all except security deposit or rent payment. Rent payment or security deposit up to \$1,000.00 per 18-month period. Non-employment related needs.</p> <p>No PRC assistance with heating and electric will be issued during the HEAP program.</p>	<p>Parents with minor children in the household</p> <p>Pregnant individuals in their 3rd trimester</p> <p>Specified relatives with minor children in the household</p>	<p>Employed individuals</p> <p>Unemployed individuals</p> <p>Under employed individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>	<p>1, 2</p>	<p>No</p>
<p><u>Summer Youth Employment/ Youth Activity Program</u> <u>Summer Youth Employment/ Youth Activity Program</u> To enable low income TANF eligible youth to gain work experience, develop a work history, build references, and earn a paycheck</p> <p>MCDJFS will follow federal guidelines for each program year and adjust requirements accordingly.</p> <p>MCDJFS may pay a third party to administer the program and follow the guidelines for paying them to do so</p> <p>Services offered to the summer youth participant are:</p> <p>*Payment of wages and fringes (excluding health benefits) not to exceed \$13/hr and 40 hrs/wk</p> <p>• Work related items such as uniforms, special shoes/boots, tools, licenses,</p>	<p>No cap on services. (As needed)</p>	<p>Parents with minor children in the household</p> <p>Specified relatives with minor children in the household</p>	<p>Youth ages 14-17 (or 18 and still enrolled in secondary school)</p> <p>Youth ages 18-24 that are in a family with a minor child</p> <p>Youth ages 18-24 that have a minor child (includes non-custodial parents)</p> <p>Monroe County foster children ages 14-18</p>	<p>1, 2</p>	<p>No</p>

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<p>certifications.</p> <p>*Case mgmt. activities related to the program</p> <p>*Job coaches/mentors</p> <p>Youth in the temporary custody of the Monroe County Public Children Services Agency (PCSA) who are placed in a licensed foster care setting and that are between the ages of 14 — 17 years of age or 18 years of age if still enrolled in school</p> <p>MCDJFS will evaluate participants to determine the best funding for each applicant (CCMEP or TANF)</p>					
<p><u>Higher Educational Transportation-TANF</u> The purpose of the program is to transport students to Ohio University Eastern and Belmont Technical College in St. Clairsville because there are no higher educational facilities located in Monroe County. The TANF goal of this program is to end dependency on government benefits by promoting training to provide the opportunity to acquire and/or upgrade occupational skills leading to better paying employment and sustaining marriage. This program is administered by MCDJFS in cooperation with Monroe County Public Transportation.</p> <p><u>Disaster Services</u> To provide financial assistance to low-income families for specific damages caused by a declared disaster</p> <p>MAXIMUM amount available per service per household will be determined by MCDJFS based upon the availability of disaster funding.</p> <p><u>Emergency shelter</u></p>	<p>No cap on services. (As needed)</p>	<p>Parents with minor children in the household</p> <p>Specified relatives with minor children in the household</p> <p>Monroe County residents who are attending School at Ohio University Eastern and Belmont College in St. Clairsville</p> <p>SEE BELOW FOR FURTHER GUIDANCE FOR DECLARED DISASTER SERVICES</p>		<p>1, 2</p>	<p>No</p> <p>No</p>

