

**RESOLUTION NO. 23-1415  
OCTOBER 31, 2023**

**RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, OHIO TO CERTIFY THAT THE MONTGOMERY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES COMPLIED WITH CHAPTER 5108 OF THE OHIO REVISED CODE IN ADOPTING A WRITTEN STATEMENT OF POLICES GOVERNING THE MONTGOMERY COUNTY PREVENTION, RETENTION, AND CONTINGENCY BIENNIAL RENEWAL PLAN EFFECTIVE NOVEMBER 1, 2023 THROUGH SEPTEMBER 30, 2025.**

**WHEREAS**, the Montgomery County Department of Job and Family Services (MCDJFS) created the written statement of polices in accordance with Ohio Revised Code (ORC) Chapter 5101 for the Prevention, Retention, and Contingency (PRC) Biennial Renewal Plan; and

**WHEREAS**, the written statement of polices complies with all applicable State and Federal regulations; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Montgomery County, Ohio, certify that the MCDJFS complied with Chapter 5108 of the ORC in adopting a written statement of policies governing the Montgomery County PRC Biennial Renewal Plan effective November 1, 2023 through September 30, 2025.

**BE IT FURTHER RESOLVED** that the Clerk of Commission certify this resolution and make an imaged copy of this resolution available on the Montgomery County, Ohio website at <https://mcohio.org>

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OCTOBER 31, 2023**

## **CERTIFICATE**

Ms. Dodge moved the adoption of the foregoing resolution. It was seconded by Mrs. Rice, and upon call of the roll the following vote resulted:

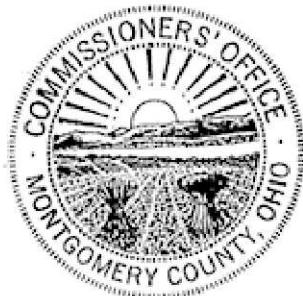
Ms. Dodge, aye; Mrs. Rice, aye; Mrs. Lieberman, aye: Carried.

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I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Board of County Commissioners of Montgomery County, Ohio, on the 31st day of October, 2023.

THE BOARD OF COUNTY COMMISSIONERS HEREBY  
FINDS AND DETERMINES THAT ALL FORMAL ACTIONS  
RELATIVE TO THE ADOPTION OF THIS RESOLUTION  
WERE TAKEN IN AN OPEN MEETING OF THIS BOARD OF  
COUNTY COMMISSIONERS, AND THAT ALL  
DELIBERATIONS OF THIS BOARD OF COUNTY  
COMMISSIONERS, AND OF ITS COMMITTEES, IF ANY  
WHICH RESULTED IN FORMAL ACTION, WERE TAKEN  
IN MEETINGS OPEN TO THE PUBLIC, IN FULL  
COMPLIANCE WITH APPLICABLE LEGAL  
REQUIREMENTS, INCLUDING SECTION 121.22 OF THE  
REVISED CODE.

  
Emily Bradford, Clerk  
Board of County Commissioners  
Montgomery County, Ohio





**MONTGOMERY**  
C O U N T Y

**JOB & FAMILY SERVICES**

**PREVENTION,  
RETENTION &  
CONTINGENCY  
PLAN**

**2024-2025**

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### **Attached Appendixes:**

**Appendix I: PRC Matrix**

**Appendix II: Assistance Group Composition**

**Appendix III: Applications, Notices and Montgomery County JFS Policies**

## **MONTGOMERY COUNTY PREVENTION RETENTION CONTINGENCY (PRC) PROGRAM**

### **Section 1: Purpose**

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low-income employed families who need help with essential supports to move out of poverty and become self-sufficient. These supports include non-recurrent, short-term, crisis- oriented benefits and ongoing services that are directly related to the four purposes of the Temporary Assistance for Needy Families (TANF) program which do not meet the federal definition of assistance. The four purposes of TANF are:

1. To provide assistance to needy families so that children may be cared for in their own home or in the home of a relative; This purpose covers only needy families so children may live with their parents, relatives, legal guardians, or legal custodians. A needy family is one that meets the income and/or resource standards established by the state in its TANF plan. A state may establish a variety of income and resource standards for "assistance" and other services and benefits.
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; Help any needy parent, including a non-custodial parent or a working parent by providing employment, job preparation or training services designed to increase the non-custodial parent's ability to pay child support.
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies, which is not limited to needy families or individuals. Potential activities that would accomplish this purpose include family planning clinical and follow-up services, abstinence programs, visiting nurse services and programs and services for youth such as counseling, teen pregnancy, prevention campaigns and after-school programs.
4. Encourage the formation and maintenance of two-parent families. A significant share of TANF families consists of unmarried mothers with low skills who live with their children apart from low-skilled, underemployed fathers/mothers. Many of these fathers/mothers are involved in the lives of their children and provide some financial support but would like to do much more. This purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and supervision; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

Non-recurrent, short-term assistance addresses crisis situations which do not provide for needs extending beyond four months. These non-recurrent benefits and services may encompass more than one payment a year if the payment provides short-term relief and addresses a crisis rather than meeting ongoing or recurrent needs. These benefits and services are consistent with the federal definition of non-assistance as found in Code of Federal Regulations 45 C.F.R. 260.31 (b). The definition of non-assistance includes:

1. Non-recurrent, short-term benefits that:

- a. are designed to deal with a specific crisis or episode of need.
- b. are not intended to meet recurrent or ongoing needs; and
- c. will not extend beyond four months.

2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training).
3. Supportive services such as time limited drop-off childcare and transportation provided to families who are employed.
4. Contributions to and distributions from Individual Development Accounts.
5. Refundable earned income tax credits.
6. Services such as counseling, case management, peer support, child welfare services, childcare information and referral, transitional services, job retention, job advancement, and other employment related services that do not provide basic income support; and specific benefits and services provided by this plan are contained in Appendix I.

## **Section 2: Fundamental Principles**

### **2a: Assistance Group Composition**

An Assistance Group (AG) is defined as a group of individuals treated as a unit for the purpose of determining PRC eligibility.

In Montgomery County, an AG applying for PRC, Family Disaster, or Community Projects-Contracted Services will include all household members living at the same address. All individuals living in the household must be included in the PRC AG. If the household contains an ineligible member, that individual's income will be counted as available for the rest of the AG; however, that individual's need will not be counted when comparing household income to the economic need standard. If the only child in the AG is an ineligible individual, the entire AG is ineligible for benefits or services. PRC benefits and services are available to an assistance group which includes the following:

- A minor child residing with a parent, specified relative, legal guardian or legal custodian. Minor child is defined as an individual who is under eighteen or an individual who is eighteen, but not yet nineteen and a full-time student in a secondary school or the equivalent
- A pregnant individual. Must be verified by a medical professional
- Certain PRC benefits and services are also available to the non-custodial parent of a minor child residing in the same county. The services available to non-custodial parents are indicated on the PRC Table of Benefits and Services.

An assistance group member may be “temporarily absent” yet the individual and his/her family may still qualify for PRC benefits and services. Temporary absence has the same meaning for the PRC program as it does for OWF as forth under section 5107.10 of the Ohio Revised Code and rule 5101:1-3-04 of the Ohio Administrative Code (OAC). Pursuant to OAC 5101:1-3-04, the absence of the member of the AG is temporary if:

- The AG member has been absent for no longer than 45 consecutive days;

- The location of the absent individual is known;
- There is a definite plan for 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.

## **2b: Ineligible Family AGs**

No PRC assistance will be approved for individuals meeting one or more of the criteria below. These individuals will be considered ineligible AG members:

1. No assistance for families without a minor child in the assistance group.
2. No assistance to a single individual unless such individual is pregnant.
3. No benefits or services to an individual who is not a citizen of the United States, or a qualified alien as defined in OAC 5101:1-2-30 (A) (2).
4. No assistance for families that fraudulently receive assistance under the OWF and PRC programs until repayment occurs pursuant to ORC 5101.83.
5. No assistance to fleeing and/or fugitive felons.

## **2c. Need**

Eligibility for PRC is dependent upon the AG's demonstration of need for services and benefits. The applicant must cooperate in securing verification of all eligibility factors when applying for services and benefits which provide a direct financial benefit. A modified method of eligibility determination, which includes self-declaration documenting all eligibility factors, may be used to determine eligibility for families applying for services and benefits which do not provide a direct financial benefit. Use of the modified method of eligibility determination is limited to contracted services and benefits.

All PRC applicants must meet the economic need standard for the benefit/service requested. The economic need standards are based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining income eligibility for the PRC AG to receive benefits or services, the AG income must be equal to or less than the economic need standard. (List of Services and Benefits, Appendix I)

## **2d. Sufficiency and Suitability**

PRC contingency benefits will be authorized with the expectation that the PRC AG will be able to function without additional agency help. Services and benefits shall be provided which directly lead to or can be expected to lead the family in becoming self-sufficient by

accomplishing one of the four purposes of TANF as referenced in Section 1.

## **2e. Relationship to Other Programs**

Receipt of assistance from programs such as Ohio Works First (OWF), Disability Financial Assistance (DFA), and entitlement programs such as Medicaid and Food Assistance does not preclude eligibility for receipt of benefits and services within the PRC program. MCDJFS will ensure that applicants and recipients of PRC who may not already be receiving assistance from other programs will receive appropriate information about referrals to, and access to Medicaid, Food Assistance, Child Care, and other programs that provide benefits that could help them successfully make the transition to work.

