

WOOD COUNTY PREVENTION/RETENTION/CONTINGENCY COUNTY PLAN

The Prevention, Retention, and Contingency (PRC) program is designed to assist families in overcoming immediate barriers that prevent the achievement of self-sufficiency by promoting work and personal responsibility. The program is funded from the Title IV-A federal block grant, Temporary Assistance for Needy Families (TANF).

USE OF FUNDS

The PRC program provides flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to obtain and keep employment and improve their economic circumstances.

Counties must use the available funds for eligible, needy families with a child and the use of PRC funds must be to meet one of the four purposes of TANF (Reference 45 CFR 260.20), which are:

1. To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives;
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
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; and,
4. Encourage the formation and maintenance of two-parent families.

AUTHORITY: OHIO REVISED CODE

Section 5108.02

"There is hereby established the Prevention, Retention, and Contingency program. The Department of Job and Family Services shall administer the program, as long as federal funds are provided for the program, in accordance with Title IV-A, federal regulations, state law, and the State Title IV-A plan submitted to the United States Secretary of Health and Human Services under Section 5101.80, and amendments to the plan."

Section 5108.04

"Each county department of job and family services shall adopt a written statement of policies governing the Prevention, Retention and Contingency program for the county."

WOOD COUNTY PRC POLICIES

I. EMERGENCY ASSISTANCE

The following types of benefits listed in Section I are provided under TANF purpose 1 and are intended to meet a contingency, a need which if not satisfied may threaten the health, safety or well-being of one or more family members, and to provide assistance to needy families so that children may be cared for in their own home: Housing/Shelter Expenses, Utility Expenses and the Special Programs: K-12 Fitted for Success. The Employment Services in Section I including vehicle repair, towing and child care reimbursement are provided under TANF Purpose 2 and are intended to promote job preparation and for retention of employment.

A. Eligibility

Eligibility for PRC is dependent upon the PRC assistance group's (AG's) demonstration and verification of the emergent need, the need for financial assistance and/or services and determination that provision of PRC will satisfy the emergent need. The goal in issuing the PRC benefit is that the resulting assistance or service will assist the family in maintaining the greatest degree of self-sufficiency by helping them overcome immediate

barriers to achieving or maintaining self-sufficiency and personal responsibility. All community resources must be used first for any need before PRC assistance will be available. Immediate needs and whether the PRC Program can be of benefit in preventing the need for ongoing public assistance will be determined by the Wood County Department of Job and Family Services.

The WCDJFS must inform applicants about other programs (i.e., Medicaid and SNAP) and their county conference and state hearing rights. Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of PRC, community may be defined to include areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program, benefit or support system, which may reduce or eliminate the presenting need.

Applicants must complete the Prevention, Retention, and Contingency program (PRC) application to request PRC. An application is valid for ten calendar days beginning the date it is submitted and date stamped or scanned into the electronic documents system, unless otherwise specified. Any requests following that ten-day period will be considered new applications. At the time of application, WCDJFS and any contracted providers, in accordance with Section 329.051 of the Revised Code, will make a voter registration application available to the PRC applicant(s).

For the PRC AG to be found eligible, their income must be at or below 200% of the federal poverty guidelines (updated annually). PRC monies and services issued by other counties in the state shall be counted toward the Wood County caps and periods of eligibility to begin from the date the PRC reporting tool indicates PRC was last issued.

Once eligibility for PRC is established, a voucher (unless otherwise noted) will be authorized to generate payment for the assistance, goods and/or services. Vouchers will be issued directly to the AG to ensure their needs are met as quickly as possible or mailed to the vendor for back rent and utility assistance. The AG must sign the voucher once the vendor has provided the authorized goods or services (excluding back rent/mortgage and utility assistance). All PRC payments are made by the Wood Co DJFS to the vendor (except in programs that offer reimbursement to applicants). The county must ensure that its policies meet all auditing requirements.

If it is determined that an application for PRC is approved, the Wood County DJFS shall mail or otherwise deliver the "Notice of Approval of Your Application for Assistance." If it is determined that an Application for PRC is denied, the Wood County JFS shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of Your Application for Assistance."

B. Required Verifications

The AG must provide the following documentation:

1. Verification of residence in Wood County.
2. Documentation of United States citizenship or qualified alien status for each individual in the AG.
3. Documentation of resources for all AG members.
4. Documentation of income to include the past thirty day's income if it is representative of income projected for the next thirty days. If pay stubs are not representative of projected income, an employer's statement, self-employment records or award letters must be provided.
5. Verification of the current household composition.
6. Documentation of pregnancy for an AG composed of only the pregnant applicant
7. Any verification specifically related to the type of PRC assistance needed. See F. Scope of Services.

C. Assistance Group Composition, Citizenship, and Residency

A PRC applicant must be at least 18 years old. The applicant must be the parent, specified relative, legal guardian or legal custodian of a minor child who resides in the same home or pregnant, as verified by medical professional. Per OWF rules Section 5101.1, a minor is either an individual who has not attained age eighteen or an individual who has not attained age nineteen and is a full-time student in a secondary school or in the equivalent level of vocational and technical training.

The assistance group (AG) shall only consist of individuals residing in the same household at the time of

application. These individuals include:

1. The applicant.
2. Any minor child in the legal or physical custody of the applicant and/or any minor stepchild of the applicant.
3. The applicant's spouse (legally married) and/or biological or adoptive parent of a minor child included in the AG and/or any other legal custodian of a minor child included in the AG.

