

SUMMIT COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

Prevention, Retention, and Contingency (PRC) PLAN

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PURPOSE

The Prevention, Retention, and Contingency (PRC) program is designed to help families residing in Summit County overcome immediate barriers to achieving or maintaining self-sufficiency. The PRC program has become a critical tool for Ohio counties to help families become and stay self-supporting. The PRC program is a non-assistance program that provides nonrecurring, short-term, crisis-oriented benefits or services that are directly related to the following four purposes of the TANF program (reference 45 CFR 260.20), which do not meet the federal definition of assistance.

SUMMIT COUNTY RENDERS BENEFITS UNDER THE PRC PROGRAM THROUGH THE FOLLOWING:*

Nonrecurring, short-term (hard) benefits: This is not a client-direct cash payment or ongoing support, such as that afforded by Ohio Works First (OWF). PRC may provide short-term benefits limited to the amount actually required to meet the need provided that funding is available. Individual service categories may have caps that cannot be exceeded (e.g., \$2500 total for car repairs). Individual service caps are included for each service category in Appendix A.

Assistance may be provided by services that cannot exceed four (4) months for a specific crisis or episode of need. The PRC benefits are not intended to meet recurrent or ongoing needs. Such services may include, but are not limited to, third-party vendor payment assistance as an aid in maintaining employment or preventing a family crisis. Any number of individual payments can be made on behalf of a family for up to a four (4)-month limit (as long as funding is available).

Support (soft) services: Services to the recipient may be provided on an ongoing basis. The receipt of these services will not impact in any way the recipient's eligibility for tangible one-time benefits and are therefore not tracked. These services and/or programs are administered via purchase-of-service agreements. Services are considered non-assistance and may extend beyond four months.

Subsidized employment assistance: Work subsidies (cash payments) are paid to an employer in order to help eligible individuals obtain or maintain employment.

Work Support Services: Supportive services such as childcare and transportation provided to families who are employed. Services are considered non-assistance and may extend beyond four months as long as employment is maintained.

Disaster assistance: These benefits assist with damage or loss sustained in a disaster or state of emergency declared by the governor of Ohio.

ACCESS TO PRC SERVICES

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

1. Certification
2. Non-administrative program operational activities; and
3. Application

CERTIFICATION

Pursuant to Section 5108.10 of the Revised Code, an application is not required if the benefit or service does not have a financial need eligibility requirement. Only benefits and services that are provided under TANF purposes 3 or 4 may have eligibility certified.

- A. SCDJFS will identify and document any service types defined in Appendix A of this plan that will be accessed by certification including TANF purpose and activity
- B. SCDJFS and/or the provider for the service will document certification information sufficient to establish the eligibility of service using a SCDJFS PRC Certification Screening Tool (SCDJFS 7161)
- C. The SCDJFS PRC Certification Screening Tool will capture the following information (this is not intended to be an all-inclusive list)
 - a. Assistance Group Composition
 - b. Citizenship Requirement
 - c. Residency Requirement
 - d. Public Assistance benefit case status information
- D. SCDJFS and/or the provider will retain the SCDJFS PRC Certification Screening Tool, and all documentation related to the services provided
- E. If additional services are needed that require an application, SCDJFS and/or provider will proceed with the defined application process the applicable service

NON-ADMINISTRATIVE PROGRAM OPERATION ACTIVITIES

Certain benefits and services do not require an application or certification for PRC benefits and/or services as they do not provide a direct service linked to an individual family. Such activities could include employer recruitment, outreach, information and referral, websites, billboards, and public service announcements which are considered non-administrative program operation costs to promote local programs and services.

- A. SCDJFS will identify any service types defined in Appendix A of this plan that will be categorized as non-administrative program operation activities and indicate the target population
- B. SCDJFS and/or the provider for the service maintain documentation to support the operation costs provided under non-administrative program activities.
- C. If additional services are needed that require an application, SCDJFS and/or provider will proceed with the defined application process the applicable service

APPLICATION

- A. The SCDJFS 7158 application has been developed for use when a family is applying for PRC benefits and services. The application and any other information gathered during the eligibility determination process shall be maintained in the applicant's electronic eligibility file. In addition, PRC benefits and services provided to noncustodial parents shall also be kept in a separate assistance-group record.
 - 1. SCDJFS may develop and use other forms to provide access to PRC services provided it satisfies the requirements of Ohio Revised Code 5108.10 and captures the information needed to accurately determine eligibility for the program.
- A. Applicants must be at least 18 years of age (or legally emancipated) and complete the respective application for service.
- B. Eligibility factors, time restraints, and amounts available to pay for various benefits and services covered must be explained. Anyone applying for PRC services must receive appropriate information about referrals to and access to Medicaid, SNAP, childcare assistance, and other programs that provide benefits that could help the assistance group (AG) successfully transition to work. As prescribed by the Secretary of State under section 3503.10 of the ORC, it is important to make the voter registration application available to persons who are applying for, receiving assistance from, or participating in the PRC program. Reference Section 329.051 of the ORC. PRC will be authorized with the expectation that

the PRC AG will work with SCDJFS to become self-sufficient and to prevent them from the reliance of ongoing cash assistance.

- C. Services and benefits shall be provided that directly lead to or can be expected to lead to the family becoming self-sufficient by accomplishing one of the four purposes of TANF:

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

Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Purpose 3: To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.

Purpose 4: To encourage the formation and maintenance of two-parent families.

- D. Benefits and services provided under TANF purposes 1 or 2 require a financial need as part of the eligibility requirement, so there must always be an application to provide benefits or services under TANF purposes 1 or 2.

E. Applicant Responsibility

2. Applicants for PRC are responsible for completing all necessary forms, furnishing all available documents and information, and cooperating in the eligibility-determination process. In meeting the presented need, an applicant must utilize available income, which includes ongoing assistance programs such as OWF and SNAP, as well as unemployment compensation, Social Security and special energy programs. The applicant's signature on the PRC application will serve to authorize the exchange of information between SCDJFS and the designated provider.
3. Documentation provided to SCDJFS (e.g., birth certificates and pay stubs) to determine current eligibility for OWF and/or food assistance and/or Medicaid may be used to document identify, economic need, Social Security number, citizenship, and residence. Designated ODJFS system screens will be used in these situations.
4. Applicants for whom verification cannot be accurately obtained may complete a JFS 07341 Applicant/ Recipient Authorization of Release of Information. Once the release is received, the county agency or third-party provider shall assist in collecting the verification.
5. When "victims of violence" services are provided after regular business hours, a community vendor will accept a statement of self-declaration on a signed PRC application (SCDJFS 7158) to verify income and that no assistance has been received fraudulently.