## **2f. Program Operation**

To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of policy and procedure as set forth within this chapter as long as PRC funds remain available. The covered benefits or services or the amounts specified for the benefits and services listed in Appendix I detailing the scope of coverage may not be reduced, limited, or restricted unless the program is amended. Program termination due to lack of PRC funds will occur immediately and without prior notice.

## **Section 3: Accessing PRC Services and Funds**

PRC services and benefits can only be accessed through MCDJFS by one of the following methods:

### **3a. Application**

An application is required to determine eligibility for PRC funds connected to any service or benefit that has a financial need eligibility requirement. This includes all benefits, services, and programs targeted to meet TANF goals 1 and 2. Applications can be waived when categorical eligibility is permitted.

### **3b. Certification**

An application is not required to determine eligibility for PRC funds connected to a service or benefit, defined in Appendix I, that does not have a financial need eligibility requirement. These benefits, services, and programs can only be targeted to meet TANF goals 3 and 4 and must adhere to guidelines set forth in the contract with the specified agency.

### **3c. Non-Administrative Program Operational Activities**

Certain benefits and services do not require an application for assistance as they do not provide a direct service linked to an individual family. These benefits and services must fall under the classification of non-administrative program operation costs and must be in accordance with the contract of the specified agency. Such activities may include but are not limited to employer recruitment, information and referral, public service announcements and Community and Economic Development initiatives.

### **3d. Employment Incentive Program**

The Employment Incentive Program provides placement assistance incentives to eligible current and former recipients of TANF, SNAP and Medicaid. The program aids with GED testing fees

obtaining a GED or High School Diploma. This includes a \$50 incentive per pre-test completed for each of the 4 subjects, with a potential maximum of \$200. In addition, recipients can receive a \$250 incentive for successfully obtaining a GED or High School Diploma.

The program also provides incentives for achieving and successfully maintaining an employment placement. The applicant must consult with the county Workforce agency to determine suitability for placement in 1 of 2 available incentive tracks. Current recipients of TANF, SNAP or Medicaid will be placed in track A. Track A participants can receive a maximum of \$1000 in employment incentives. Under Track A participants will receive a \$400 placement incentive as well as an additional \$600 for successfully retaining employment for 90 calendar days. Former recipients of TANF, SNAP or Medicaid will be placed in track B. Track B Participants can receive a maximum of \$1,800 in incentives. Under Track B participants will receive a \$400 placement bonus, an additional \$600 for successfully retaining employment for 90 calendar days, and an additional \$800 for successfully retaining employment for 180 calendar days.

#### **Section 4: Application Processing**

##### **4a. Filing a PRC Application**

The applicant must complete, sign, and date a PRC application. The form MCDJFS 9630-D will be used by individuals applying for PRC benefits and services with MCDJFS. Applications can be waived when categorical eligibility is permitted. MCDJFS also contracts with several organizations to provide benefits and services to families under the PRC program. These contractors will secure a signed MCDJFS 9633 application and any required documentation. MCDJFS will use objective criteria to determine PRC eligibility. At the time of application, individuals must be informed of their right to request a state hearing. This will be done by providing a copy of the JFS 04059, Explanation of State Hearing Procedures. MCDJFS, in accordance with ORC 329.051 must make a voter registration application available to persons applying for or participating in the PRC program. This section applies to both county agencies and those entities with whom the county agency contracts. Third party providing agencies can provide the completed voter registration forms to the county agency who in turn should provide them to the Board of Elections.

#### **Section 5: Eligibility Determination**

##### **5a. Social Security Number:**

Each person applying for PRC must provide the county agency or third party providing agency with a social security number or apply for a social security number. The social security number will be used to check information provided by the individual against information held by other federal, state and local governments; data matching systems and program review audits to ensure eligibility for PRC.

##### **5b. Economic Need**

Eligibility for PRC benefits and services intended to meet purposes 1 and 2 of TANF is dependent upon the assistance group's demonstration and verification of need (income and/or resource standard). For eligibility to be determined, the income of the assistance group must be compared to the income need standard established by MCDJFS in the county PRC plan. The assistance group's income must be equal to or less than the standard. Under purposes 3 and 4 of TANF, families and individuals may receive PRC benefits and services without

regard to income.

### **5c. Income**

Eligibility for PRC services and benefits which provide direct financial benefit to the applicant is dependent upon the AG's demonstration and verification of need for financial assistance and/or services. For eligibility to be determined, the income of the AG must be compared to the economic need standard established for the benefits and services requested. The economic need standards are based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released. When determining income eligibility for the PRC AG to receive benefits or services, the AG income must be equal to or less than the economic need standard. (List of Services & Benefits Appendix I)

The total gross monthly income, both earned and unearned, of all members of the PRC AG shall be counted except for gross earnings of a minor child as defined in rule 5101:1-23-20 (A) (2) of the Ohio Administrative Code (OAC). This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF) or Disability Financial Assistance (DFA). All income which is received or expected to be received during the thirty (30) day budget period is considered when determining financial need. The 30-day budget period begins 30 days projected from the date of the PRC application, unless this period does not accurately reflect expected income. In this instance, income received 30 days prior to the date of application may be utilized. For cases in which the income cannot be accurately obtained, the MCDJFS Specialist shall make the necessary collateral contacts to document the applicant's statements. A signed ODHS 7341, Applicant/ Recipient Authorization for Release of Information, should be obtained from the applicant before an inquiry. Once the release is received, verification which is obtained by phone must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. More stringent verification is required when PRC benefits and services involve a direct monetary gain by the applicant and opportunities for fraud are prevalent.

### **5d. Unearned Income**

The following are examples of unearned income which must be counted. These are examples only and is not an all-inclusive list:

- Alimony
- Investment income
- Veterans' administration benefits
- Strike benefit
- Unemployment benefits
- Lump-sum payments (including tax refunds)
- Pension and Retirement benefits
- Retirement, Survivors and Disability Insurance benefits (RSI)
- Worker's Compensation benefits
- Rental income
- Trust disbursements paid directly to the PRC AG member

## **5e. Earned Income**

Earned income is income in which the AG member must perform some type of labor or service to receive it. The following are examples of earned income. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from self-employment, less the cost of doing business
- Strike benefits if the striker is required to perform services to receive them
- Training allowance

## **5f. Citizenship**

To receive PRC benefits and services, a member of the AG must be a citizen of the United States, or a qualified alien as defined in OAC 5101:1-2-30. Documentation of citizenship or alien status is required.

## **5g. Residence**

PRC benefits and services are available to residents of Montgomery County. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period. Residence is also established by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment, whether currently employed or not. Documentation of residence is required.

## **Section 6: Community Resources**

### **6a. Exploring Community Resources**

The availability of resources within the local community shall be explored prior to the authorization of PRC assistance. A PRC AG shall apply for and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. Personnel authorizing PRC should be aware of any community resources that could assist a family in need of immediate services. The knowledge of those resources that are available is necessary to determine if any other means within the community may meet or help meet the presenting needs. Local contracts with other entities may be initiated to provide services which may meet or help meet requested needs (i.e., planning transportation services). The PRC application provides a section for written documentation of agency attempts to locate and utilize resources within the community.

### **6b. Home Energy Assistance Program (HEAP)**

PRC may not be authorized to prevent shut-off or restore utility service when HEAP is available.

## **Section 7: Program Integrity and Control**

### **7a. Approval Process**

MCDJFS Specialists or other contracted individuals shall investigate the circumstance presented on the application; secure sufficient verification and documentation to support the eligibility decision, and either approve or deny the application. The Director or their

designee has discretion to approve any items not specifically outlined in the plan. Director's discretion payments shall not count toward the annual \$3000 PRC cap.

MCDJFS reserves the right to deny PRC services to any applicant who has demonstrated a pattern of PRC misuse or abuse (actual or attempted). An application for PRC can also be denied for failure to meet the eligibility requirements, failure to cooperate and failure to verify employment. Submitting fraudulent documentation or failure to provide information needed to determine eligibility within 30 days of completing the application can result in a denial decision being made. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in OAC 5101:1-23-70.

The focus of the PRC program is to provide and authorize benefits and services within a specific date of the receipt of a signed application which is 30 days. However, MCDJFS will do its best to expedite emergency situations. All applicants will receive written notice if their application was approved or denied. PRC notices must comply with OAC 5101 :6. OAC 5101:6-2-02 and 5101 :6-2-03 set forth the requirements for issuing notice when an application for public assistance benefits including assistance under the PRC program, is approved, or denied.

The applicant must have the opportunity to be heard in a state hearing or an administrative appeal. Pursuant to ORC 5108.09, a PRC hearing decision is based upon the PRC program plan in effect at the time of the adverse decision, and MCDJFS must provide a copy of the statement of policies and all amendments to the hearing officer.

#### **7b. Records Retention**

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

Note: If a CDJFS contracts with a provider for issuance of benefits and services under the PRC program, the application responsibilities should be clearly addressed within the contract agreement. All PRC case documentation from the provider should be readily available for monitoring and auditing purposes.

#### **7c. All appropriate JFS systems**

MCDJFS shall use the PRC Web Tool to track PRC benefits and services received from county to county. MCDJFS shall assign sufficient staff to accomplish this goal. All PRC payments shall be made to a vendor according to the normal payment procedures and schedules in place at MCDJFS.

Note: PRC services provided by other public entities will be tracked and recorded through the ODHS 2827, Monthly Financial Statement, as applicable.