Any other individuals not meeting the definitions listed above, including adult children/stepchildren of the applicant, will not be included in the AG.

In order to qualify for PRC benefits and services, at least one member of the AG must be a citizen of the United States or a qualified alien as defined in OAC rule 5101:1-2-30. Any benefit/service will be prorated over the number of citizens/qualified aliens in the AG.

Applicants for PRC must reside in Wood County and must live in an independent living arrangement. PRC assistance cannot be issued to persons living in a medical or public institution.

Migrant families may be eligible for PRC while residing in Wood County. An intact family separated by distance (i.e., one parent and/or children live in another state while the other parent and child/children are following the migrant stream and living in Wood County) must meet the following criteria: if the family members in the other state are living in homestead property owned by them, they are not considered temporarily absent. Rather those family members working in Wood County are considered temporarily absent from their own state and there would be no PRC eligibility in Wood County.

D. Income and Resources

All income, earned and unearned, which will be received by any member of the PRC AG during the thirty-day budget period will be considered when determining financial need except for the gross earnings of a minor child as defined under OAC 5101:1-23-20 and any income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility as defined in OAC 5101:1-24-20. The thirty-day period begins on the date of application and ends twenty-nine calendar days later. The anticipated income, to be received during this period, is used in the computation of financial eligibility. Child support and alimony paid by the AG will be deducted from gross income if verified by the CSEA or through pay stubs or employer records.

Written or verbal verification of income is required but any verification, which is obtained verbally, must be clearly documented in the PRC AG record with 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 agency representative who obtained the verification.

PRC assistance groups must utilize all liquid assets they have available to them, except \$500, to meet their emergent need. Liquid assets include resources, which are in cash or payable in cash upon demand. (i.e., cash, savings accounts, checking accounts, funds stored in cash app, stocks, bonds, mutual funds etc.) Investments are counted toward the \$500 asset limit unless they cannot be liquidated during the ten-day application period. The investment company or broker must document this.

Gross Self-Employment Earnings means the total profit from a business enterprise. The total profit from the self-employment business enterprise is determined by deducting the self-employment expenses (the business expenses directly related to producing the goods or services) from the gross receipts. Personal, depreciation and/or entertainment expenses are not allowable deductions.

The gross amount of the PRC AG's countable income will be totaled and compared to the amount, which is 200% of the Federal Poverty Guidelines (FPG) for the PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG for the applicable PRC AG size, the PRC AG meets the income requirement.

E. Ineligibility

Applicants who are not eligible include:

1. Families who have fraudulently received benefits and services have an outstanding unpaid balance

and/or intentional program violation under the OWF and PRC programs until repayment occurs in full (Reference ORC Section 5101.83 and OAC 5101:1-23-75). See also Section H of this plan.

2. Families in which an AG member is currently on strike.

F. Scope of Services

PRC does not pay for repairs made or services provided prior to a PRC application being completed by the AG and prior to the issuance of an assistance voucher. If a non-AG adult already resides with or plans to move into the residence with the AG, the non-AG adult must pay half of the needed Housing-expenses. The non-AG is not required to share in the Utility expenses or the Employment Services expenses.

HOUSING/SHELTER EXPENSES

1. Housing Expenses

PRC assistance may be provided once within a one-year period for rental assistance.

Assistance may be provided with up to four months of rent to prevent eviction or up to four months of principal and interest payments to prevent foreclosure or a first month of rent and security deposit for homeless/qualifying assistance groups at one time. An applicant who is homeless due to domestic violence may receive up to two months of rent in addition to a security deposit. A past due rent or mortgage payment may be made for a current month of rent if the payment is past the due date listed on the lease or mortgage contract/agreement.

For back rent or mortgage assistance, the property owner or mortgage company must provide written notice of the intent to evict or foreclose for failure to pay the rent or mortgage. If a national, state or local eviction or foreclosure moratorium is in place due to an emergency declaration, this requirement will be waived.

For the first month of rent and security deposit, an AG must be considered homeless or meet a condition concerning the environment of the home specified below.

Homelessness for rent/deposit assistance can be verified with the following conditions:

- The AG household is living in a shelter situation within Wood County. Assistance may also be provided if the AG is living in a shelter situation outside of Wood County and can verify that their last established residence was in Wood County. A shelter situation includes established homeless and domestic violence shelters and/or temporary or transitional housing provided by a social service agency or faith-based organization. The stay in a shelter or temporary/transitional housing must have occurred within the last 90 days.
- The AG's landlord/mortgage company has issued a court ordered eviction/foreclosure.
- The AG was court evicted or foreclosed upon in the last 90 days and can provide documentation.
- The AG applicant is listed on a court summons or order to evict even if not listed on the lease.
- Domestic violence has caused the AG to need to move from their home in Wood County due to safety concerns, and a domestic violence advocate, law enforcement, or court of jurisdiction confirms the need for housing assistance.
- A physician confirms that an AG member can no longer live in the present home and needs to find a residence that can accommodate the medical need (Example: need of an accessible bathroom).
- The AG is living in another person's residence and the landlord confirms that the AG's presence is in violation of the resident's lease.
- Wood County Children's Services, the Wood County Health Department or a local police or fire department located within Wood County have declared the AG's present residence an unsafe environment.
- If the applicant cannot provide documentation of any of the above situations, the applicant may self-attest that their assistance group is currently homeless and provide the following documentation: proof that their last address was in Wood County and that they were the individual renting or buying the home or verification that an adult AG member has obtained employment or is currently employed in Wood County.