F. Exploring County Resources

2. SCDJFS will use a portion of its PRC dollars to educate Summit County residents regarding program parameters through community awareness campaigns, training, and interagency collaborations.
3. PRC will not be authorized to prevent or restore the shut-off of utility service when the Home Energy Assistance Program (HEAP) is available, unless there is a specified emergent need (e.g.,

domestic violence or divorce) referred by various community partners or the applicant is not eligible for HEAP. In the event that disconnection of service is imminent, a statement of approval/denial will be required from the HEAP administering agency prior to approval of utility expenses.

4. The "local community," as it relates to PRC, may include areas beyond the county's boundaries. A PRC applicant is required to apply for and utilize any program, benefit, or support system that may reduce or eliminate the presenting need. SCDJFS may request verification of community resources received within six (6) months from the date of the PRC application when the applicant is applying for nonrecurring short-term benefits. SCDJFS reserves the right to deny applicants who received community resources for a similar need and/or when the request can be met through another resource.
5. The PRC program will be utilized to assist the client after all other community resources have been explored by the client and the agency. The SCDJFS will be the payer of last resort.

ELIBILITY REQUIREMENTS

A. Assistance Group (AG) Composition

1. Each category of assistance offered through this plan may have different requirements for who shall be included as part of the PRC AG. For example, one PRC service may require everyone who resides in the household to be included; another service may require only those household members who are part of the OWF AG to be included. The AG is defined as a group of individuals treated as a unit for the purpose of determining eligibility for the PRC program. All gross income, earned and unearned, of all members of the PRC AG (including ineligible members) shall be counted, unless listed as excluded income below and compared to the applicable federal poverty level. Each service listed in Appendix A indicates which AGs are potentially eligible for the service. In Summit County, the AGs are defined as follows:
 - a. A minor child residing with a parent, specified relative, legal guardian, or legal custodian.
 - i. AG should be determined by including the minor child, parent(s), specified relative(s), legal guardian (s), or legal custodian(s), and siblings or half-siblings living in the household.
 - b. A minor child residing with a parent, specified relative, legal guardian, or legal custodian, and all other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.
 - i. AG should be determined by including the minor child, parent(s), specified relative(s), legal guardian (s), or legal custodian(s), and siblings or half-siblings and all other individuals living in the household.
 - c. A pregnant woman and who has no other minor children.
 - i. AG should be determined by including pregnant woman and spouse (if applicable).
 - d. A parent with shared custody of a minor child or minor children; the parent must have had physical custody within the thirty (30) days prior the date of the application.
 - i. AG should be determined by including the minor child, parent with shared custody, and siblings or half-siblings living in the household.
 - e. A noncustodial parent of a minor child or minor children. The children must live in State of Ohio. The noncustodial parent cannot reside with his/her child(ren). Paternity must be established.
 - i. AG should be determined by including non-custodial parent and the minor child(ren) being used to achieve the status of non-custodial parent status. If

- the non-custodial parent has a spouse in the household, but no children, the spouse should be included in the AG.
 - f. Youth in the custody of Summit County Children Services (SCCS) who are currently residing within the geographical limits of Summit County.
 - i. AG should be determined by including the youth in custody of SCCS
 - g. Youth in the custody of interstate children service agencies that are located within the geographical limits of Summit County.
 - i. AG should be determined by including the youth in custody of the interstate child service agency
- 2. PRC benefits and services are available to an AG that includes a minor child or pregnant individual. A minor child is defined as a child under the age of 18 or who has not attained the age of 19 and is a full-time student in a secondary school or the equivalent level of vocational or technical training (GED classes do not qualify)
- 3. PRC benefits are available to a minor child residing with a kinship caregiver defined in ORC 5101.85 as any of the following who is 18 years of age or older and is caring for a child in place of a child's parents
 - a. The following individuals related by blood or adoption to the child;
 - i. Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great"
 - ii. Siblings
 - iii. Aunts, uncles, nephews and nieces, including such relative with the prefix "great", "great-great", "grand", or "great-grand"
 - iv. First cousins and first cousins once removed
 - b. Stepparents and stepsiblings of the child
 - c. Spouses and former spouses of individuals named in divisions (a) and (b) of this section
 - d. A legal guardian of the child
 - e. A legal custodian of the child
- 4. PRC benefits and services are also available to the noncustodial parent that
 - a. Lives in Summit County; and
 - b. Has an independent living arrangement; and
 - c. Is not incarcerated; and
 - d. Has a minor child residing in State of Ohio; and
 - e. Does not live in the same household as the minor child; and
 - f. Whose paternity is established for the minor child who is being used for noncustodial parent status.
- 5. An AG member may be "temporarily absent," yet the individual and his/her family may still qualify for PRC benefits and services. Pursuant to rule OAC 5101:1-3-04, the absence of a member in the AG is temporary when the following criteria are met:
 - a. The AG member has been absent for no longer than forty-five (45) consecutive days.
 - b. The location of the absent individual is known.
 - c. There is a definite plan for the return of the absent individual to the home.
 - d. The absent individual shared the home with the AG prior to the onset of the absence.
- 6. Rule OAC 5101:1-3-04 also sets forth exceptions to the requirement that the AG member be absent for no longer than forty-five (45) consecutive days. When the temporary absence is due to the removal of a child by the local public children-services agency (PCSA), a reunification plan to

return the child to the home within six (6) months from the date of removal is required. SCDJFS and the local public children-services agency will work closely together to coordinate and develop appropriate strategies that will assist families in meeting their needs and assist with the safe return of children to the home.

B. Citizenship Requirement

1. In order to qualify for PRC, AG members must be United States citizens, noncitizen nationals, or qualified aliens as defined in OAC 5101:1-2-30(A). In order to issue PRC benefits or services, at least one adult and one minor child must meet the above citizenship requirements. A valid Social Security number must be provided for each person applying for PRC as a condition of the receipt of assistance.

C. Social Security Number Requirement

1. 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.

D. Resident Requirement

1. Residence in Summit County is a requirement of the Summit County PRC program. Summit County residency will be established by living in Summit County voluntarily with the intent to remain permanently or for an indefinite period of time. An applicant who is not receiving assistance in another state or county and who has entered the county with a job commitment, whether or not currently employed, may also establish residency.