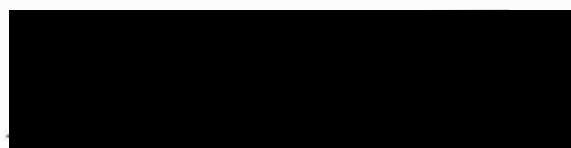
#### **7d. Table of Benefits and Services**

The attached List of Services and Benefits, Appendix I, contains the scope of benefits and services provided under the MCDJFS PRC program. The chart also contains the assistance groups served, the economic need standards for the benefit/service and caps on benefits/services.

The MCDJFS 223 must be completed for applicants who have an ADC/OWF overpayment. Background check, verification of insurance, and operators' license are required for auto repair. Receipt of PRC benefits and services from another county count against the cap for services or benefits in Montgomery County. MCDJFS Specialists or contracted individuals shall not determine eligibility for contracted services unless specifically authorized to do so. Each AG capped at \$3000 per 12-month cycle, unless otherwise specified that the vouchered service does not count toward the cap, e.g., disaster assistance, Director's discretion funds, and services for victims of domestic violence.

Montgomery County may establish contracts and distribute TANF funds to accomplish any of the 4 purposes of TANF. For clients not referred by county staff, contract providers are required to verify eligibility factors outlined in each contract. Services provided under TANF purposes 3 & 4 are provided without regard to income. The span of eligibility will be included in each contract for all contracted services.

The Montgomery County Department of Job and Family Services agrees to implement the Prevention, Retention and Contingency plan as provided for in this document effective the date of execution, as approved by the Montgomery County Board of Commissioners.



Michelle Niedermier,

10/25/2023  
Date

Montgomery County Department of Job and Family Services Director or Designee

# **Appendix I**

## **PRC Table of Benefits and Services**

**List of services and benefits provided as well as the assistance group, economic standard, and target group for each service.**

## Table of PRC Benefits and Services

PRC Emergency Assistance- Vouchered Services
<p><b>Payment Cap:</b> \$3000 Max Benefit amount. May include more than 1 service. Each service is subject to the individual cap listed</p> <p><b>Frequency:</b> For utilities and housing assistance, any number of individual payments within 60 days of the initial approval. After 60 days, no additional payments for 12 months from the date of the initial approval. All other services are once every 12 months.</p> <p><b>AG:</b> Families with minor children, including pregnant women and individuals living in their home. Non-custodial parents with children residing in Montgomery County that are cooperating with CSEA</p> <p><b>FPG Standard:</b> 200%</p>
<p><b>TANF Purpose: 1 &amp;2</b></p> <p><b>Overview:</b> Non-recurrent, short-term benefits that are designed to deal with a specific crisis or beyond four months. An AG caps at \$3000 per 12-month cycle, unless otherwise specified that episode of need that are not intended to meet recurrent or ongoing needs and will not extend the voucherized service does not count towards the cap, e.g., disaster assistance, Director's discretion funds and services for victims of domestic violence.</p>
<p><b>Rent Assistance: \$1200</b></p> <ul style="list-style-type: none"><li>Initial rent payment for victims of domestic violence or natural disaster</li><li>Emergency/temporary housing including hotel stay for victims of domestic violence or natural disaster</li><li>Eviction notices and delinquent rent can be considered</li><li>Delinquent rent is considered payment that is at least 30 days overdue</li><li>Applicant must provide documentation of amount due and months for which payment is being requested</li><li>A current lease agreement and/or any subsidized housing rental agreement must be provided (e.g., Public Housing/Housing Choice Voucher)</li><li>No payments will be made if the AG lives with or is employed by the landlord</li><li>No payments will be paid to the landlord for utilities unless it is included in the lease agreement</li><li>Eligibility worker must verify that the landlord requesting payment is the property owner/manager</li><li>Verification of payment or payment arrangement for an amount over the \$1200 service cap is required</li></ul>
<p><b>Mortgage Assistance: \$1200</b></p> <ul style="list-style-type: none"><li>Delinquent mortgage is considered payment that is at least 15 days past due</li><li>Applicant must provide documentation of amount due and months for which payment is</li></ul>

being requested or a foreclosure notice

- Applicant must provide documentation that the home is in their name
- Home must be applicant's primary residence
- No payments for closing costs, down payments, second mortgages, or home equity line of credits
- Verification of payment or payment arrangement for the amount over the \$1200 service cap is required
- Initial mortgage payment for victims of domestic violence or natural disaster

**Utility Assistance: \$750**

- Initial month payment (victims of domestic violence or natural disaster)
- Payments can be made to prevent shut offs or restore service
- Payments can be made to past due balances
- No payments for fines or late fees
- Purchase of bulk fuel for heating
- Installation or repair of telephone (must be medically necessary)
- Initial Deposit (victims of domestic violence)

**Legal Fees: \$400**

- Legal fees associated with obtaining protection order and/or court filing fees for victims of domestic violence
- Legal fees directly associated with maintaining customer's residence
- No payment for eviction filing fees will be paid without verification that the landlord has filed eviction paperwork

**Property Tax Payments: \$1500**

- 1<sup>st</sup> or 2<sup>nd</sup> half Property Tax payments. Current year only. Cannot be past due
- Applicant must reside in the home and provide proof of ownership
- Eligibility worker must verify ownership and amount due with the Montgomery County Auditor's office

**Auto Repair: \$1500**

- Vehicle must be AG's sole means of transportation
- Applicants must be employed or in school
- Two estimates are required.
- Each estimate must be from a business registered with the Ohio Secretary of State
- Estimates must include a minimum 30- day warranty
- Must present valid driver's license and proof of liability insurance
- Must present proof of ownership (copy of registration, title/lease agreement). Title/lease must be in their name for at least 45 days
- Vehicle repairs limited to those needed to make the vehicle operable
- No cosmetic repairs will be paid for
- No body damage that does not limit the operability of the vehicle will be paid for
- Applicant must provide proof that the repairs are not covered under warranty
- Towing expenses can be included if the vehicle cannot be driven

- Repair costs exceeding \$1500, must include written documentation from the vendor that arrangements have been made for payment of the remaining balance due.
- Repairs are not subject to sales tax. No payment of tax will be made by the client or MCDJFS when MCDJFS is paying the bill

#### **License Reinstatement:\$500**

- For applicants where CSEA has lifted suspension due to missed payments
- Eligibility worker must verify status of suspension with CSEA
- Applicant must provide verification of the amount needed for reinstatement
- One approval per 12 month period
- No approvals will be made for fines/fees resulting from DUI conviction

#### **Transportation Services: As needed but cannot exceed annual AG cap**

- Services count toward annual AG cap of \$3000
- Bus passes for school age children and victims of domestic violence
- School bus passes are limited to funding
- No more than 4 months of services for school bus passes
- Reimbursement for approved transportation expenses
- Driver's education course
- One driver's education course permitted every five years
- Taxi (Domestic Violence victims)
- License and vehicle registration once per 12-month period
- Applicant must provide an invoice verifying the amount needed for license and registration fees
- Transportation Allowance of \$75 per month for victims of domestic violence only
- Transportation allowance not to exceed 4 months

#### **Student Enrollment Incentive: \$500**

- Incentives to assist caregivers of school age children
- Must have a student under age 19 enrolled fulltime in a K-12 school
- Assists with the payment of school fees related to enrollment (including but not limited to Book fees, class fees, sports, and band fees)
- Payment of school fees is limited to the amount verified by the school
- Current year school fees only
- Applicant must provide a valid invoice for the amount owed for clothing/supplies
- Assists with the purchase of clothing and supplies necessary for school attendance
- Only necessary items will be considered
- Must provide current school supply list for grade level

## **Family Disaster Assistance**

**Payment Cap: \$3000 max benefit, may include multiple benefits. \$500 cap on clothing and home supplies. \$1000 cap for each of the following: Home repair, furniture, and appliances. \$1200 cap for Emergency shelter.**

**Frequency: Once per 12-month period**

**AG: Families with minor children and pregnant women, includes individuals living in their homes.**

**FPG Standard: 200%**

**TANF Purpose: 1**

### **Declaration of Natural Disaster:**

- Benefits to assist with damage or loss sustained from natural disaster upon declaration by Governor and/or fire, flood, tornado.
- Services are contingent on state and federal funding and will match emergency declaration
- Caps may differ based on state or federal funding

### **Personal Disaster:**

- Clothing and household items
- Up to \$175 for the purchase of personal hygiene and cleaning products
- One-time emergency direct payment not to exceed \$500
- Baby items
- Furniture (beds, mattress & box springs, kitchen table, chairs, etc.)
- Must provide verification that affected items are not covered by renter's or homeowner's insurance
- Emergency shelter, temporary housing including hotel
- Home repairs affecting basic structure (roof, plumbing, walls) Homeowners only whose homeowner's policy will not cover the repairs
- Must provide verification that repairs are not covered by homeowner's insurance
- Application must be made within 30 days of the stated disaster
- Repair or purchase of furnace or hot water heater
- Repair or purchase of appliances (stoves, refrigerators, air conditioners, fans, washer/dryer)
- Verification of the disaster and the need for service must be provided by the applicant

## **Kinship Support**

**Payment Cap: \$4000 for Support Services. No cap on childcare services**

**Frequency: Once per 12- month period**

**AG: AG will include the minor child residing with the Kinship caregiver.**

**FPG Standard: 200%**

**TANF Purpose: 1**

- Services designed to transition the child into and maintain the child in the home of the Kinship caregiver.
- Childcare services not to exceed 4 months for respite care and / or childcare with a maximum of 60 hours per week allowable. An application is required to be submitted by the kinship caregiver.
- Childcare Services are limited to licensed Type A Provider, Type B Provider or Child Care Center.
- Personal expenses for the child (school clothing, winter coats, child restraint seats, hygiene products)
- Furniture (beds, mattress and box springs, kitchen table and chairs)
- Assistance with rent, mortgage, and utility payments
- Repair or purchase of furnace or water tank