The 200% FPG eligibility criteria applies to all of these conditions.

Costs with which PRC cannot assist include late fees, deposits and fees required by the property owner for pets, rent for a separate garage (unless a physician documents medical need for an AG member) and

temporary motel charges.

Assistance for rent and/or deposit in a motel can be issued if the following conditions exist: a signed lease; established permanent residency there; access to cooking and refrigeration appliances; and adequate space not exceeding the Wood County Health Department's standards for overcrowding.

Assistance is limited to the actual month of payment of the rent or mortgage payment not to exceed \$1,500 per each month. The maximum assistance for a deposit is \$1,500. Property owners and mortgage companies accepting a voucher must agree not to evict/foreclose on the AG for thirty days from the date the voucher is issued.

One credit check report will be paid for adults in the AG when a potential property owner requires it. The property owner must provide a copy of the credit check report to WCDJFS before payment will be made. The maximum that can be paid is \$50 per adult AG member. This assistance will not be counted toward the rent or deposit cap but can only be provided once per the one-year period.

2. Utility Expenses

PRC assistance may be provided once within a one-year period for utility assistance.

Assistance may be provided for the payment of past due utilities, currently due utilities, utility deposits and/or delivery of a heating source for the applicant's current residence. An eligible AG may receive up to \$1,000 to pay for gas, propane, fuel oil or other heating source, electric and/or water/sewer or other sources of fuel. The amount may be spread over several utilities according to the applicant's request.

Applicants must provide verification that they have applied for the Winter Crisis Program also known as the Emergency Home Energy Assistance Program (EHEAP) between November 1 and March 31. Applicants must submit a copy of the receipt of grant or denial letter to be considered for PRC eligibility. Applicants for assistance with a water bill only will not need to provide this verification.

The utility account must be in the name of an adult assistance group member. PRC may only pay the current account balance listed on the bill submitted with the application. Credits will not be issued.

Back utility bills from a previous residence may be paid if the applicant needs to pay off the balance to obtain service from this same utility company in their name at a new residence. If applicants have a disconnection notice and need more than the maximum assistance available to avoid disconnect, the applicants must either pay the amount that exceeds the maximum PRC assistance or must receive assistance from another source to pay this amount prior to the issuance of a voucher.

EMPLOYMENT SERVICES

3. Vehicle Repair

An adult AG member:

- May receive vehicle repairs more than once in a one-year period but the aggregate of all vehicle repairs cannot exceed \$3,000 during a one-year period.
- Must be employed, have verification of a job offer with employment to begin within seven days or be attending required work activities as assigned by WCDJFS and that lead to employment.
- Assistance may also be provided for applicants who not employed or participating in work activities and are currently receiving shelter and/or advocacy services from a local domestic violence organization.
- Must have valid driver's license and proof of insurance for the vehicle to be repaired.
- Must provide written verification that the vehicle title and current registration is in the name of a member of the applicant assistance group.
- If vehicle is leased, proof that applicant is the lessee, the length of time remaining on the lease and proof that repairs to the car are the lessee's responsibility must be provided.
- Must provide a written estimate from a recognized vendor who has inspected the vehicle for the

purpose of providing an estimate of the repair costs to include a statement that the repair will make the vehicle operable.

The AG may only own up to two vehicles, listed in any adult AG member's name, if both are employed or attending required work activities. The AG may only own one vehicle if only one adult AG member is employed or attending required work activities. The AG must verify that any additional vehicles currently registered with the Ohio Bureau of Motor Vehicles no longer belong to the AG or are inoperable as verified by a certified mechanic.

The repair must be for essential mechanical or structural components that enable a vehicle to operate safely and cannot be solely cosmetic to improve the appearance of a vehicle. Repairs needed for damages due to motor vehicle accidents and/or vandalism are not covered. Up to two vehicles may be repaired if there are two adult AG members and each requires transportation for employment/work activity related needs.

4. Towing

Up to \$250 total in a one-year period may be provided and this may include more than one tow. Towing follows the above vehicle repair requirements.

5. Child Care Reimbursement Program

The purpose of this program is to assist families who do not qualify for publicly funded child care (PFCC) with the high costs of quality child care so they can maintain employment and able to meet other basic needs. This includes kinship caregivers who are employed and are over income for PFCC.

The program will operate as a pilot program from October 1, 2023 through September 30, 2024, or until funds are exhausted or the program is terminated by the county director; whichever comes first. Potential applicants will be selected from caretakers who have applied for PFCC and have received a denial due to the assistance group's gross monthly income exceeding the current FPL standard for PFCC. Denials for other reasons will not be considered.

Reimbursement of child care services may be made monthly for up to twelve consecutive months or until the program ends. A maximum of \$500 per month per child may be reimbursed. Reimbursement will be made only for care used through state licensed child care providers. Care may only be reimbursed for a minor child who is under age thirteen at the time of the application and then only until the child turns thirteen or for a minor child who is under the age of eighteen at the time of application and meets the definition of special needs pursuant to rule 5101:2-16-01 of the Administrative Code and then only until the child turns eighteen.