E. Economic Need

1. Eligibility for PRC benefits and services intended to meet purposes 1 and 2 of TANF is dependent upon the AG's demonstration and verification of need.
2. Eligibility for PRC benefits and services intended to meet purposes 3 and 4 of TANF may be determined without regard to economic need; however, the SCDJFS PRC plan may establish a need standard for these benefits as a way to target specific populations.
3. The income need standard of any category of assistance will not exceed 200 percent of the federal poverty level (FPL). The income need standard may be less than 200% if determined necessary by SCDJFS and specific FPL will be listed in the category of assistance. If no specific FPL is listed, then the economic need will be determined at 200% FPL.
4. Economic need may be established if each AG member, at the date of application, is in receipt of OWF and/or SNAP benefits and is verified to be below the 200 percent of the FPL, unless otherwise defined for specific category of service. If OWF and/or SNAP cannot be used to verify economic need, the eligibility determination will need to be completed to calculate income level and compare to relevant federal poverty level when demonstration of economic need is required.
5. All gross income, earned and unearned, of all members of the PRC AG (including ineligible members) shall be counted, unless listed as excluded income below and compared to the applicable federal poverty level.

6. Earned income is income for which some type of labor or service is performed. The following are examples of earned income in Summit County (this is not intended to be an all-inclusive list):
 - a. Earnings from work as an employee
 - b. Earnings from self-employment
 - c. Strike benefits (if striker is required to perform services in order to receive them)
 - d. Training allowances
7. Unearned Income is income that is not gross earned income. The following are examples of unearned income that must be counted (these are examples and are not meant to be an all-inclusive list):
 - a. Retirement, Survivors, Disability Insurance (RSDI) benefits
 - b. OWF
 - c. Alimony
 - d. Veteran Administration benefits
 - e. Worker's Compensation benefits
 - f. Lump-sum payments
 - g. Unemployment benefits
 - h. Pension and retirement benefits
 - i. Strike benefits
 - j. Investment Income
 - k. Rental Income
 - l. Trust disbursements paid directly to PRC AG member
8. Excluded income is income that shall NOT be counted in the gross income calculation for PRC:
 - a. Supplemental Security Income (SSI) benefits
 - b. Child support received by a custodial parent that is disbursed by the Ohio Child Support Enforcement Agency
 - c. The gross earned income of a minor child in the AG
 - d. Income of a specified relative in a payee/kinship case (in coordination with PCSA)
 - e. Income and benefits federally required to be excluded; OAC 5101:1-24-20
9. Monthly income may be computed in one of two ways for all PRC services:
 - a. Gross AG income for the previous 30 days from date of PRC application can be totaled and compared to the appropriate poverty guideline, or
 - b. Gross AG income can be projected with at least two pay verifications from the previous 30 days and compared to the appropriate poverty guideline (e.g., a client paid every week provides his or her two most recent pay stubs; these two pays would be averaged and then be multiplied by 4.3 to obtain average monthly income.)
10. For cases in which the income cannot be accurately obtained, a signed "release of information" will be obtained from the applicant for an inquiry. Once the release is received, verification that is obtained by phone must contain clear documentation in the PRC AG record conveying 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.
11. In cases where income cannot be determined by numbers 8 or 10 of this section, SCDJFS may accept a self-attestation in the form a signed and dated statement from the applicant.
12. When an AG reports that no income is received, a statement indicating how daily living expenses are being met may be required.

13. The Summit County PRC plan will NOT require resources of an AG to be counted or verified to establish economic need.

F. Ineligible Assistance Groups

1. There are certain AGs who are ineligible to receive PRC benefits and services. If any one member of the PRC AG meets one of the following disqualifications, the entire AG is ineligible to receive PRC:
 - a. Fugitive felons
 - b. AGs who have received more or equal to the limit of PRC assistance as set forth in this plan and/or that of another Ohio county in the past 12 months
 - c. AGs who fail to utilize other community resources or available income
 - d. AGs that cannot show the ability to meet the ongoing expense related to their request (e.g., pay next month's rent or utility bill)
 - i. AG must be able to document the ability to pay the ongoing expense with income verification or other SCDJFS-approved documentation. Self-attestation will not be accepted as a means of verification for sustainability to meet ongoing need. SCDJFS reserves the right to determine if the AG can achieve sustainability for the ongoing need
 - e. AGs whose request does not eliminate the immediate problem (cost of help exceeds PRC limit and family is unable to come up with the difference)
 - i. Applicants requesting assistance that either exceeds the individual cap for that service or the overall PRC maximum benefit available will be responsible for paying overages. Documentation that the applicant has paid his/her portion of the requested service will be required before PRC payments can be approved.
 - f. AGs who falsify a PRC application
 - g. AGs who are under an intentional program violation for OWF and/or PRC benefit until a member of the AG repays the cost of the fraudulent assistance, pursuant to ORC 5101.83 and OAC 5101:1-23-75

VERIFICATION REQUIREMENTS

Assistance Group, Social Security Number, Citizenship and Residency Requirement

The applicant must supply all the requested information on the application and must attest to the validity of the information.

If each AG member, at the date of application, is in receipt of OWF and/or SNAP benefits and all information has been supplied, no further documentation will be required to verify these elements of eligibility unless SCDJFS and/or provider needs the documentation to resolve a question or discrepancy.

If there are AG members, at the date of application, that are not in receipt of OWF and/or SNAP benefits, SCDJFS and/or provider may request documentation to verify information provided on the application.

Economic Need

When receipt of OWF and/or SNAP assistance is used for economic need determination, SCDJFS/Provider will document the case number and receipt of assistance and no further documentation will be requested from assistance group unless SCDJFS/provider needs documentation to resolve a question or discrepancy.

If not each AG member, at the date of application, is in receipt of OWF and/or SNAP benefits and all information has been supplied, no further documentation will be required to verify economic need unless SCDJFS and/or provider needs the documentation to resolve a question or discrepancy. The agency will accept self-declaration of income.

PROGRAM OPERATIONS

- A. Summit County will continuously provide fair and equitable treatment to families applying for PRC in accordance with the policies outlined in this document. Procedural guidelines detailing the application of these policies are available through SCDJFS. The scope of services outlined in PRC services/benefits cannot be reduced, limited, or restricted unless the plan is amended. All of SCDJFS's PRC services are temporary in nature and based on the availability of funds to cover the requested services.
- B. Summit County reserves the right to temporarily suspend PRC program enrollment when it is no longer fiscally prudent to fund the program. If, at any time, Summit County determines it is necessary to change the terms and criteria involved in operating the PRC program, SCDJFS will not engage in any reconsideration of eligibility determinations made prior to the effective date of the change.
- C. PRC does not cover the following:
 - 1. Taxes and/or fees related to services provided by a third-party vendor payment.
 - 2. Medical services, except for pre-pregnancy family-planning services
- D. Supportive (soft) services.
 - 1. Applicants will be given the opportunity, when possible, to select providers and/or vendors. Vendors must be willing to accept SCDJFS payment. Benefits and services under TANF purposes 3 and 4 (above) do not require an application for assistance, as they do not provide direct services

linked to an individual family. Activities relating to TANF purpose 3 and 4 (above) could include employer recruitment, outreach, information and referral, and websites, billboards, and public service announcements that are considered non-administrative program-operation costs.