### **Childcare Services:**

- Reimbursement to kinship caregiver for, or direct payment to a third party or entity for respite care and / or childcare when the caregiver requires time away from the child(ren) to attend to personal affairs; including but not limited to work, respite, errands, appointments, etc.
- Eligibility time frame will be in accordance with state defined program requirements. Title XX Child Care rules will apply to payment with a maximum of 60 hours per week for up to four months is allowable.
- Childcare Services are limited to licensed Type A Provider, Type B Provider or Child Care Center.
- A PRC application is required to be submitted by the kinship caregiver
- One authorization per child per 12- month period

## **Employee Incentive Program**

**Payment Cap: \$1800**

**Frequency: See Below**

**AG: Families with minor children, including pregnant women and individuals living in their home.**

**FPG Standard: 200%**

**TANF Purpose: 2**

**Overview:**

- Services designed to assist families with current or recent participation in Supplemental Nutrition Program (SNAP), Ohio Works First (OWF) and Medicaid in achieving and maintaining employment.
- Participants must work with designated CDJFS and Workforce staff to secure assessment, approved placement, and available supportive services

**GED Completion Bonus:**

- Covers GED testing fees up to \$36 per module. \$144 max
- \$50 incentive per pre-test completed. 1 incentive per subject. \$200 max
- \$250 incentive for successful completion of GED/High School Diploma
- Must be an OWF, SNAP or Medicaid recipient at the time of program completion

**Employment Placement Incentive Track A:**

- Must be current OWF, SNAP or Medicaid recipient at the time of placement.
- Participant must be at least 25 years old and not currently enrolled in Comprehensive Case Management Employment Programs (CCMEP).
- Participant must be in an approved placement
- A placement is defined as employment at a public, non-profit, or for-profit entity for at least 32 hours/week in unsubsidized employment.
- Earnings from placement do not make household ineligible for OWF, SNAP or Medicaid
- \$400 Placement Incentive for recipient placed in unsubsidized employment
- Additional \$600 for recipient remaining in uninterrupted employment for at least 90 calendar days. Max \$1000

**Employment Placement Incentive Track B:**

- Must be former OWF, SNAP or Medicaid recipient at the time of placement
- Participant must be at least 25 years old and not currently enrolled in CCMEP
- Participant must be in an approved placement.
- A placement is defined as employment at a public, non-profit, or for-profit entity for at least 32 hours/week in unsubsidized employment
- Earnings from placement make the household ineligible for OWF, SNAP or Medicaid
- \$400 Placement Incentive for recipient placed in unsubsidized employment
- Additional \$600 Retention bonus for recipient remaining in uninterrupted employment for at least 90 calendar days
- Additional \$800 bonus for recipient remaining in uninterrupted employment for 180 calendar days. Max \$1800

## **Community Projects-Contracted Services**

**Payment Cap:** N/A

**Frequency:** N/A

**AG:** Families with minor children, including pregnant women and individuals living in their home. Non-custodial parents with children residing in Montgomery County who are cooperating with CSEA where indicated.

**FPG Standard:** 200% for services meeting TANF goals 1&2. Not required for services meeting purpose 3&4.

**TANF Purpose:** See Below

**Overview:** The following pages contains Contracted Services PRC Benefits. Montgomery County may establish contracts and distribute TANF funds to accomplish any of the 4 purposes of TANF. For clients not referred by county staff, contract providers are required to verify eligibility factors outlined in each contract. Services provided under TANF purposes 3 &4 are provided without regard for income. The span of eligibility will be included in each contract for all contracted services.

### **Job Search/ Job Readiness- TANF Purposes 1, 2 & 4:**

- Must be a participant in a contracted employment-based program
- Job readiness assessments (vocational, literacy, etc.)
- Job readiness training (work habits, attitude, dress, literacy, tutoring)
- Adult Basic Education & GED preparation
- Pre-employment testing and drug testing
- Training for high-demand fields (construction, machining, etc.)
- Testing for state licenses, board certification, commercial driver's license, Money management classes
- Occupational training such as computer literacy & hotel work, etc.
- Short-term education expenses (books, manuals, tuition)
- Suitable attire for job interviews
- Services will cap at the amount needed for one class not to exceed \$5,000 in a 12- month period
- Must apply for financial aid, if available for the selected training program.
- Is unable to obtain grant assistance for training or requires assistance beyond the funding available through other grant programs
- Individuals must have at least the minimum skills and qualifications required to successfully complete the selected training program.
- Can include non-custodial parent who resides in Montgomery County and cooperating with Child Support
- Contracted Service limited to amount under contract

### **Pregnancy Prevention Services- TANF Purposes 3 &4:**

- Teen peer support group
- Pregnancy prevention counseling
- Family planning services, abstinence education

- Contracted Services limited to amount under contract

**Prevention/Intervention Services- TANF Purposes 1,3&4:**

- Case Management/referral services
- Tutoring and mentoring services
- Truancy prevention and School Readiness
- Developmental/Behavioral health outreach; education and counseling services
- Respite, care-giver support, and alternative prevention
- Domestic Violence prevention
- Contracted Services limited to the applicable contract terms
- Can include non-custodial parent who resides in Montgomery County and cooperating with Child Support

**Prevention/ Intervention Services- TANF Purposes 1,2,3&4:**

Media campaigns & telephone hotlines, designed to prevent or mitigate substance abuse and the effects of mental illness, developmental disabilities, family violence, and/or meet one of the four (4) TANF goals:

1. Provide assistance to needy families so children may remain in their home
2. Reduce dependency on government benefits through work, job preparation and marriage
3. Reduce out of wedlock pregnancies
4. Promote the formation and maintenance of two parent households

- Can reasonably be expected to aid families to maintain or secure employment, care for children in their own home or the home of a relative, promote education, work, and training, prevent out of wedlock births, promote 2- parent families, work, and marriage.
- Indirect service
- Media campaign, telephone hotline
- Contracted & in- house programs limited to amount under contract, Purchase Orders
- Contracted Service limited to amount under contract

**Community and Economic Development- TANF Purposes 1,2&4:**

Involving collaboration of community stakeholders, including employers as well as economic development professionals, to benefit the local economy and TANF eligible families.

Initiatives will meet one or more of the four goals of TANF

- Indirect service.
- Economic development activities.
- Contracted & in-house programs limited to amount under contract
- Contracted Service limited to amount under contract

**Adult Literacy and Child Read Program- TANF 2&4:**

- Services designed to improve literacy skills of adults and children.
- Contracted Service limited to amount under contract

**Ohio Youth Works Program- TANF Purpose 2:**

- Provides basic educational & social skills enhancement & subsidized employment & training for at-risk youth. May include up to \$350/month employment subsidy. (See MCDJFS Youth Program Appendix IV).
- Montgomery County Out of School Youth Project
- At risk youth ages 14 to 18
- Contracted Service limited to amount under contract

**Department of Education and Workforce After School Program- TANF Purposes**

**2,3&4:**

- School age students and their parents and/or caregivers
- Contracted Service limited to amount under contract

**TANF Summer Youth Employment Program Services- TANF Purpose 2:**

- Payments to employers for wages and fringe benefits (excluding health benefits).
- Payments to third parties to administer the program.
- Recruitment/development of employers
- Job coaches and mentors
- Youth aged 14-18 attending secondary school
- Limited to available funding

**TANF Ohio Youth Works Program- TANF Purposes 2&4:**

- Payments to employers for wages and fringe benefits (excluding health benefits).
- Payments to third parties to administer the program.
- Recruitment of employers
- Work-related items, uniforms, tools, licenses/certification
- Case management activities
- Job coaches and mentors
- Worker compensation expenses
- Federal insurance contributions act. (FICA) tax
- Limited to available funding
- Service under other sections of the PRC Plan that are currently being funded from the regular TANF allocation may be funded by the TANF Ohio Youth Works
- Youth ages of 14-24

## **Appendix II**

- A. PRC Application and Processing Operating Procedures
- B. Prevention, Retention, and Contingency Program Application (MCDJFS 9630-D)
- C. Transitional Medicaid and PRC Investigation & Recovery Inquiry (MCDJFS 223)
- D. Notice of Action Taken on your Application for the PRC Program (MCDJFS 9630-C)
- E. PRC Process & Procedures for Contracted/Vendor Applications
- F. MCDJFS Service Application for Community Projects-Contracted Services
- G. Employment Incentive Program Process Flow
- H. Community Resources & Funding for Children & Families

## **APPENDIX II A**

### **PRC Application and Processing Procedure**

SUBJECT: PRC Application and Processing D O  
C U M E N T NUMBER: FAD.CA-004(I)  
REGULATIONS: \_\_\_\_\_  
EFFECTIVE DATE: 10/6/2022  
APPROVED BY: Deborah Hall, Assistant Director  
NEW: \_\_\_\_\_ REPLACEMENT: X  
REVIEW DATES: 1/09; 6/11; 9/13; 9/15; 10/17; 6/19; 10/19, 10/22  
REVIEW DUE DATE: 10/2024  
PREVIOUS DOCUMENTS: SS.CA-004(E); FAD.CA-004(G)

## Family Assistance Division

## Operating Procedures

### Overview:

**This document establishes the procedures for Family Assistance Division (FAD) and Investigation/Recovery (I&R) staff in the processing of PRC applications. Please consult the PRC Reference Guide, PRC program regulations in the ODJFS Cash Assistance Manual, Chapter 2000, and Montgomery County PRC Policy prior to determining eligibility.**

**The PRC program is designed to provide benefits and services to eligible individuals and families who are in need of help with essential supports to move out of poverty and become self-sufficient.**

**The PRC standard of promptness is to provide and authorize benefits and services within ten (10) days of the receipt of a signed and dated application. The ten-day standard of promptness is a time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner.**

### Process:

The following explains the PRC application tracking process:

**\*\*NOTE: Every customer has the right to apply for PRC. Determinations of eligibility shall not be made without the customer first completing the MCDJFS 9630-D Application for PRC. \*\***

STAGE	DESCRIPTION
1	An application must be completed by the customer, or their authorized representative.