The assistance group (AG) shall consist of the applicant/caretaker of child(ren), any additional adult who resides in the home and is a caretaker for the child(ren) as determined by the county agency and all minor children in the care of the applicant who reside in the same household at the time of the application. Each child in the AG for whom the applicant is requesting assistance must be a citizen of the United States or a qualified alien as defined in rule 5101:2-30 of the Administrative Code and must have or have applied for a social security number.

The applicant and any other caretakers in the household must be employed or self-employed at the time of the application and must remain employed or self-employed for reimbursement to be made. The income of the AG shall not exceed 200% of the Federal Poverty Level. Countable income is defined in Section I. D. of this plan. No resources or liquid assets of the assistance group shall be used in determining eligibility. An AG shall be ineligible if either situation of Section I. E. of this plan exists.

The applicant must submit the following verifications:

1. Residence in Wood County by self-attestation on the application.
2. Proof of United States citizenship or qualified alien status and social security cards or proof of application for a social security number for each child for whom care is to be reimbursed.
3. Denial for PFCC due to exceeding the income limits.
4. Verification of employment and/or self-employment for all caretakers in the home.

5. Documentation of the AG's income, if any, to include the past thirty day's income if it is representative of income projected for the next thirty days.
6. Name, address and phone number of the state licensed child care provider.

If it is determined that an application for PRC is approved, the Wood County DJFS shall mail or otherwise deliver the ODJFS 4074 "Notice of Approval of Your Application for Assistance." If it is determined that an Application for PRC is denied, the Wood County JFS shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of Your Application for Assistance."

Once eligibility for PRC is established, the agency may reimburse the applicant/caretaker for the cost of child care services. The caretaker must submit the following for reimbursement: a monthly reimbursement form signed by all caretakers which includes a self-attestation that all caretakers are still employed or self-employed and the name of the employer if applicable. Receipt(s) of payments to the provider for that month must be attached. Reimbursement must be requested by the 30th day of the month following the month in which care was provided and cannot exceed the amount paid per child. Failure to submit reimbursement documentation timely shall result in a denial of reimbursement and will not extend the eligibility period.

The AG shall inform the county agency within ten days if one of the caregivers is no longer employed or self-employed, if there has been a change in household composition or if there is a change in income which causes the AG to exceed 200% of the FPL. If any caretaker becomes unemployed or terminates self-employment without obtaining new employment within 10 days, the children are no longer in the home or exceed the age limits or the AG's income exceeds 200% of the FPL, a notice of termination of services through the ODJFS 4065 "Prior Notice to Right of a State Hearing" will be sent proposing to terminate assistance. The ODJFS 4065 will also be sent at least fifteen days prior to the end of the twelve-month eligibility period or the end of the program.

Caretakers who fail to report changes affecting eligibility may be subject to an overpayment or fraudulent claim as described in Section I. H. of this plan.

Should funds allocated for this program be exhausted, the program shall end, and no additional reimbursements shall be made including reimbursement requests submitted to the agency but not yet paid.

SPECIAL PROGRAM

6. K-12 Fitted for Success Program

This program shall be available based upon funding budgeted annually. Applications may become available May 1 of each year and will be accepted through September 30 of each year or until the number of slots in each grade level is reached. Number of slots will be determined by budget and requests for assistance in previous program years.

This program assists an AG with children living in their household who will be attending kindergarten through 12th grade during the upcoming school year.

The income of the AG shall not exceed 200% of the Federal Poverty Level. Countable income is defined in Section I. D. of this plan. No resources or liquid assets of the assistance group shall be used in determining eligibility. An AG shall be ineligible if either situation of Section I. E. of this plan exists.

The applicant must submit the following verifications:

1. Residence in Wood County by self-attestation on the application.
2. Proof of United States citizenship or qualified alien status and social security cards or proof of application for a social security number for each child for whom assistance is requested.
3. Documentation of the AG's income, if any, to include the past thirty day's income if it is representative of income projected for the next thirty days.

An eligibility determination must be made within thirty calendar days of receipt of a signed and dated application instead of the usual ten calendar days.

The types of assistance provided will be determined based on the needs of children in grades K-12 each year. Items provided include backpack pre-filled with grade level-appropriate supplies, hygiene kits, assistance with the purchase of shoes and socks and other winter clothing items per each eligible child. Maximum assistance will be based on the cost of items provided by each vendor at the time of the program with an overall limit of \$500 per child. This program will only operate if funding is available as determined by the agency director on an annual basis.

G. Non-Custodial Parent

The non-custodial parent residing in Wood County may be eligible for vehicle and towing expenses as defined in Scope of Services (Section F). The applicant must meet all PRC eligibility criteria as defined in Section I of this plan and Section I. F 3 And 4 and have a non-custodial child residing in Ohio who is receiving OWF cash assistance or Medicaid; is employed or actively participating WCDJFS assigned Work Activities for SNAP Employment and Training; and is cooperating with child support enforcement. The non-custodial parent's household will be the applicant plus all children for whom the applicant has already established child support responsibility or is in the process of establishing responsibility through the Child Support Enforcement Agency.

H. Fraudulent Assistance, Overpayments and Collections

Pursuant to ORC 5101.83 and 5101:1-23-75 of the OAC, PRC benefits and services may not be provided to a family that has an outstanding fraudulent overpayment or intentional program violation under the OWF and PRC programs. The agency will establish and pursue collections of any claim(s) against a family believed to have received PRC benefits and/or services to which they were not entitled including those caused by intentional misrepresentation of the household's situation resulting in an intentional program violation, inadvertent household errors and agency errors.