2. PRC-supportive services (non-cash related) shall consist of up to twelve (12) months of eligibility but shall not exceed the contract period (if applicable)
- E. Subsidized employment program (SEP) assistance:
1. SEP participants will be approved for 12 months from the date of application. The applicant will NOT have economic need redetermined for the (12) month certification period. All other eligibility factors must be maintained during the duration of the program for the applicant to remain eligible.
 2. Economic need for may be established if each AG member, at the date of application, is in receipt of OWF and/or SNAP benefits and is verified to be below the 200 percent of the FPL.
 3. If OWF and/or SNAP cannot be used to verify economic need, gross AG income for the previous 30 days from date of PRC application can be totaled and compared to the 200% FPL need standard.
- F. Under no circumstances will an employee of the SCDJFS be an approved vendor/provider (e.g., landlord).
- G. An AG that objects to a faith-based provider must be provided with an alternative provider of services within a reasonable period of time. The alternative provider must be reasonably accessible and be able to provide comparable services. The AG shall receive a Notice of Right to Request another Worksite or Provider of Services.

INTERFACES WITH CHILD WELFARE

- A. There are situations when a family being served by SCDJFS intersects with the local public child-services agency (e.g., coordination of the self-sufficiency plan with the PCSA case plan). SCDJFS believes coordination with the local public children-services agency is essential for supporting a family's success. As a result of SCDJFS's commitment to family preservation, the PRC services/benefits include, but are not limited to, a limited supply of youth beds, youth car seats, and transitional kits when a family meets PRC eligibility. A parent must apply for services (when available). The child's absence must meet the description of temporary absence as defined as in Ohio Administrative Code 5101:1-3-04 (cash assistance manual). Items received via the PRC services/benefits must follow the child

STANDARD OF PROMPTNESS

- A. The intent of this plan is to determine eligibility within thirty (30) calendar days or earlier from the receipt of a signed application for any PRC services.
- B. Applicant must provide verification within ten (10) days of request. For contingency services, due to urgent nature of the request, the agency will attempt to complete the determination no later than ten (10) days from the date of receipt of requested verifications. However, the determination shall be completed within thirty (30) calendar days from the date of signed application.
- C. SCDJFS 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 application or eligibility requirements defined in the Summit County PRC plan and/or failure to return requested verifications to the agency by the requested due date(s).

- D. Final approval of the PRC request is based on established guidelines as included in the PRC plan and availability of PRC funds, and it is subject to the approval of the director/designee.

NOTICE OF ACTION

- A. If it is determined that a PRC application is approved, the (JFS 04074) Notice of Approval of Your Application for Assistance is required to be mailed or delivered to the applicant.
- B. If it is determined that a PRC application is denied, the (JFS 07334) Notice of Denial of Your Application for Assistance is required to be mailed or delivered to the applicant. The applicant's hearing rights will be included on or with the referenced notice. When the applicant is not in receipt of ongoing assistance, a separate file will be maintained for the PRC application and related documentation. PRC hearing decisions are based on the PRC program plan in effect in Summit County at the time of the adverse action.
- C. If it is determined that an approved PRC service is to be discontinued, the (JFS 4065) Prior Notice of Right to a State Hearing is required to be mailed or delivered to the applicant. The applicant's hearing rights are included on the referenced notice. PRC hearing decisions are based on the PRC program plan in effect in Summit County at the time of the adverse action.

OVERPAYMENT PROCEDURE

- A. PRC applicants discovered to have fraudulently received or improperly disposed of services and/or benefits will be required to reimburse the SCDJFS for the full amount of the services and/or benefits and may be subject to prosecution. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in OAC 5101:1-23-70.


VOTER REGISTRATION

- A. A Voter Registration application will be made available to every person applying for or participating in Summit County PRC program in accordance with Section ORC 329.051. This section applies to all entities with whom Summit County contracts. Third-party providing agencies must deliver completed voter registration forms to the Summit County Board of Elections within five (5) days of receipt and provide SCDJFS a copy of the completed ODJFS transmittal form monthly.

SCOPE OF SERVICES

The PRC service/benefits listed in Appendix A contain the scope of services provided under the PRC Program in Summit County. The tables also contain the AGs, caps placed on the services, additional eligibility requirements, the target AGs, and the economic need standards. The identification of the targeted AGs is essential in customizing service delivery specific to the family's circumstances.

The Summit County Department of Job and Family Services reserves the right to amend this plan as needed. The Summit County Department of Job and Family Services agrees to implement the PRC program as described above, effective October 1, 2023.



Summit County Executive Certification of PRC Plan

The revised and updated PRC plan had all eligibility criteria, services and benefits reviewed. The public notice announcing the public comment period was published 08/15/2023. The PRC plan was made available for public comment from 08/15/2023 through 09/18/2023. All public comments were reviewed and considered prior to the finalizing and certifying the plan.

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


Terri Burns, Director
Summit County Department of Job and Family Services


11/17/23
Date

This is to certify that the Summit County Department of Job and Family Services has complied with ORC Chapter 5108 in adopting and amending this policy.


County Executive

PRC Plan Amendment Director Signature

The PRC services for Summit County listed in the plan have been amended as of 01/01/2024. Case Management and Work Support Services were updated to clarify service limitations. The Summit County Department of Job and Family Services reserves the right to amend this plan as needed. The Summit County Department of Job and Family Services agrees to implement the PRC program per the renewal effective 10/1/2023 containing the amendment effective 01/01/2024.



Terri Burns, Director

Date

Summit County Department of Job and Family Services

PRC Plan Amendment Director Signature

The PRC services for Summit County listed in the plan have been amended as of 06/01/2024. Contingency Services for housing expenses was updated to address back balances for public housing authorities and utilities was updated to clarify eligibility criteria. The Summit County Department of Job and Family Services reserves the right to amend this plan as needed. The Summit County Department of Job and Family Services agrees to implement the PRC program per the renewal effective 10/1/2023 containing the amendment effective 06/01/2024.



Terri Burns, Director



Date

Summit County Department of Job and Family Services

APPENDIX A: PRC Services/Benefits Table

Glossary:

Prevention/retention service or benefit: Identifies the benefit and/or service

TANF purpose: Identifies which TANF purpose the benefit and/or service fulfills

Cap: Identifies any limits that apply to the specific PRC benefit and/or service listed

Eligibility criteria: Identifies any additional eligibility requirements for the specific benefit and/or service, in addition to the general PRC eligibility criteria identified with the PRC plan

Assistance group: Identifies the number of eligible and ineligible individuals in a household. The Assistance Group Key contains the assistance group types, which can be found on page 5 of this PRC plan.