2	<p>The Unit Supervisor monitors all applications within the Unit and takes the necessary actions to ensure that the JFS Specialists complete the application process within ten days of receipt of a signed application.</p> <p>NOTE: The denial of a PRC application due only to the expiration of the ten-day period is not an acceptable eligibility determination practice. If additional PRC verifications have been requested from the customer and not returned to the agency within 10 days, the agency will hold the PRC application for at least 30 days from the date of application before making a denial based on failure to return verifications.</p>
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## **Procedure:**

The following is the procedure used for processing a PRC application:

<b>WHO</b>	<b>STEP</b>	<b>ACTION</b>
Customer Support Team (CST)	1	<p>Gives the customer a PRC application.</p> <p>Assigns the customer to a worker via round robin spreadsheet.</p> <p>Enters the PRC application information into the PRC Web tool.</p>
JFS Specialist	2	<p>Reviews the PRC application and verifications for completion and accuracy, contact customer for clarification as needed.</p> <p>If the customer is not known to OBWP annotate all activity on page 2 of MCDJFS #9630-D</p> <p>Checks each individual for prior issuance history within the last 12 months using previous journal notes, OnBase and EDMS and/or the FAD Database. Annotates results on page 2 of MCDJFS #9630-D.</p>
	3	Obtains necessary documentation of income, and sends checklist as needed
	4	<p>Performs a Recovery Account search, with customer's SSN for any outstanding TANF Intentional Program Violation (IPV) claims. If there are any claims, sends MCDJFS #223, PRC Investigation &amp; Recovery Inquiry, to the Investigation/Recovery Unit.</p> <p>This is to verify that no Assistance Group (AG) member has an outstanding OWF or PRC fraud overpayment balance or has been found to have fraudulently misrepresented residence in order to obtain cash assistance in two or more states in the past ten years.</p> <p><a href="#">Performing a Recovery Account Search.docx</a></p> <p>If there are no claims, screen prints the search results "No Data Found" and attaches to the PRC packet.</p>
	5	Checks with CSEA to verify current cooperation of noncustodial parents and clearly dictates results in the journal notes. (Check the PRC Matrix to see which services non-Custodial parents can receive)
	6	If necessary, makes referral to WIOA for the customer to complete comprehensive assessment and testing to determine suitability for training and/or education programs. (Car Repair PRC only)
Investigation/ Recovery Staff	7	Upon receipt of MCDJFS #223, completes form and returns to requesting worker.

JFS Specialist	8	<p>Upon receipt of the MCDJFS #223 from Investigation/Recovery, prepares application, attaches all pertinent verifications, and ensures page 1 &amp; 2 of the 9630-D is accurate and complete (no whiteout is to be used and all changes should be crossed out and initialed). Approves or denies the PRC application. Submits the approved/denied PRC application packet to I&amp;R via email. The PRC packet should be combined into one document using Adobe or OneNote. The PRC packet should include:</p> <ul style="list-style-type: none"> <li>• Completed and Signed PRC application, (MCDJFS 9630-D)</li> <li>• Recovery Account search results and/or MCDJFS 223 (if needed)</li> <li>• Last 30 days of Income</li> <li>• Verification of the PRC expense (bills, School Verification, estimates/invoices/foreclosure notices, etc.)</li> <li>• In the event the original bill/invoice is not available an e-mail from the vendor is acceptable with Customer Name, Service Address, Account number, Amount Owed to prevent loss of service along with the workers signature and date. Journal notes must indicate why there is no original bill and the resolution (collateral contact /e-mail).</li> <li>• Verification for automobile repairs needs to include: 2 estimates, Copy of current driver's license., Current Auto Insurance, and Proof of Ownership (Title/registration)</li> <li>• PRC approvals for past due rent/evictions must also include an MCDJFS 9634 Repayment Agreement for Rent Payments</li> </ul> <p>Note: Journal notes need to be completed on all PRC applications.</p> <p>Note: If the customer has an open case, the case should be updated with all reported information on the PRC Application.</p>
	9	<p><u>For Approvals:</u></p> <ul style="list-style-type: none"> <li>• All determinations of approvals must be completed within the guidelines of PRC policy and procedures</li> </ul> <p><u>For Denials:</u></p> <ul style="list-style-type: none"> <li>• Scan the original packet to EDMS</li> <li>• Complete the Notice of Action Taken MCDJFS #9630-C and include it in the PRC packet</li> <li>• Submit the entire PRC packet to the Investigation/Recovery Unit</li> </ul>

Investigation & Recovery Unit	10	<p>Reviews application packet for completeness</p> <p><u>For Approvals:</u></p> <ul style="list-style-type: none"> <li>• Screens the application packet for completeness</li> <li>• If corrections are needed, emails the PRC worker and/or supervisor detailing needed corrections</li> <li>• Dictates approval in journal notes</li> <li>• Creates PRC Approval Letter</li> <li>• Processes the paperwork to issue a voucher to the customer for services requiring a voucher</li> <li>• Mails the PRC voucher, a return envelope stamped Fiscal, a request for taxpayer identification and certification, and MCDJFS #9632-D PRC Voucher Instructions to the customer</li> <li>• Forwards approved intents for payment to the appropriate utility companies</li> <li>• Mails the Notice of Approval with the voucher if applicable and then sends entire PRC packet to Fiscal at <a href="mailto:montg-finance-invoices@jfs.ohio.gov">montg-finance-invoices@jfs.ohio.gov</a></li> <li>• Investigation/Recovery Supervisor will sign off on approved PRC mortgage vouchers and forward them to fiscal</li> <li>• Records the approval in the PRC Web tool</li> <li>• Files the PRC application packet in the I&amp;R Completed Hard Service PRC folder</li> </ul> <p><u>For Denials:</u></p> <ul style="list-style-type: none"> <li>• Scans PRC packet into EDMS</li> <li>• Mails denial letter to customer</li> <li>• Records the denial in the PRC Web tool</li> <li>• Files the original PRC application packet in the I&amp;R unit Hard Service PRC denials folder</li> </ul> <p>The Investigation and Recovery unit maintains the PRC Web tool on behalf of the agency.</p>
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## **APPENDIX II B**

**PRC Application (MCDJFS 9630-D)**

**MONTGOMERY COUNTY  
PREVENTION, RETENTION, AND CONTINGENCY PROGRAM APPLICATION**

Name of Applicant	Street Address	Case Number
SSN	City, State, Zip	Phone number where you can be reached

Parent/guardian name if applicant is a minor: \_\_\_\_\_

Is Applicant a non-custodial parent?  Yes  No

**Kinship Applicants Only Complete Questions 1-5:**

1. Kinship Service you are Applying for? Support \_\_\_\_\_ Childcare: \_\_\_\_\_
2. Is child currently enrolled in school/childcare provider? \_\_\_\_\_ If yes, where? \_\_\_\_\_
3. When did attendance begin? \_\_\_\_\_ Name of school/childcare provider? \_\_\_\_\_
4. Date of CSD Approved Home study: \_\_\_\_\_ Date When Child was placed with caregiver: \_\_\_\_\_
5. Caregiver participating in approved activity? \_\_\_\_\_ Type of activity? \_\_\_\_\_

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

Name	Relationship to Applicant	Age	Pregnant Y/N	Date of Birth	Social Security Number	US Citizen Y/N	Source of Income	Gross Monthly Amount of Income (Attach Verification)
1.								\$
2.								\$
3.								\$
4.								\$
5.								\$
6.								\$
7.								\$
8.								\$

Explain what goods you need: \_\_\_\_\_ What is the estimated cost? \_\_\_\_\_

What events occurred to create this need? \_\_\_\_\_

In what way will this approval of this PRC application assist you in continuing employment? \_\_\_\_\_

Explain how meeting this need will help your family? \_\_\_\_\_

How will you avoid further need for assistance? \_\_\_\_\_

What other agencies have you contacted for assistance? \_\_\_\_\_

Were they able to assist you? \_\_\_\_\_ How? \_\_\_\_\_

My signature below affirms that the above information is true to the best of my knowledge, that I do not have the resources to meet this need, and that I will not seek additional ongoing OWF cash assistance.