II. NON-EMERGENCY PRC PROGRAMS

The following programs and services may follow the eligibility process described in Section I unless otherwise noted.

1. Ohio Works First (OWF) Transportation Services

This service is provided under TANF Purposes 1 and 2 to enable families to provide financial support for their children and to end the dependence on government benefits by promoting job preparation and self-sufficiency.

This program is only for OWF applicants or recipients who have signed the OWF Self-sufficiency contract and have been assigned to attend the Job Find program, the Work Experience Program and/or employment. One of the following services may be provided:

- 1) Gasoline cards to reimburse transportation costs for participants who have access to a vehicle.
Or
- 2) Transportation service through an agency contracted transit service provider for participants who do not have access to a vehicle or who cannot legally or physically drive.

Assistance may only be provided if funds and/or a contracted provider are available.

The PRC transportation application will be completed following the signing of the OWF Self-sufficiency contract and will remain valid until the applicant is approved or denied for OWF. Unless waived, all PRC rules from Section I. will apply to this program. The requirement to utilize all liquid assets available is waived. Applicants do not have to have legal custody of the child in the home but must meet the living arrangement requirements for OWF as described in OAC 5101:1-3-03. The assistance group will consist of the standard filing unit for OWF.

Applicants who fail to participate as required by their OWF Self-sufficiency contract will not be able to receive any additional transportation assistance following the failure until they come into compliance with the OWF self-sufficiency contract and the sanction period has ended.

The applicant may only receive one of the following services for while applying for and in receipt of OWF.

Gasoline Reimbursement: Eligible applicants must attend the first day of their assignment before approval. Prior to approval, applicants must submit a receipt from a gasoline station showing a purchase of gasoline either on or after the date of the completion of the OWF Self-Sufficiency contract. Gasoline cards will then be issued in increments of \$10.00 for each \$10.00 the applicant initially spent of their own funds. A maximum of \$100 per assistance group may be issued during a one-year period. To receive gasoline cards up to the \$100 maximum, the applicant must provide receipts showing that each gasoline card already issued has been spent. Card balances may also be tracked by the agency through the vendor to ensure that funds are spent or are cancelled and returned to the agency. The issued gasoline cards will only be able to purchase gasoline. Lost, stolen or damaged cards will not be replaced.

Once the OWF Applicant is approved for OWF, assistance with gasoline cards will end and the participant will be issued an ongoing work allowance through the statewide eligibility system to reimburse transportation costs for required participation.

Agency Arranged Transportation: Services will be scheduled by the agency and arranged through the agency contracted provider. Services will be provided only for the participant to and from required activities listed in the OWF Self-sufficiency contract. If the participant obtains access to a vehicle and has been approved for OWF, PRC services will end and an ongoing work allowance through the statewide eligibility system to reimburse transportation costs for required participation will be issued. Services shall not exceed four consecutive months.

2. Adult Employment and Training Program

This service is provided under TANF Purposes 1 and 2 to enable families to provide financial support for their children by promoting job preparation and job retention.

Funds will be issued to establish an Adult Employment and Training Program for those 25 and older to develop the workforce of Wood County and to help meet basic needs. Applicant must meet assistance group composition, citizenship, residency and income standards defined in Section I.

Scope of Services

Employability Assessments and Case Management: The program may cover the costs of any needed employability assessments and case management to determine which services may be provided.

On the Job Training: applicants may be eligible for this subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers who participate in the program will be reimbursed up to 50% of the eligible trainee's wage for a six-month period or up to a cap of \$8,000 whichever comes first. Wages covered include regular wages not overtime or time and a half.

Employment Services: Limit \$500 per 12 months

- Purchase of clothing or uniforms for work.
- Purchase of safety equipment such as safety shoes and glasses.
- Purchase of special tools and/or equipment required for employment.
- Suitable attire for job interviews.

Training Services for a demand occupation: Limit up to \$7,500 per training program and no more than 1 training program in a twelve-month period. The training program needs to be completed in a nine-month period or less.

- Tuition
- Fees
- Books/supplies/uniforms
- Testing for state licenses, board certifications, and commercial driver's license.

Individuals who drop out or fail to complete the approved program may not be eligible for additional funds. Costs related to exam, certificate or permit retakes will not be allowed.

Transportation Services: Assistance may be provided to eligible participants with reimbursement for

transportation expenses directly related to employment or training through gasoline cards, work allowances to cover costs of public transportation or service through an agency contracted transit service. Assistance will be based on the need of the participant.

3. Youth Employment and Training Program

This service is provided under TANF Purpose 2 to promote job preparation for youth to end dependence on government benefits for the future workforce.

Eligibility: The Youth Employment Program shall only serve persons from a TANF-eligible family. The types of persons that may be served are:

Youth ages 11-17, if the youth is a minor child in a needy family and is in school (youth may be 18 if they are a full-time student in a secondary school);

Youth ages 18-24, if they are in a needy family that also has a minor child; or

Youth ages 18-24 that have a minor child and are considered needy.

The youth served may be non-custodial parents if they are considered "needy" and have a minor child. "Needy" is not specifically defined by state or federal regulation but may be no greater than income at 200% of the federal poverty level.

Minor Child and *Families* are defined in federal and state regulations. *Minor child* means an individual who: (1) Has not attained 18 years of age; or (2) Has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training). *Families* are defined by federal regulation and state law as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lives in the state, but does not reside with his/her minor child(ren).