Economic need standard: The income limit for the assistance group for the benefit and/or service

Targeted group: The population the county is aiming to serve by offering the benefit and/or service

Assistance Group Key

1. A minor child residing with a parent, specified relative, legal guardian, or legal custodian.
2. A minor child residing with a parent, specified relative, legal guardian, or legal custodian, and all other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.
3. A pregnant individual with no other minor children.
4. A parent with shared custody of a minor child or minor children; the parent must have had physical custody within the thirty (30) days prior the date of the application.
5. A noncustodial parent of a minor child or minor children. The children must live in State of Ohio. The noncustodial parent cannot reside with his/her child(ren) and paternity must be established for the child(ren) being used for TANF eligibility.
6. Youth in the custody of Summit County Children Services (SCCS) who are currently residing within the geographical limits of Summit County.
7. Youth in the custody of interstate children service agencies that reside within the geographical limits of Summit County

Nonrecurring, short term (hard) benefits

Service ID	11	Amended Date:	6/1/2024
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Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
(SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)						
Housing expenses:payment of delinquent monthly rent, security deposit for new secured housing, and/or first month's rent may be made for the following: *Homeless applicants *Applicants who are residing in a domestic violence shelter *Applicants who have a court-ordered eviction or three(3) day eviction notice *Applicants not less than thirty (30) days delinquent on rent -PRC will not pay for damage or repayment for damage to dwelling *Applicants whose residence is uninhabitable due to natural, chemical or any other type of condition as declared by a city, county, township, or state agency.*Verification of circumstance (within the last three (3) months) is required. *Applicants whose residence is unsafe due to criminal activity.*Verification of circumstances (within the past three (3) months) is required. *Applicants seeking residence to reduce household expenses (expenses > income).	Purpose 1	\$5000 cap for housing expenses Persons moving into housing may be eligible for new home transitional kits not to exceed \$200 in value. Housing expenses to not exceed once in a eighteen (18) month period Contractual limits may apply per the deliverables of contract provider (if applicable)	Must be referred by a community partner unless authorized by SCDJFS self-submit process Persons enrolled in a program with a contract provider must complete provider's requirements prior to payment approval	2, 3, 4, 5	200% FPL	Unemployed or currently employed, victims of domestic violence, families in crisis
The amount is limited to 3 months total (any combination of security deposit and rent)						
Funds may be utilized to address back balances with public housing authorities and may include more than four (4) months of payments to address a specific episode of need						
Rent does NOT include mortgage payments						

Contingency Services (Continued)

Service ID

32

Amended Date:

6/1/2024

Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Utility service thirty (30) days delinquent or Prevent shut-off or restore service or Transfer service to applicant to secure new housing or Regain PIPP Eligibility	Purpose 1	\$2500 cap for utility services \$5000 cap for property taxes Persons moving into housing may be eligible for new home transitional kits not to exceed \$200 in value.	Must be referred by a community partner unless authorized by SCDJFS self-submit process Utility payment is contingent upon being required for housing to be established or retained	2, 3, 4, 5	200% FPL	Unemployed or currently employed, AMHA referred Housing Choice Voucher residents, victims of domestic violence, families in crisis
Limited to heating expense, electric, water and sewer utility bills *Sanitation and applicable fees may be paid when included with water and/or sewer bills and are not billed separately						
Appliance purchases for those at risk of losing AMHA eligibility		Not to exceed once in a twelve (12) month period	Persons enrolled in a program with a contract provider must complete provider's requirements prior to payment approval			
Property taxes- delinquent *Must be able to get property taxes current with payment or in conjunction with payment and payment plan to be eligible		Contractual limits may apply per the deliverables of contract provider (if applicable)				
Storage unit rental-limited to 4 months *Intent for those going into temporary housing to retain items for when they find permanent shelter						
Transitional Kits						

Contingency Services (Continued.)

Service ID

58

Amended Date:

4/10/2020

Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Services for the entire family when crisis occurs that threaten the safety, health, or well-being of one or more family members. -Youth car seats -Food assistance -One-day or monthly family bus passes and bus tickets -Taxi service -Home Packages -Locks, keys and installation	Purpose 1	Persons moving into housing may be eligible for new home transitional kits not to exceed \$200 in value. Not to exceed once in a twelve (12) month period Housing expenses to not exceed once in a eighteen (18) month period Contractual limits may apply per the deliverables of contract provider (if applicable)	Must be referred by a community partner unless authorized by SCDJFS self-submit process	2, 3, 4, 5	200 FPL	Unemployed or currently employed, AMHA referred Housing Choice Voucher residents, victims of domestic violence, families in crisis

Health & Safety

Service ID

76

Amended Date:

10/1/2021

Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Household, clothing and safety items and supplies needed to ensure safety needs of child(ren)	Purpose 1	Contractual limits may apply per the deliverables of contract provider (if applicable)		1, 3, 4, 6, 7	200% FPL	At-risk children

Job Preparation & Barrier Removal-Hard Service

Service ID

77

Amended Date:

10/1/2021

Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Fees for certification to eliminate/lessen legal barriers to employment Certification provided by local courts Services include the costs for tuition, fees, assessments, job-related uniforms/tools, background checks, drug tests and other services required to complete course and obtain credential	Purpose 2, Purpose 4	Fees limited to one-time payment paid directly to the Summit County Clerk of Courts. Fee not to exceed \$100 Contractual limits may apply per the deliverables of contract provider (if applicable)	Contractual deliverables may determine additional eligibility criteria	1, 3, 5	200% FPL	Job seekers

Nutritional Support- Hard Services

Service ID: 70 Amended Date: 4/10/2020

Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Food distribution	Purpose 1	Contractual limits apply Contract provider must adhere to guidelines established in the program plan and ODJFS guidance Services received under Nutritional Support are not subject to the local Summit County PRC hard services cap.	TANF eligible determined by SCDJFS	1, 3	200% FPL	Families with minors, pregnant individuals

Shelter Services

Service ID: 84 Amended Date: 8/1/2022

Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Shelter costs (for applicants experiencing homelessness) Other emergency shelter costs (i.e. motel) when homeless shelter is unavailable	Purpose 1	Contractual limits may apply per the deliverables of contract provider (if applicable)	Must be referred by a community partner unless authorized by SCDJFS self-submit process Persons enrolled in a program with a contract provider must complete provider's requirements prior to payment approval	1, 3, 4	200% FPL	Unemployed or currently employed, victims of domestic violence, families in crisis