Signature of Applicant or Parent/Guardian	Date
---	------

# Prevention, Retention, and Contingency Program (PRC) Worksheet

FOR AGENCY USE ONLY

Check OBWP journal and EDMS for prior issuance history for all adult AG members. Result of review

Perform a Recovery Account Search to Check for TANF IPV's for all adult AG members. Results of review

## Service Requested:

Service or Benefit	Amount	Vendor Information
1.		
2.		
3.		
4.		
	<b>Total:</b>	

## Income:

Source of Income	Amt. Available	Verification
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
<b>Total PRC AG Members:</b>	<b>Total income: \$</b>	<b>Compare Total Income to 200% of FPG:</b>
<b>List other Needs based programs applicant receives:</b>		

Eligibility Determination	Signature
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	

## **APPENDIX II C**

**Transitional Medicaid and PRC Investigation & Recovery Inquiry (MCDJFS 223)**

## PREVENTION, RETENTION, &amp; CONTINGENCY (PRC)

## INVESTIGATION &amp; RECOVERY INQUIRY

Case Name		Case Number		SSN	
To	From	UNID	Phone	Date	

The above case name is potentially eligible for PRC benefits provided that no assistance group member:

- Has an outstanding OWF or PRC fraud overpayment balance.
- Has been found to have fraudulently misrepresented residence in two or more states in order to receive OWF or PRC in the past ten years.

*(Job and Family Services Specialist should first check BVIC with the individuals' Social Security numbers to see if there are any overpayment claims.)*

Please check to see if there have been any convictions on the persons listed below and indicate the date of the conviction or if there is any outstanding IPV overpayment balance and indicate the amount:

	ASSISTANCE GROUP NAME(S)	DATE CONVICTED	AMOUNT OF IPV OVERPAYMENT BALANCE
1			
2			
3			
4			
5			
6			
7			
8			

Check box if an assistance group member has been convicted of fraudulently receiving OWF, PRC, or Medicaid.

Check box if an assistance group member has an outstanding OWF or PRC IPV fraud overpayment balance.

Check box if an assistance group member has been found to have fraudulently misrepresented residence in two or more states in order to receive OWF or PRC benefits in the past ten years.

Signature of I&R Staff	Date Received	Date Returned
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## **APPENDIX II D**

**Notice of Action (MCDJFS 9630 - C)**

## Notice of Action Taken on Your Application For the Prevention, Retention, and Contingency (PRC) Program

Name
Street Address
City, State, and Zip Code

Assistance Group Name	
Assistance Group Number	Program
County <b>MONTGOMERY</b>	Mailing Date

This notice is to tell you that your application for the **Prevention, Retention, and Contingency Program (PRC)** dated \_\_\_\_\_

G has been denied because: \_\_\_\_\_

G has been approved for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for:

The regulations supporting this decision are: \_\_\_\_\_

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

Caseworker	District/ID	Telephone Number
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### Your Right to a State Hearing

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

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

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

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

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

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

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

### I want a hearing.

Signature	Date	Telephone Number
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**If you have been approved for Prevention, Retention, and Contingency (PRC) services, you may be eligible for Food Stamp benefits. Please contact your County Department of Job and Family Services (CDJFS) if you wish to apply for Food Stamps. Keep this letter to verify that you have been authorized for PRC services. It will make a difference in the way your Food Stamp eligibility is determined. In addition, the CDJFS may need to request additional verification to determine eligibility for the Food Stamp program.**

## **APPENDIX II E**

### **PRC Process & Procedures for Contracted / Vendor Applications**

SUBJECT: **PRC Process & Procedures for Contracted/Vendor Applications**  
DOCUMENT NUMBER: FAD.PS-001(E)  
REGULATIONS: \_\_\_\_\_  
EFFECTIVE DATE: 7/29/2022  
APPROVED BY: Brynn Jackson, Associate Director  
NEW: \_\_\_\_\_ REPLACEMENT: X  
REVIEW DATES: 12/06; 1/09; 4/13; 3/15; 1/17; 1/19; 7/22  
REVIEW DUE DATE: 7/2024  
PREVIOUS DOCUMENTS: JC.PS-001(B), SSIS.PS-001(C)  
FAD.PS-001(D)

## Family Assistance Division

### Operational Procedure

#### Overview:

**The Prevention, Retention and Contingency (PRC) Program is available to help low income families and individuals overcome immediate barriers to self-sufficiency. The program is intended to encourage families to attain and retain employment, prevent dependency and promote family stability.**

#### Four Purposes of the TANF Program:

The PRC program offers non-recurrent short-term, crisis-oriented benefits and ongoing services that are directly related to the four purposes of the TANF program:

- To provide assistance to needy families so that children may be cared for in their own homes or in the home of a relative;
- End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;
- Encourage the formation and maintenance of two parent families.

#### Assistance Group Definition:

PRC benefits and services are available to a family assistance group (AG) which includes a minor child or pregnant individual. PRC benefits and services are also available to the non-custodial parent of a minor child. The non-custodial parent must live in the county but does not live in the same household as the minor child.

#### TANF Definitions of Assistance and Non-Assistance:

Federal law differentiates between "assistance" and "non-assistance" programs under TANF. This is an important distinction because if a family receives TANF "assistance," there are many additional federal requirements that apply to the family which include:

- Federal time limits on how long the family can receive assistance;
- Work requirements;
- Cooperation with child support; and
- Additional detailed data reporting to the federal government.

**45 Code of Federal Regulations (C.F.R.) §260.31 defines TANF "assistance" and "non- assistance" as:**

A:

1. The term 'assistance' includes cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (*i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses*).
2. It includes such benefits even when they are:
  - Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and
  - Conditioned on participation in work experience or community service (or any other work activity under Sec. 261.30 of this chapter).
3. Except where excluded under paragraph (b) of this section, it also includes supportive services such as transportation and childcare provided to families who are not employed.

B:

Assistance *excludes* (thus making it "non-assistance"):

1. Non-recurrent, short-term benefits that:
  - Are designed to deal with a specific crisis or episode of need;
  - Are not intended to meet recurrent or ongoing needs; and
  - Will not extend beyond four months.
2. Work subsidies (*i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training*);
3. Supportive services such as childcare and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and distributions from, Individual Development Accounts (IDAs);
6. Services such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support, and
7. Transportation benefits provided under a Job Access or Reverse Commute

Contracted/Vendor services provided through the PRC plan are considered "non assistance". These services may extend beyond four months. Typically, these services

are delivered within the timeframe included in the contract, but if it is silent to it, services are delivered until desired outcomes are achieved.

### **Economic Need:**

Eligibility for benefits and/or services under PRC is dependent upon economic need. An AG may meet the eligibility criteria of economic need by one of two ways. Verification of these eligibility factors is required.

- Enrollment in a means-tested program, such as SNAP, Medicaid, OWF, or other federal means-tested programs; or
- Families that have income equal to or less than the need standard for specific service or need as defined in Appendix I of MCDJFS PRC Plan.

### **Types of PRC Services:**

Hard services have cash values that are provided to clients, e.g. car repairs, appliances, furniture, home repairs affecting basic structure (roof, plumbing, walls).

Soft services are those without cash value, e.g. job training and education, after-school programs, etc.

### **Procedures:**

Hard Services – Follow procedures in FAD.CA-004.

Soft Services:

<b><u>STEP</u></b>	<b><u>WHO</u></b>	<b><u>ACTION</u></b>
1	CEN	<p>Receives Soft Service PRC applications from assigned vendor.</p> <p>Logs the applications and forwards them to appropriate I&amp;R staff.</p>
2	I&R Staff	<p>Determines PRC eligibility within 30 days of receipt of the application.</p> <p>Logs eligibility information from the PRC application into the Online PRC Tool (SSN, client's name, approval/denial date, name of eligibility determiner).</p> <p>Returns incomplete and duplicate applications to the appropriate CEN.</p>

		Scans PRC applications into EDMS and files the original application in I&R (original applications will be kept for 12 months).
3	I&R Supervisor	Completes second level review and signature for approved and denied applications.
	CEN	Monitors the Online PRC Tool for approvals and denials and forwards appropriate status updates to the vendor.

## **APPENDIX II F**

**MCDJFS Service Application (Vendor PRC)**

## Montgomery County Department of Job and Family Services Service Application

Name of Adult Applicant		Current Address			Date Completed	
Phone Number		City, State, and Zip Code			OWF Case Number	
Employment Status	Actual Hourly Rate	Hire Date	Occupation		Hours Worked per Week	

Please indicate what service or program you are applying for: \_\_\_\_\_

Is the applicant a non-custodial parent?  Yes  No

Do any household members meet the following?		YES	NO	List household member(s) name(s)		
1. Application is for a single individual, unless the individual is pregnant or a non-custodial parent.						
2. Application is for medical services other than pre-pregnancy family planning services.						
3. An AG member is not a United States citizen.						
4. An AG member has an outstanding overpayment for OWF and/or PRC assistance received fraudulently.						

Please indicate the highest grade you have completed: \_\_\_\_\_ Are you currently enrolled in school?  Yes  No If yes, where? \_\_\_\_\_

The following information must be provided for everyone living in your home. Your case manager will discuss this information with you and will eliminate any information that we do not need. Please include all non-custodial children in the chart below.

Name	Sex M/F	Relationship To Applicant	Date of Birth	Marital Status M/D/S	Social Security Number	UCI Number	US Citizen Y/N	Pregnant Y/N	*Gross Monthly Income and Source (see back of form)	Check the box(es) for all benefits currently received by any household member listed
1.		<b>SELF</b>								<b>Categorical Eligibility:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> OWF Cash</li> <li><input type="checkbox"/> DA Cash</li> <li><input type="checkbox"/> SSI (not SSA)</li> <li><input type="checkbox"/> Free/Reduced School Lunches</li> <li><input type="checkbox"/> Food Stamps</li> <li><input type="checkbox"/> Medicaid (not Medicare)</li> <li><input type="checkbox"/> MCDJFS Child Care</li> <li><input type="checkbox"/> Enrolled in Head Start</li> <li><input type="checkbox"/> HUD Who?</li> </ul>
2.										
3.										
4.										
5.										
6.										
7.										
8.										