Serving Youth in Foster Care: Youth in the temporary or permanent custody of a Public Children Services Agency (PCSA) who are placed in a licensed foster care setting, that are between the ages of 14 to 17 years of age or 18 years of age if they are a full time student in a secondary school may be served under the Youth Employment Program.

Youth employment and training services will include but will not be limited to:

- Career exploration
- Tutoring and study skills training
- Pre-apprenticeship opportunities
- Pre-employment, work maturity skills and occupational skills training
- Summer work experience opportunities
- Leadership development
- Adult mentoring
- Guidance and counseling to include dropout prevention
- Supportive Services
- Follow-up services for at least one year
- Summer Manufacturing Camp for youth ages 11-14

III. PRC OUTREACH AND COMMUNITY RESOURCES

Under PRC, outreach will be conducted to potentially PRC eligible families who apply for Supplemental Food Assistance Nutrition Program through the agency and who receive screening or services from the WCDJFS Children's Services. Information on available PRC services and programs provided under all four TANF purposes will be provided.

Referrals may also be made to other community agencies and resources will be made for counseling, medical needs, family planning, short-term education expenses and budget counseling. Referrals for other needs will be made to community agencies based on the availability of resources available to meet the need.

Community outreach may also be conducted to inform a general or targeted population about community needs and services available through the use of billboards, print, and broadcast media and other general community awareness activities.

IV. DOMESTIC VIOLENCE SERVICES

Services in this section are provided under TANF purpose 1 and are intended to preserve the family as a unit and prevent unnecessary placement of the children in alternate living arrangement.

This program may provide reimbursement for shelter services for an eligible assistance group to a local domestic violence service provider/shelter with whom the agency has a current contract. Reimbursement may only be provided for up to ninety days per twelve-month period starting with the date of application for an AG residing in the shelter and may only be used for basic daily operating costs associated with providing services for the AG members and not provided to the family in the form of any financial payment.

The provider will refer potentially eligible assistance groups to WCDJFS to complete a PRC application. The monthly gross income level for eligibility is 200% of the current Federal Poverty Guidelines. The income of the AG shall not exceed 200% of the Federal Poverty Level. Countable income is defined in Section I. D. of this plan. No resources or liquid assets of the assistance group shall be used in determining eligibility. An AG shall be ineligible if either situation of Section I. E. of this plan exists.

The applicant must submit the following verifications:

1. Residence in Wood County by self-attestation on the application.
2. Proof of United States citizenship or qualified alien status and social security cards or proof of application for a social security number for each assistance group member
3. Documentation of the AG's income, if any, to include the past thirty day's income if it is representative of income projected for the next thirty days.

An eligibility determination must be made within thirty calendar days of receipt of a signed and dated application instead of the usual ten calendar days.

Eligible assistance groups and the contracted provider will be notified of approval or denial for reimbursement of services. The service provider will notify the agency if the AG is no longer receiving shelter services and reimbursement will be terminated. A new application will be required for reimbursement for services for an AG who was determined eligible for reimbursement in a previous twelve-month period. Services provided by the shelter are not contingent based on approval or denial or PRC assistance.

This program may be ended at any time based upon funding or by termination of the contract by either the provider or WCDJFS.

V. FAMILY PRESERVATION AND REUNIFICATION SERVICES

Services in this section are provided under TANF purposes 1 and 4 and are intended to preserve the family as a unit and prevent unnecessary placement of the children in alternate living arrangement.

Per ORC section 5153.165, if the PCSA determines that a child could remain safely with, or be safely returned to the family, the agency may provide PRC payments or services necessary to prevent the removal of the child from the home or to permit the child's return to the home.

FAMILY PRESERVATION AND REUNIFICATION INDIRECT / SOFT SERVICES

1. Any benefit or service that does not have a direct cash value to PRC applicant is an indirect/soft service.

Indirect/soft services:

- a. May be provided on an ongoing basis
- b. Costs may also include SSRMS expenses for staff while providing these services
- c. Have no caps or limits due to the benefit or service not having direct financial value
- d. Can be provided to prevent child abuse and neglect, promote family stability, and promote family reunification

- e. Targeted populations include children at risk of abuse or neglect, kinship caregivers, and domestic violence victims and their children.

Eligibility for Child Welfare Soft Services includes the following conditions:

1. Protective Services unit shall determine eligibility
2. AG must be at or below 200% FPL
 - a. Self-declaration of income is allowable unless agency has written proof to the contrary.
 - b. Application shall be completed by custodial adult.
 - c. Use of Medicaid or SNAP shall also be acceptable verification of income.
3. For Preservation cases child/family
 - a. Must have an open Child Welfare investigation/assessment with the agency
 - b. Must be cooperating with the agency to remedy the concerns
4. For In-Home cases:
 - a. Child must reside with custodial parent or other adult relative caretaker, legal guardian, or legal custodian
 - b. Child must have case plan or service plan in place
 - c. Parent/Guardian/Custodian must be a Wood County resident or be caring for a child who has an open Wood County Child Welfare case.
5. For Custody cases, the AG must meet the "Temporary Absence" Rule 5101:1-3-04 if the child is out of the home. If the child has been out of the home longer than 45 days, a reunification plan must be in place to return the child within six months.