Technology Support

Service ID

74

Amended Date:

7/1/2021

Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Internet, hot spots, computers and/or required equipment in order to support continued education to the household or to assist with job search efforts	Purpose 1, Purpose 2	Contractual limits may apply per the deliverables of the contract provider (if applicable)	TANF eligible determined by SCDJFS. Technology support must be needed to complete mandatory work assignments, complete job search and job readiness activities, or continue education or be used for activities for the building of self sufficiency, stability and safety of household. Verification may be requested by contract provider or SCDJFS	1, 3, 5	200% FPL	job seekers, students

Transportation

Service ID 78 Amended Date: 10/1/2023

Nonrecurring, short term (hard) benefits

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Payment for temporary ride services (bus pass, ride share, taxi, etc), to maintain employment, to apply for housing or to locate child care services. The use must help the individual achieve self-sufficiency and become self-sustainable.	Purpose 1, Purpose 2	Contractual limits may apply per the deliverables of the contract provider (if applicable)		1, 3, 5	200% FPL	

Support (soft) services

Case Management

Service ID 79 Amended Date: 1/1/2024

Support (soft) services

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Case management services include -housing stability -financial budgeting -linkages to resources -accessing employment -outreach to ensure families are receiving needed resources -advocacy for children -parenting education -child development education -interpersonal relationship building -behavioral intervention -crisis intervention -nutritional awareness, healthy living supports and preparedness	Purpose 1	Contractual limits may apply per the deliverables of the contract provider (if applicable)		1, 3, 5	200% FPL	

Job Preparation & Barrier Removal- Soft Service

Service ID 80 Amended Date: 10/1/2021

Support (soft) services

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Job readiness services, training and assessments Organized short-term education programs directly related to the preparation of employment in current/ emerging occupations requiring training other than a baccalaureate of advanced degree; this includes course work in instructional certificate programs, industry skill certifications, non-credit courses, all designed to obtain a specific job skill.	Purpose 1, Purpose 2	Contractual limits may apply per deliverables of contract provider (if applicable)	Contractual deliverables may determine additional eligibility criteria	1, 3, 5	200% FPL	Job Seeker

Summer Youth Employment Program

Service ID

17

Amended Date:

10/1/2018

Support (soft) services

Prevention/Retention Service or Benefit <small>(SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)</small>	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Recruitment of youth for SYEP Determining program eligibility for youth for SYEP Conduct work readiness instruction for youth employed for SYEP Payment of third party vendor to issue payroll services for SYEP Payment of program monitoring & maintenance for SYEP Work subsidies shall consist of payments to employers or third parties to help cover the cost of employee wages, benefits, supervision and training. Services shall be in compliance with the Ohio Minor Labor Law as defined in ORC Chapter 4109. Work subsidy program services shall be funded with TANF Funds	Purpose 1, Purpose 2	Contractual limits apply	Youth ages 14-17, youth must be a minor child residing with a parent, specified relative, legal guardian, or legal custodian (minor child may be 18 if they are a full time student in a secondary school or equivalent) Youth ages 18-24, if they are in an assistance group that also has a minor child County reserves the right to determine the age to be served on a program year basis, as long as the age is between 14-24 and is determined prior to start eligibility determinations Youth will not be eligible if youth employment is available through alternative funding source	1, 3, 4, 5, 6, 7	200% FPL	TANF eligible families with youth between the ages of fourteen (14) and twenty-four (24)

Youth Education

Service ID

81

Amended Date:

10/1/2021

Support (soft) services

Prevention/Retention Service or Benefit <small>(SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)</small>	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Home based, early education initiative for children 3 years and older including intensive home visitation session, resources, referrals, small group sessions, outreach and customized parent-child programs. Educational camps for youth to maintain educational level, promote social learning, career learning and exploration and help maintain self sufficiency for both youth and family Services include: -Recruitment of youth -Determining program eligibility -Develop and conduct work readiness instruction and curriculum -Explore career readiness -Payment of third party vendor to issue incentives for program participants -Payment of monitoring participants and maintaining the education program	Purpose 1, Purpose 2	Contractual limits may apply per the deliverables of the contract provider (if applicable)	Criteria based on contract deliverables and program plan	1, 3, 4, 5, 6, 7	200% FPL	

Subsidized Employment Program (SEP)

Subsidized Employment Program

Service ID Amended Date:

Subsidized Employment Program (SEP)

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Reimbursement of wages and ancillaries to various local employers participate in the SEP program for hiring individuals to their companies Employee must be employed by company- subcontracting is not permitted Employee must work at least 20 hours a week Employee can be paid hourly or salaried	Purpose 2	Contractual limits apply Reimbursement percentages per SEP agreement		1, 3, 5	200% FPL	OWF individuals, individuals seeking employment

Work Supportive Services

Work Support Services

Service ID 82 Amended Date: 1/1/2024

Work Supportive Services

Prevention/Retention Service or Benefit <small>(SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)</small>	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Support items to assist in maintaining employment and reduce risk of job loss Services/items include -Clothing, uniforms, shoes, safety items, tools -Cleaning products to maintain clothing and tools -Automobile license and/or license plate fees -Car insurance -Drivers license fees -State ID fees -Birth Certificate fees -Testing fees -Background check fees -Hygiene kits -Childcare costs (enrollment fees, co-pays, fees)	Purpose 2	Contractual limits may apply per the deliverables of contract provider (if applicable)	Must be employed at least twenty (20) hours per week minimum wage or equivalent Contract deliverables may determine additional eligibility criteria	1, 3, 5	200% FPL	Employed

Disaster Assistance

Family Disaster Assistance

Service ID

12

Amended Date:

Disaster Assistance

Prevention/Retention Service or Benefit <small>(SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)</small>	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Benefits to assist with damage or loss sustained as a direct result of natural disaster: 1. Upon declaration by governor 2. Due to personal disaster (fire, flood, storms, etc.) documentation must be provided from Fire Chief, Law Enforcement, American Red Cross, Utility companies, etc. *Emergency shelter or temporary housing (includes payment of rent, mortgage, security deposit, etc.) *Personal expenses (includes purchase of necessary clothing for work) *Home repairs (includes payment for repair of items affecting basic home structure, including but not limited to: walls, roofing, plumbing, furnace, water supply, etc.) *Appliance purchase/repair. Limited to stove or refrigerator	Purpose 1	Cap based on totality of disaster in collaboration with assistance from other agencies, State or Federal Assistance Program not to exceed \$1500 per household or as limited by State Not to exceed \$1,000 (shelter) Not to exceed \$350 (personal expenses) Not to exceed \$1500 or as limited by the state (home repairs) Not to exceed \$275 for repair /\$400 for replacement. Limited to one appliance.		1, 3	200% FPL	Individuals sustaining disaster related damage or loss upon declaration by Governor