Total

\$

By signing below, I attest that the above information is true and correct to the best of my knowledge and belief. I understand that this information is subject to verification, and I give my permission to **Montgomery County Business Services (MCBS)** and MCDJFS to verify my eligibility and to share information with service providers.

Customer Signature

Date

(If under 18, Legal Guardian or Parent Signature is required)

<b>For Vendor Use Only</b>		
Project Coordinator	Service Provided	Service Begin Date
Vendor Name	Referral Agency <b>MCDJFS</b>	Service End Date
Name of Income Source (i.e., Name & Address of Employer)		
<p>*Describe below the method used for documentation (personal interview and documents viewed, such as pay stubs, driver's license, utility bill, birth certificates, etc.)</p>		

**Comments:**

<b>For Agency Use Only</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Total Income	MCDJFS Eligibility Determiner	
Determination Date	Income at or below <u>200</u> % FPG	<input type="checkbox"/> Yes <input type="checkbox"/> No	Director/Designee Signature
Reason for Denial, if applicable			

## **APPENDIX II G**

### **Kinship Program Process**

SUBJECT: Kinship Caregiver PRC Procedure  
DOCUMENT NUMBER: OPP.ADM-045(A)  
REGULATIONS: OAC 5101:1-24-30  
EFFECTIVE DATE: 6/9/2021  
APPROVED BY: Executive Group  
NEW: X REPLACEMENT: \_\_\_\_\_  
REVIEW DATES: \_\_\_\_\_  
REVIEW DUE DATE: 6/2023  
PREVIOUS DOCUMENTS: N/A

MCDJFS

## Organizational Procedure

### Overview:

The Kinship Caregiver Program (KCP) funds services that provide relief of childcare functions so that kinship caregivers can provide and maintain a home for a child placed in their care. This program operates under Montgomery County Department of Job and Family Services' (MCDJFS) Prevention Retention and Contingency (PRC) Plan. Funding for this program is separate from the funding already allocated for the MCDJFS PRC Plan and once the Kinship Caregiver Program funds are exhausted, the program will no longer operate in Montgomery County.

The purpose of this procedure is to outline the course of action for interaction between Children's Services Division (CSD) staff, the Investigation and Recovery (I&R) Unit and JFS Budgeting and Finance.

### Procedure:

Kinship Caregiver Program (KCP) PRC Applications:

**\*\*\*Note: All Applications Must be Processed within 30 Days of Receipt\*\*\***

STEP	WHO	ACTION
1	CSD Family Support Worker	<p>Make assessment to determine if Kinship Stabilization or Caregiver Services are needed:</p> <p>For Stabilization Services:</p> <ul style="list-style-type: none"><li>• Ensure kinship caregiver completes the MCDJFS Kinship PRC Application (front page should be completed in its entirety)</li><li>• A separate application is needed for each child requiring services</li><li>• Secure verification of and applicable estimates for needed service and all other needed eligibility documents from customer</li></ul>

	CSD Family Support Worker	<p>For Caregiver Services:</p> <ul style="list-style-type: none"> <li>• First determine if caregiver is eligible for publicly funded childcare using the prescreening tool</li> <li>• If publicly funded childcare eligibility exists, refer kinship caregiver to Job Center to apply</li> <li>• If no publicly funded childcare eligibility exists, ensure kinship caregiver completes MCDJFS Kinship PRC Application</li> <li>• Ensure front page of application is completed in its entirety</li> <li>• Secure verification of childcare need including provider and weekly fee amount and all other needed eligibility documents from customer</li> <li>• Forward completed application and all supporting documentation to CSD Benefits Specialist</li> </ul>
2	CSD Benefits Specialist	<p>After receiving the completed MCDJFS Kinship PRC Application and supporting documentation from Family Support worker:</p> <ul style="list-style-type: none"> <li>• Ensures all necessary documentation has been received from the Family Support Worker</li> <li>• Ensures that requested vendor is an approved Montgomery County vendor</li> <li>• For Kinship Stabilization Services, determine 1<sup>st</sup> level eligibility for stabilization based on Kinship PRC regulations</li> </ul> <p><b>**Note** For Stabilization Services, only the income of the minor child shall be considered</b></p> <ul style="list-style-type: none"> <li>• If Stabilization Services are needed, obtain verification from necessary vendors to ensure scope and amount of needed service, including but not limited to: <ul style="list-style-type: none"> <li>○ Landlords</li> <li>○ Childcare centers/providers</li> <li>○ Furniture/appliance vendors</li> </ul> </li> <li>• For Kinship Caregiver Services, determine 1<sup>st</sup> level eligibility based on Kinship PRC regulations</li> </ul>

		<p><b>**Note** For Caregiver Services, the income of the kinship caregiver must be considered</b></p> <p>Ensures that caregiver is participating in one of the following:</p> <ul style="list-style-type: none"> <li>• Full or part-time paid employment</li> <li>• A training or education activity that prepares the caregiver for paid employment</li> <li>• One or more work activities as a condition of eligibility for Ohio Works First (OWF)</li> <li>• Volunteer hours equivalent to the number of work activity hours that would be required for OWF eligibility</li> <li>• Forward approved application and supporting documentation to Investigation and Recovery (I&amp;R) unit at the Job Center for second level eligibility determination</li> <li>• Forward vendor application to Auditor's office, when applicable</li> </ul>
3	I&R Aide	Receives applications and forwards them to appropriate I&R staff
4	I&R Staff	<ul style="list-style-type: none"> <li>• Complete IPV check for adult Kinship caregiver</li> <li>• Determine 2<sup>nd</sup> level PRC eligibility</li> <li>• Process PRC vouchers for applicable stabilization services</li> <li>• Forward approval packets to JFS Budgeting and Finance</li> <li>• Log eligibility information from the PRC application into the Online PRC Tool (SSN, client's name, approval/denial date, name of 1<sup>st</sup> level eligibility determiner).</li> <li>• Return incomplete and duplicate applications to the appropriate CSD Benefits Specialist</li> <li>• File the original application in I&amp;R unit (original applications will be kept for 12 months)</li> </ul>

5	JFS Budgeting and Finance Worker	<p>After receiving the approved Kinship PRC application packet:</p> <ul style="list-style-type: none"> <li>• Process Purchase Orders for unvouchered services</li> <li>• Sends Kinship Caregiver Provider Letter and Purchase Order to the selected childcare provider</li> <li>• Make collateral contact with childcare providers to explain program and Invoicing options, as needed</li> <li>• Mail PRC Approval Letter to caregiver</li> <li>• Receive all invoices for kinship vendors and forward to Auditor's office for payment</li> <li>• Monitor the Online PRC Tool for approvals and denials</li> <li>• If applicable, attends state hearings for KCCP PRC eligibility determinations</li> </ul>
6	CSD Family Support Worker	<ul style="list-style-type: none"> <li>• Monitors approved caregivers for 12 months of Kinship Caregiver Childcare for continued participation in an approved activity</li> <li>• If caregiver participation ends, inform I&amp;R staff within 10 days</li> </ul> <p><b>**Note** The caregiver must report changes in their participation status to the Family Support Worker within 10 days</b></p>

**Forms:**

MCDJFS Prevention, Retention and Contingency-Kinship Caregiver Program Application  
Kinship Caregiver Provider Letter

## **APPENDIX II H**

### **Employment Incentive Program Process Flow**

## **Employment Incentive Program Process Flow**

1. Receive potential participant referral
  - a. Placement/Employment List is received from Goodwill
    - i. Approximately 1x per month Goodwill send placement information in a spreadsheet
  - b. Referrals can come from JFS cash unit or flyers
2. Investigate eligibility
  - a. Complete eligibility application
    - i. Provide community referral support if necessary
    - ii. Provide career counseling if necessary
    - iii. Create Case in OWCMS under Employment Incentive Program (Case notes required at each step or communication)
      1. Case to supervisor for 3<sup>rd</sup> party review eligibility
  - iv. Determine Track
    1. If eligible, begin tracking (spreadsheet) for the 2 or 3 submissions, dates to submit and required documentation
3. Submit Incentive Allowance to Supervisor for Review
4. Submit Incentive Allowance to Fiscal on the 15<sup>th</sup> & 30<sup>th</sup>
  - a. Fiscal submits State Created Spreadsheet to the Employment Incentive Program contact at the Area for review and submission
5. Maintain communication with participant
  - a. Change in employment (communicate requirements to continue participation)
  - b. When checks are cut and when they will be distributed
  - c. Opportunities for other Workforce or FAD supports

## **APPENDIX II I**

### **Community Resources & Funding for Children & Families**

SUBJECT: Community Resources & Funding  
For Children and Families  
DOCUMENT NUMBER: OPP.ADM-027(E)  
REGULATIONS: ORC 3109.16; 5139.16; 5101:2-5-13  
EFFECTIVE DATE: 6/19/19  
APPROVED BY: Administrative Council  
NEW: \_\_\_\_\_ REPLACEMENT: X  
REVIEW DATES: 1/10; 8/12; 314; 3/16; 1/19  
REVIEW DUE DATE: 6/2021  
PREVIOUS DOCUMENTS: OPP.ADM-027(C); OPP.FIS-003(B)

MCDJFS

## Organizational Policy

### Overview:

Children and/or families may have special needs which cannot be funded through the agency's regular budget. The employee is expected and authorized to explore other resources for assistance, such as:

- Prevention, Retention and Contingency Program,
- Other community organizations which may be able to provide such assistance,
- Special agency funds, i.e. the Emergency Resource Fund for family needs and the Children's Fund for enrichment resources for children,
- For Love of Children, Inc. (FLOC) for funding assistance when no other resource is available.