Definitions of Benefits or Services

Children Services Case Management- This includes making referrals, arranging for services, planning, supervising, and assessing results of services provided to families and children. This would include Adoption Services and Supports as well as Life Skills services and supports. Additional services home management instruction, parenting skills development, stress management, counseling, case management and tutoring. Services may also include classes or other educational opportunities for parents or potential parents who want to acquire the knowledge and skills to be effective in their parenting role.

Family Preservation Activities-This includes activities performed on behalf of a child and their family if there is not an in-home case or a custody case established. Activities include screening and assessment of needed services, providing program information and referral and linking of services such as family preservation services, domestic violence services, parenting training, and counseling.

Custody Case Management Activities-This includes activities related to family preservation to reunite a child with the child's family if a custody case has been established, a reunification plan is in place, and the child is expected to be reunified with the family within six months of placement. This includes making referrals to, arranging for services, planning, supervising, and assessing results of services provided to parents and children.

Non-Custody Case Management Activities-This includes activities related on behalf of a child and their family where an in home case is established, activities include: development and implementation of a regime of reasonable efforts which are undertaken to prevent the removal of the child into placement, and/or activities related to the development and implementation of a regime of services for an adopted child and/or the child's family which are undertaken to support the maintenance of the adoption and/or prevent the disruption of the adoption. Such activities include supporting the management of care or serves referral to, or arranging for, care of services; planning or supervising care or services; supporting access to care or services; assessing results or care or services and performing a case assessment.

Intensive Home-Based Services-Home based services would include services provided to children and families in their own homes. The service is multi-faceted, immediate, intense, family-oriented, and generally time limited. Home Based Services also include direct (face to face) education and counseling, referral and

linkage to other community services and case management. Intensive Home-Based Services includes having contact with the family multiple times per week to front-load services and support to prevent potential out of home placement. This does not include in-home therapeutic services covered by Medicaid or other Federal Funding sources.

Kinship Care Services-This includes activities related to supporting kinship caregivers to maintain children in the kinship caregivers' home. This includes making referrals to, arranging for services, planning, supervising, and assessing results of services provided to kinship caregivers and children.

Parent Education Services-Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This would not include Parent Education Services covered by Medicaid.

Post Adoption Finalization Services- "Post-finalization services" or post-finalization adoption services" means services provided or arranged by the PCSA to support, maintain and assist an adopted child or adoptive family any time after finalization of an adoption. This includes making referrals to, arranging for services, planning, supervising, and assessing results of services provided to adoptive parents and children to prevent disruption of the Adoption. This would not include items or services covered by PASS.

Child Welfare Services not eligible for PRC payments:

1. Foster Care and Out-Of-Home maintenance payments or any payment whereby IV-E reimbursement is requested
2. Juvenile justice services, fines or restitution payments
3. Services available through other federal funding sources (IV-E, WIOA, Chaffee, Medicaid, etc.)
4. Medical services, except for those services allowable under Ohio's 1996 IV-A plan.
5. Child Care costs if the AG is receiving subsidized child care assistance

Supplanting:

Funds are not to be used to supplant spending in the areas of Foster Care or Adoption Assistance under Title IV-E of the Social Security Act.

VII. DISASTER PLANS

Services in Section V are provided under TANF Purposes 1 and 2 with the intention to provide a safe and healthy environment for children and families in a disaster situation and provide employment assistance to needy parents.

A. TANF-PRC Disaster Plan

This program may become available in the event that the Governor of Ohio declares Wood County to be in a state of emergency through an official Governor's declaration. Funds will only be available during the period of time set forth by the Governor's office or the Ohio Department of Job and Family Services. Funds are available on a first come- first served basis.

Unless waived, all PRC rules from Section I. will apply to this program. The waived rules are Section I. (A) (1-4) concerning sanctions and work requirements and the asset requirement. The AG must have been adversely affected by the emergency condition. Any available insurance coverage and any other funds such as FEMA grants must be utilized prior to any issuance of PRC. The AG must provide verification that their need was due to the disaster from a Police or Fire Department, insurance company statement, Emergency Management Agency or other third party deemed acceptable by the WCDJFS director. Receipt or approval for PRC Disaster Assistance for the same dwelling by another person disqualifies the applicant for this program.

1. Services

The maximum amount of assistance available for the aggregate of services for each AG is \$1,500.

The applicant must verify homeownership for each service unless noted. This assistance will not count toward

the caps or time periods set for services for any non-disaster related PRC. A voucher will be issued directly to the vendor for approved services. Payment will not be made to the applicant to reimburse any costs already paid by the applicant or to the vendor for services already rendered.

a. Home Repair

The repairs must be for the basic structure of the home such as walls, roofing, flooring, plumbing etc. The applicant must provide two written estimates from a recognized business.

b. Appliance/Furnace Repair/Replacement

Allowable appliances include a refrigerator or stove/oven. The applicant must provide one written estimate from a recognized business.

c. Tree Removal

Tree removal will only be provided for downed trees/branches that are located on the applicant's property. The applicant must provide two written estimates from a recognized business.

d. Emergency Housing

Applicants who were renting a residence at the time of the disaster and are unable to return to that residence due to the disaster may receive assistance with a first month's rent and deposit. All requirements under Section I. (F) (1) of the PRC plan apply.

For homeowners, temporary housing may be provided for up to 30 days at a motel/hotel or other rental unit if their home has been declared uninhabitable. They must provide documentation that the AG will be able to return to the home after repairs are completed.