Non-Adminstrative Operational Activities

Information and Referral

Service ID

27

Amended Date:

10/1/2018

Non-Adminstrative Operational Activities

Prevention/Retention Service or Benefit (SCDJFS HAS FINAL DECISION ON HOW TO DIRECT FUNDS/SERVICES)	TANF Purpose	CAP	Eligibility Criteria	Assistance Group	Economic Need Standard	Targeted Group
Activities that identify and communicate available resources by public and private providers including a brief assessment of customer needs (not including diagnosis and evaluation) to facilitate appropriate referral to community resources Market/promote services available in Summit County to parents with/without felonies and misdemeanours, who have children living in Summit County including promotional items for community distribution 211 service which helps callers navigate health and social services available in Summit County	Purpose 3, Purpose 4		Services do not require an application for assistance as they do not provide direct services linked to an individual family.		Not Applicable	Parents and specified relatives with minor child(ren), pregnant individuals, parents with convictions

APPENDIX B: Federal Definition of Assistance

Section 260.31 of the Federal Regulations published on October 1, 2001, defines "assistance" as follows:

(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

(i) Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and

(ii) Conditioned on participation in work experience or community service (or any other work activity under § 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) It excludes

(1) Non-recurrent, short-term benefits that

(i) Are designed to deal with a specific crisis or episode of need;

(ii) Are not intended to meet recurrent or ongoing needs; and

(iii) 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 child care and transportation provided to families who are employed;

(4) Refundable earned-income tax credits;

(5) Contributions to, and distributions from, Individual Development Accounts;

(6) Services such as counseling, case management, peer support, child care 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 project, pursuant to section 404(k) of the Act, to an individual who is not otherwise receiving assistance.

(c) The definition of the term assistance specified in paragraphs (a) and (b) of this section

(1) Does not apply to the use of the term assistance at part 263, subpart A, or at part 264, subpart B, of this chapter; and

(2) Does not preclude a State from providing other types of benefits and services in support of the TANF goal at § 260.20(a).

Appendix D

Summit County Employment Incentive Program

SFY 24-25

Summit County Employment Incentive Program

SFY24-25

Purpose

To assist individuals with building resources, knowledge, and employment opportunities so they may be elevated out of poverty and to mitigate generational poverty.

Funding Requirements

The funding source for the Employment Incentive Program (EIP) is authorized by state budget (Am. Sub. H.B. No. 33 of the 135th General Assembly). With these funds, the Office of Family Assistance is offering an opportunity for county departments of job and family services (SCDJFS) to establish an employment incentive program for individuals who are employed or are starting a job. the State of Ohio.

As part of the funding requirement, all participants will have to have complete an application and have a Bridge Score determined to help assess to chart a path to economic self-sufficiency. In addition, an assessment and goal worksheets will need to be completed.

Program Administration

All issued EIP services and financial costs for each participant will be tracked and monitored by SCDJFS and/or provider. Tracking will include, but not limited to:

- Number of times EIP benefits are provided.
- Nature of service/benefits (rent, utilities, car repairs, etc.)
- Costs of each EIP benefit provided.
- Emergent Need that the EIP benefit assisted in overcoming.

Payments to third parties to operate the program, such as employer recruitment and economic development, recruitment of participants, payment to providers for ancillary services including but not limited to:

- Work related items such as uniforms, tools, licenses, or certifications.
- Work support services to prevent loss of employment.
- Direct supervision and training costs
- Case management activities related to the program.
- Transportation

Eligibility

- TANF eligibility and verification requirements as defined in the Summit PRC Plan, unless otherwise amended or clarified below.
- Assistance groups: Individuals with or without minor children in household
- Assistance group formation for comparison to FPL should be determined by including minor child, parent(s), specified relative(s), legal guardian(s), or legal custodians(s), and siblings or half-siblings living in the household. If no minor child resides in household, the formation should be individual and their spouse (if applicable).
- **AG will need to demonstrate a reduction of Medicaid within ninety (90) days prior to program application.**
- Economic Need Standard: 300% FPL
- **Employment of 20 hours a week (80 hours a month)**
- **Individuals may only participate in the EIP one time**

EIP participants will be approved for 12 months from the date of application. The applicant will NOT have economic need redetermined to receive EIP services during the twelve (12) month certification period. All other eligibility factors must be maintained during the duration of the program for the applicant to remain eligible.

- Eligibility is redetermined with a reapplication at 12 months for any active participant for participation of additional months if SCDJFS determines a need for continued EIP services to finish earning no more than 12 months of incentives. Program participation shall not exceed more than 18 total months.

Economic need may be established if each AG member, at the date of application, is in receipt of OWF and/or SNAP benefits and is verified to be below the 300 percent of the FPL.

If OWF and/or SNAP cannot be used to verify economic need, gross AG income for the previous 30 days from date of PRC application can be totaled and compared to the 300% FPL need standard.

Participants entering the EIP will have the first month of the Tier #1 Employment incentive based on their application date. Employment status is verified at time of enrollment.

Program participants must adhere to the program guidelines to include case management, **financial literacy**, peer mentoring, and other services agreed to between SCDJFS and the participant to maintain success and self-sufficiency to remain eligible for the EIP program benefits and incentives.

- Participants will be required to verify employment monthly to remain eligible for program.
- Participants will be required to verify updated household budget at least every ninety (90) days.
- After a participant exits for a positive reason success coaches will be available for up to six-months.

Employment Incentives Program

SCDJFS will generate and manage a performance portfolio per participant that will be active for up to 12 months.

Participant must remain eligible defined in the EIP eligibility section.

Financial incentives will be awarded to each participant's portfolio based on work performance benchmarks such as maintaining full time employment for defined targeted intervals. These financial incentives will help aide employed participants in becoming self-sufficient as they experience reductions in their public assistance benefits.