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<p><u>Rent/Security deposits</u>-needed for necessary relocation due to disaster damage</p> <p><u>Transportation assistance</u>-due to loss of transportation caused by disaster</p> <p><u>Alternative energy source</u>-flash lights, batteries, fuel for generators, propane for cooking (generators excluded), ice</p> <p><u>Food replacement</u>-for families receiving food assistance, 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 by food assistance.</p>					
<p><u>Drivers Education Assistance</u></p> <p>Children ages 15-18 (and still enrolled in school) may receive assistance to pay for drivers' education fees incurred in order to obtain their drivers license. Program will be paid for as funds are available. Only for approved and certified instruction through SOLSD/ESC is eligible for reimbursement and student must pass to receive assistance.</p>	<p>One time assistance up to \$750 or actual cost with proof of passing certificate</p>	<p>Families with a minor child living in the home</p> <p>Specified relatives with minor children in the household</p> <p>Non-custodial parents w/ current support order who is either paying or complying with a seek work order on behalf of minor child</p> <p>Pregnant individuals in 3rd trimester</p>		<p>1, 2</p>	<p>No</p>
<p><u>COVID-19 Response Services</u> <u>FAPL#183-A</u></p> <p>Monroe County has been impacted by the COVID-19 Pandemic. This program</p>		<p>Families with a minor child living</p>	<p>If possible, applicant should provide</p>	<p>1 , 2</p>	<p>No</p>

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<p>allows us to assist eligible families with the hardships that have arisen as a result. Examples of hardship are layoff, job loss, reduction of work hours, not returning to work due to concerns of workplace exposure, loss of childcare or increase in cost of child care. Other situations will be considered by agency and if approved will be well documented. Families may request help with:</p> <p>*Mortgage or rent payment</p> <p>*Security deposits for housing</p> <p>*Utilities</p> <p>*Car payment or car insurance</p> <p>*One-time check for assistance authorized in special circumstances when the above services are not able to help offset emergent needs.</p> <p>**Per state guidance, for the purpose of determining the assistance group's PRC eligibility, MCDJFS shall consider the income already received by the assistance group during the certification period. <u>If the amount of income that will be received or when it will be received is uncertain, the county agency shall not count that portion of the assistance group's income that is uncertain.</u> If the exact amount of income is not known that portion of it that is anticipated with reasonable certainty is considered income. In cases where the receipt of income is reasonably certain, but the monthly amount may fluctuate, the county agency must average the income.</p>	<p>One-time check payment of \$500 (max) per AG</p> <p>OR</p> <p>One-time \$500 (max) per AG check payment to lien holder, landlord, utility, insurance to help offset bills.</p>	<p>in the home</p> <p>Specified relatives with minor children in the household</p> <p>Non-custodial parents w/ current support order who is either paying or complying with a seek work order on behalf of minor child</p> <p>Pregnant individuals in 3rd trimester.</p> <p>All categories subject to eligibility at 200% of FPL</p>	<p>documentation of income 30 days prior to application. Self-declaration of income and/or loss is acceptable but requires documentation by caseworker **see first column</p>		
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<p><u>Kinship Caregiver Program</u> See below</p>	<p>limited to funding availability and type of service (see below)</p>	<p>Each child in the home of a kinship caregiver will be an AG of 1</p>	<p>Child's gross income not to exceed 200% of FPL</p>	<p>1</p>	<p>No</p>
<p><u>Child Welfare Services</u></p> <p>TANF Child Welfare services provide an opportunity for the Monroe County Department of 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.</p> <p>Child welfare services allowable under the TANF program include but not limited to:</p> <p>emergency housing services. domestic violence services.</p> <p>home-based services parent education and training. post adoption finalization services. respite care services. special services for alcohol and drug abusers. transportation services.</p>	<p>No cap on services. (As needed)</p>	<p>Parents with minor children in the household</p> <p>Specified relatives with minor children in the household</p>	<p>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></p> <p>If the children are out of the home, the family must have a Children Services</p> <p>reunification plan in place, and actively working toward reunification, as verified by the Children Services caseworker.</p> <p>Authorization of PRC services must contribute to the reunification process.</p>	<p>1</p>	<p>No</p>

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DISASTER SERVICES

Verification of income 30 days prior to the application date (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-declaration of income based on the past 30 days will be accepted.

Assistance will only be provided for the services listed to help offset costs for direct damage caused by a declared disaster.

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 services.

The assistance group will not receive disaster assistance for a service provided by another agency program or insurance benefit.