B. Adult Non-TANF Disaster Assistance

This program may become available in the event that the Governor of Ohio declares Wood County to be in a state of emergency through an official Governor's declaration and general revenue funds are made available. Funds will only be available during the period of time set forth by the Governor's office or the Ohio Department of Job and Family Services. Funds are available on a first come- first served basis.

Applicants must be age 55 or older or must be disabled. For this program, a "disabled" applicant is someone who receives a disability benefit payment such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc. Applicants must not have the legal custody of a minor child. Those with the legal custody of a minor child will be directed to apply for PRC Disaster assistance. This program will use the agency's PRC application with a specific notation that it is for Adult Disaster Assistance.

The applicant must have been adversely affected by the emergency condition. Any available insurance coverage and any other funds such as FEMA grants must be utilized prior to any issuance of any funds. The applicant must provide verification that their need was due to the disaster from a Police or Fire Department, insurance company statement, Emergency Management Agency or other third party deemed acceptable by the WCDJFS director. Receipt or approval for PRC Disaster Assistance for the same dwelling disqualifies the applicant for this program.

The gross income of all household members (excluding income earned by a minor child) will be used to determine income eligibility. Total gross income received in the last 30 days must be at or below 200% of the federal poverty guidelines. Income must be verified using the same criteria as Section I. (D) of the PRC plan. Household assets will not be counted.

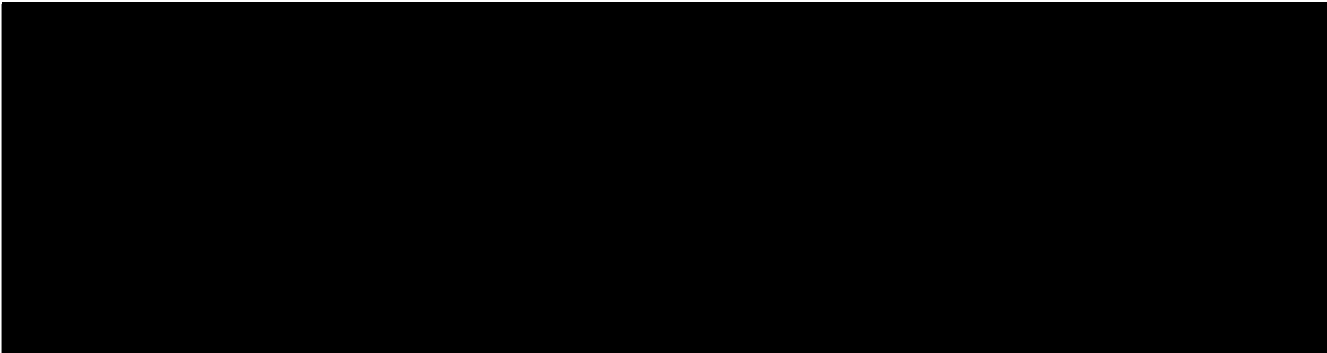
1. Services

The maximum amount of assistance available for the aggregate of services for household is \$750. The applicant must verify homeownership for each service unless noted. A voucher will be issued directly to the vendor for approved services. Payment will not be made to the applicant to reimburse any costs already paid by the applicant or to the vendor for services already rendered.

- a. Home Repair
The repairs must be for the basic structure of the home such as walls, roofing, flooring, plumbing etc. The applicant must provide two written estimates from a recognized business.
- b. Appliance/Furnace Repair/Replacement
Allowable appliances include a refrigerator or stove/oven. The applicant must provide one written estimate from a recognized business.
- c. Tree Removal
Tree removal will only be provided for downed trees/branches that are located on the applicant's property. The applicant must provide two written estimates from a recognized business.
- d. Emergency Housing
Applicants who were renting a residence at the time of the disaster and are unable to return to that residence due to the disaster may receive assistance with a first month's rent and deposit. For homeowners, temporary housing may be provided for up to 30 days at a motel/hotel or other rental unit if their home has been declared uninhabitable. They must provide documentation that the AG will be able to return to the home after repairs are completed

VI. SIGNATURE

The Wood County Department of Job and Family Services agrees to implement PRC County Plan #24 as written above.



PRC Scope of Contingency Services

Housing/Shelter Expenses

Item	# of times available	Cap
1. Past month's rent or mortgage payment	1 time per one-year period from date of approval	Up to four months of past due rent- maximum of \$1,500 per month; no late or other fees
2. First Month's Rent and/or Deposit for housing	1 time per one-year period from date of approval (must be done at same time as first month's rent)	\$1,500 for first month of rent/\$1,500 for deposit (DV survivors- \$3,000 for first two months/\$1,500 deposit)
3. Credit check	1 time per adult per one-year period from date of approval	\$50 per adult
4. Utilities (heat, electric, water, sewer)	1 time per one-year period from date of approval	\$1,000

Employment Services

Item	# of times available	Cap
Items 5-7 are for employment purposes only and are available over a one-year period from date of approval.		
5. Vehicle repairs	1 or more times until reaches cap	\$3,000
6. Towing	1 or more times until reaches cap	\$250
7. Child Care	For 12-month period or length of program	\$500 per month per child in care

Special Programs

8. OWF Applicant Gasoline Card	1 or more times in a one-year period from date of approval	\$100 (Only for those in Work Activities)
9. K-12 Fitted for Success	1 time per school year	Max of \$500 per child for total of items