NOTE: Montgomery County Department of Job and Family Services (MCDJFS), as a public agency, does not promote nor participate in fundraising activities for the benefit of the agency or its employees. Employees are not permitted to solicit goods, money or other items for the benefit of the agency or its employees. Employees who solicit goods, money or other items and convert them for their own use are subject to discharge and possible criminal prosecution.

### Family Assistance Division:

#### **Prevention, Retention and Contingency Program (PRC)**

The PRC program was established to help families overcome immediate barriers to self-sufficiency. Benefits and services are for needy and low-income families who need short-term help to support an individual or family during a crisis.

In general, services are available to:

- Needy families with a minor child;
- An individual who is pregnant; or
- A non-custodial parent of a minor child if he/she lives in Ohio and does not live in the same household as the minor child.

Categories for services include:

- Clothing and shelter;
- Domestic violence housing relocation and disaster assistance;
- Transportation;
- Rental and utility assistance; and
- Vehicle repair

An applicant must complete, sign and date a PRC application, MCDJFS #9630-D.

The agency uses objective criteria to determine PRC eligibility:

- Economic Need
- Earned Income
- Unearned Income
- Resources
- Citizenship
- Residence

The JFS Specialist investigates the circumstances presented on the application, secures verification and documentation to support the eligibility decision and denies or recommends approval to the unit supervisor. If the supervisor concurs with the recommendation to approve, the application package is forwarded to the Quality Improvement & Monitoring Unit, for final approval.

### **Children Services Division:**

An integral part of the child welfare casework function is to access donations of money or material goods from other community organizations in order to assist client families. Donations may serve to:

- improve their situations so that children may be maintained in the home,
- return children to the home from placement,
- provide enrichment activities for children and their families.

When a family or child has a special need which cannot be funded through the agency's regular budget, the caseworker or a volunteer is expected and authorized to explore other resources for assistance. The caseworker is expected to note these activities in the SACWIS Activity Log.

CSD employees are authorized to request such donations from other organizations whenever the purpose is for the benefit of client families and/or children.

Children Services provides special funding to families with children in the home, to children placed with relatives, or to children in agency care and custody, when the agency has an open case serving the family or children.

The funds are to be used for specific purposes, which:

- Prevent the separation of children from their families,
- Enhance the well-being of children, or

- Facilitate the speedy return of children to their families when the absence of the resource would prolong their stay in care.

The amounts and numbers of special funding are dependent upon the availability of public and private funds for this purpose. Use of such funds will at all times be consistent with the requirements and purposes of the specific public or private funding source, and accountability will be maintained separately for each funding source.

**A. Emergency Funds**

Special circumstances may exist which would allow considerations for emergency funds. Requests for funds must be documented in writing on the Emergency Fund Request-form, and must include the approval of the supervisor, manager and director. A Purchase Requisition with supporting documentation is also required.

**B. Restricted Funds**

Restricted Funds consist of donations to the agency from private individuals or organizations. These funds are used to provide for recreation and entertainment activities for children in agency custody; these activities include, but are not limited to the following:

- Recreational memberships
- Camp programs
- Enrichment classes
- Athletic uniforms and fees
- Tickets for entertainment activities
- Orthodontia
- Tutoring

Expenditures are limited to \$275 a year, per child (except for orthodontia and tutoring expenses). Children ages 4 years and younger are limited to \$50 per year.

Under special circumstances, the agency can provide restricted funding to individuals who are not in the custody of the agency. Also, the agency can provide restricted funding to enrich the lives of children through other organizations. In both of these situations, the expenditure must be approved by the Assistant Director of CSD.

**Application:** made on the *Routing Slip for Executive Signature or Special Funds*. A Purchase Requisition with supporting documentation is also required.

MCDJFS will review the financial statements with the Office of Management and Budget once every quarter.

### C. Other Funds

This account is available to pay for specific expenses for children in out-of-home care. These funds include, but are not limited to:

- School fees
- Specific supplies to meet the needs of a child new to care
- Allowances for children in institutional placement or independent living
- Graduation fees

A purchase requisition is to be completed for each request.

**Application:** made on the *Routing Slip for Executive Signature or Special Funds*. A Purchase Requisition with supporting documentation is also required.

### D. For Love of Children, Inc. (FLOC)

FLOC is an independent organization incorporated for the purpose of funding special supportive programs and activities for the children and families of the agency and providing special needs items and supportive activities for the adult and child clients of the organization. One project sponsored by FLOC is Christmas for Kids. As finances allow, FLOC may accept requests for special needs which do not qualify for other funding sources at the agency. Requests are submitted to the agency's FLOC staff liaison.

**Application:** made on the *Routing Slip for Executive Signature or Special Funds* with a letter explaining the need.

**NOTE:** FLOC's operations are carried out independently from those of the agency. Therefore, employees are not permitted to request donations of funds or material goods in the name of For Love of Children Inc. while working for MCDJFS, either during regular working hours or while earning overtime pay or compensatory time. Employees who wish to provide services to FLOC may do so **only as volunteers**, always outside of the hours worked as employees of Montgomery County Department of Job and Family Services.

### Monitoring Activity:

Requests for funding from either the PRC (public) or the Restricted Fund (private) are given, upon approval by the manager or director, to the identified monitoring person for processing, monitoring and preparation of monthly reports.

The purpose of the monitoring system shall be to assure that:

- All requests approved are appropriate for funding from the specific source, according to prescribed purposes and donor wishes.
- No child or family receives an excessive amount of special funding during the year. The monitor shall set upper limits as necessary to achieve this objective.
- The funds are used as equitably and effectively as possible.
- The money available annually is not overspent.

**Unsolicited Donations:**

MCDJFS is authorized to receive unsolicited donations from the general public to benefit present or future client families. MCDJFS accepts donations, gifts, or bequests from individuals or organizations in accordance with ORC 3109.16 and ORC 5139.16

Non-monetary donations are to be received by the Community Resource Liaison. Due to health concerns, only new items will be accepted.

Donations from the public may include providing clothing, household furnishings, toys, toiletries, etc. needed by families and children, through the Community Resources Liaison. Staff may facilitate offers of general donations by providing the name, address, and phone number of the person/organization wishing to make a donation to the Community Resource Liaison. The Community Resource Liaison will route the donation to the appropriate program area. The Community Resource Liaison will involve the Public Information Office when media attention is warranted or requested. The Community Resource Liaison is responsible for providing a letter of appreciation, which will serve as a receipt for income tax purposes.

Monetary donations will be forwarded through the MCDJFS Finance Department in accordance with Montgomery County policy and ORC requirements. Finance must submit donations to the Montgomery County Treasurer within 24 hours of MCDJFS receipt.

**Forms:**

MCDJFS 9630-D – Montgomery County PRC Program Application

Routing Slip for Executive Signature or Special Funds.

CSD Emergency Fund Request

**ROUTING SLIP FOR  
EXECUTIVE SIGNATURE OR SPECIAL FUNDS**

Requestor: \_\_\_\_\_ Date Prepared: \_\_\_\_\_  
Subject: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Type of Request:  Executive Signature  Funding  FLOC

If funding, amount: \_\_\_\_\_

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

<u>Child name (to whom request applies)</u>	<u>Child's Person ID</u>	<u>DOB</u>	<u>Custody Status</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Recipient name/address if not client/child: \_\_\_\_\_  
\_\_\_\_\_

Reason for request/relation to care plan:

Other resources explored/results:

Approved by:

Supervisor	_____	Date	_____
Manager	_____	Date	_____
Special Authorizer*	_____	Date	_____
Assistant Director	_____	Date	_____
Deputy Director	_____	Date	_____
Director	_____	Date	_____

\*Special Executive Signance Procedures (Policy #CSD.Adm-003); Community Resources & Funding (Policy #OPP.Adm-027)

**MONTGOMERY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
CHILDREN SERVICES DIVISION  
EMERGENCY FUND REQUEST**

**PART I.**

Applicant Name:	Case Number:
Applicant Address: (Check here if not Montgomery Co. <input type="checkbox"/> )	Client Name: (If different from applicant)
City, State, Zip	Phone Number:

Other Family Members	DOB	Relationship	Social Security #	Placement Risk	Reunification
1.					
2.					
3.					
4.					
5.					
6.					

**Part II. Eligibility Criteria Statement**

YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>	1. Assistance is needed: circle the appropriate category.	<input type="checkbox"/>	a. To alleviate a crisis that could lead to removal of children from the parent home.	Income: \$ _____
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	b. To assist Child's safe return to parental home.	Expenses: _____
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	c. To enable relatives to assume care.	Rent: \$ _____
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	d. Other type: _____	Utilities: \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	2. Neither the family to receive services nor the child has been authorized emergency assistance within the previous 12 months.			Other: \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	If no, explain: _____			
<input type="checkbox"/>	<input type="checkbox"/>	3. The family meets income eligibility criteria.			

**PART III. Services Requested**

Services Required: (Check all that apply)	Amount Requested	Service Provider
<input type="checkbox"/> Clothing (Children only – Specify Names)		
<input type="checkbox"/> Rent/Deposit		
<input type="checkbox"/> Food/Personal Care Items		
<input type="checkbox"/> Furniture/Appliances		
<input type="checkbox"/> Utilities		
<input type="checkbox"/> Other (Specify): _____		

**Part IV. Statement of Need/Justification:**

Why is family unable to meet this need?
How will family meet future needs?