Applicants will be required to provide the Department of Job and Family Services any records that they can produce necessary to process the request for assistance.

Caps are to be established by MCDJFS contingent upon available funding. Caps are established per household. Previous PRC services are excluded from consideration.

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 are also allowable TANF Child Welfare Services under our 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.

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 & Mentoring – 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.

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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 means services provided or arranged by Children Services 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, and assessing results of Respite Care activities and the provision of Respite Care. Respite Care services are services designed to provide temporary relief of child-caring functions which may include, but are not limited to, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child placed in a foster home or with a relative as well as for a child in his own home.

Special Services for Alcohol and Drug Abusers –Service activities include:

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

Transportation Services – Transportation Services include arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision for escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and 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)
- Services available through other federal funding sources.
- Medical services except for those services allowable under Ohio's 1996 IV-A State Plan.

Child Welfare Conditional Services

AG definition for Child Welfare Conditional Services: A child under age 18, age 18 and still attending high school or its equivalent living with an adult relative/guardian and all other members of the household. Pregnant women in their third trimester of pregnancy-each fetus is considered a separate family member.

Cap:

There is no cap on services (as needed). Application process for services will require self-declaration of household income, family size and signature of client on the application. (see sample application)

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KINSHIP CAREGIVER PROGRAM

In accordance with House Bill 541 of the 132nd General Assembly (H.B 541) This program is intended to provide reasonable and necessary relief of childcare functions so that kinship caregivers, as defined in ORC 5101.85, can provide and maintain a home for a child in place of a child's parents.

A kinship care provider is defined as:

- Grandparents, including grandparents with the prefix great, great-great, or great-great-great
- Siblings
- Aunts, uncles, nephews and nieces, including such with the prefix great, great-great, or great-great-great
- First cousins and first cousins once removed
- Stepparents and stepsiblings of the child
- Spouses and former spouses of individuals named under grandparents or siblings above
- A legal guardian of the child
- A legal custodian of the child

An application must be submitted to the county department of job and family services by the kinship caregiver and an application must be completed for EACH child. Redetermination of eligibility shall be required no less than every 12 months from determination of initial eligibility

This program shall provide "relief of childcare functions" -responsibilities for the daily care of a child that hinders a kinship caregiver's ability to fully provide for the child; (working, etc)

These services are limited to reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of the minor child. The caregiving service may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver. These services may not exceed 4 months.

The kinship caregiver must be:

- 1.) Employed on a full or part time basis OR
- 2.) Engaged in a training activity to prepare them for paid employment OR
- 3.) Participating in work activities as a condition of eligibility for OWF or SNAP

The minor child receiving the caregiving services must be under the age of 13 at the time of application AND remains eligible until they turn 13 OR under the age of 18 at the time of application if the child meets the definition of special needs pursuant to rule 5101:2-16-01 of the OAC and may remain eligible until they turn 18.

Services include, but are not limited to:

Necessary clothing not to exceed \$200 per child in a 12-month period

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Household items such as mattresses, beds, cribs, linens and other needed household items at the agency's discretion to care for the child(ren) not to exceed \$800 per child in a 12-month period

Legal services to establish guardianship not to exceed \$1,000 per child in a 12-month period

Respite care can be provided by a relative or non-relative for no more than 5 consecutive days and will be paid directly to the respite provider. Childcare costs will be paid by the agency for a child under age 13 or over age 13 WITH an identified special need. Publicly funded child care must be explored first, but if the family is ineligible, the kinship provider can be reimbursed with appropriate documentation of the cost of childcare. Reimbursement will not exceed \$500 per child per month.

45 CFR 260.30 defines a "minor child" as an individual who has not attained 18 years of age or has not attained 19 years of age and is a full-time student in secondary school or equivalent. While H.B 541 more broadly defines a "child" as a person who is 18 years of age or younger, the Kinship Caregiver Program should base eligibility on the federal definition of "minor child."

REV 5/19/25