- Eligibility for participant's cash earned incentive will be determined by the SCDJFS staff and approved by SCDJFS management.
- Steady employment is defined as uninterrupted employment, participant working at least 20 hours per week each week, each calendar month.
 - For participants employed in non-traditional work hours (ex: rotating shifts), total monthly hours must be at or above 80 hours.
- Full time employment is defined as uninterrupted employment, participant working at least 35 hours per week each week, each calendar month., or a total monthly hour above 150 hours.
- Lapse in employment for at-fault termination terminates your participation in the program. Good cause reasons for lapsed employment will be evaluated by SCDJFS management to determine continuation of program participation.
- Participants that change employment during their program participation must be able to verify their new employment is deemed as financially beneficial based on the progressive wage and/or total compensation package (wage, benefits, etc.) to continue in EIP program.
- Remaining financial portfolio balance at the end of participant's program participation will be distributed to the participant as a final incentive once that participant reaches the ultimate work performance goal of maintaining consecutive full-time employment for 12 months.
- If the participant loses employment or exits the program prior to the 12th month, the participant will receive their earned share of the performance incentives according to the schedule identified below minus all participant's monetary portfolio payout already completed

EIP - Employment Incentive Types-Definitions-Criteria

Incentive type	Definition	Criteria to Earn Incentive Type
Financial Literacy Coursework with Vendor	Complete entire financial literacy coursework as defined and assigned by success coach or equivalent vendor	All sessions must be attended and satisfactory completed including assigned coursework.
Tiered Employment Retention #1 (1-6 mos. of employment)	Maintain minimum equivalent of 20/hrs. week of employment for first six months of enrollment in program.	Participant must average 20 hours/wk. (80 hrs./month) during 6 months. If participant does not maintain the average for two (2) or more months in the six (6) month time frame, the participant is no longer eligible for the incentive.
Tiered Employment Retention #2 (7-12 mos. of employment)	Maintain minimum equivalent of 20/hrs. week of employment for first six months of enrollment in program.	Participant must average 20 hours/wk. (80 hrs./month) during 6 months. If participant does not maintain the average for two (2) or more months in the six (6) month time frame, the participant is no longer eligible for the incentive.
New/Better Job-New Employer	Obtaining a job with a new employer that results in increased earnings	Must be employed a minimum of 20/hrs. week and new employment results in an increase in gross earned income monthly
Pay Raise (Wage Progression)	Obtains a increased wage increase in current position with current employer	Must be employed a minimum 20/hrs. week and wage increase results in increase in gross earned income monthly
Increase Number of Hours (Employment Status Increase)	Increasing hours from minimum 20/hrs. week (steady employment) to minimum 30/hrs. week (full time employment)	Increase from steady employment to full time for at least sixty (60) days
Promotion with Pay Raise-Same Employer	Obtaining a new position with current employer that results in increased earnings	Must be employed a minimum 20/hrs. week and promotion results in an increase in gross earned income monthly
GED/HS Diploma	Finishes coursework and/or testing that results in the obtainment of GED or HS diploma	The participant may have started the process prior to enrollment but completion of coursework and/or testing resulting in obtainment must occur after enrollment into EIP.
Increase education at any level	Completion of course resulting in degree, certification, class completing related to increasing employability	The participant may have started the course/class prior to enrollment but completion must occur after enrollment into EIP. (Financial literacy & Wellness do not apply to this incentive.)
Pay Down debt	Participant decreases amount of established documented outstanding debit between enrollment and exit of program	Participant must document decrease in established documented debt by end of 12th month of EIP participation with assistance of financial coaching.
Open Savings Account	Participant establishes & opens a saving account with bank or credit union	Participant must not have open savings account(s) open prior to enrollment to EIP. Participant must open the account after enrollment in conjunction with financial coaching and planning.
Increase credit score	Participant increases credit score between enrollment and exit if program.	Participant must document credit score increase by end of 12th month of EIP participation with assistance of financial coaching
Completed wellness program-mental/physical/nutrition	Participant completes a self-initiated wellness program in relation to mental, physical or nutritional health	Participant must provide certificate of completion or equivalent which identifies wellness program, purpose (i.e. smoking cessation, weight loss, nutrition, etc.) and date of completion. Completion must occur after the enrollment into EIP.
Financial Coaching Sessions-Complete/Consecutive	Attends scheduled financial coaching sessions with the assigned Financial Empowerment Center contact	Attends 4 or more individual coaching sessions without participant rescheduling or missing appointments.
Case management Sessions-Complete/Consecutive	Attends scheduled appointments with assigned success coach	Meets with success coach for at least eight (8) scheduled appointments without participant rescheduling or missing appointments.
Peer Mentoring-Complete/Consecutive	Attends scheduled appointments with assigned peer mentoring contact	Meets with peer mentor for at least sixteen (16) scheduled appointments without participants rescheduling or missing appointments

EIP - Employment Incentive Types-Distribution Timeframe-Dollar Amount

Incentive type	When is the incentive paid	Dollar Amount	Potential Accumulated Amount
Financial Literacy Coursework with Vendor	At completion of course	\$ 500	\$ 500
Tiered Employment Retention #1 (1-6 mos of employment)	After month 6	\$ 1,000	\$ 1,500
Tiered Employment Retention #2 (7-12 mos of employment)	After month 12	\$ 1,500	\$ 3,000
New/Better Job-New Employer	After month 12	\$ 350	\$ 3,350
Pay Raise (Wage Progression)	After month 12	\$ 250	\$ 3,600
Increase Number of Hours (Employment Status Increase)	After month 12	\$ 250	\$ 3,850
Promotion with Pay Raise-Same Employer	After month 12	\$ 250	\$ 4,100
GED/HS Diploma	After month 12	\$ 250	\$ 4,350
Increase education at any level	After month 12	\$ 200	\$ 4,550
Pay Down debt	After month 12	\$ 200	\$ 4,750
Open Savings Account	After month 12	\$ 200	\$ 4,950
Increase credit score	After month 12	\$ 200	\$ 5,150
Completed wellness program-mental/physical/nutrition	After month 12	\$ 250	\$ 5,400
Financial Coaching Sessions-Complete/Consecutive	After month 12	\$ 100	\$ 5,500
Case management Sessions-Complete/Consecutive	After month 12	\$ 100	\$ 5,600
Peer Mentoring-Complete/Consecutive	After month 12	\$ 200	\$ 5,800

Support (soft) services

Case Management

EIP participants will be assigned a success coach with SCDJFS/provider to provide services to maintain and enhance employment. The case manager will provide outreach, engagement, job coaching, job readiness/retention and barrier removal.

Financial Literacy

EIP participants will work with financial literacy partners to navigate household budgeting, financial planning, debt removal to maintain and advance in employment and self-sufficiency.

Participation is mandatory to be eligible for the EIP benefits and incentives.

Supportive Hard Services

Participants may directly access car repairs, work supports, rental and utility assistance and other supportive services listed in the Employment Incentive Program Plan when the need for the service is identified and coordinated by EIP provider.

Work support services will be made available through a direct referral process with SCDJFS providers. EIP participants will have to adhere to the program guidelines defined by the provider for the Employment Incentive Program Plan supportive services.