HOLMES COUNTY COMMISSIONERS

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Resolution#07-17-23-7

A RESOLUTION APPROVING THE HOLMES COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES PREVENTION, RETENTION AND CONTINGENCY PLAN
Updated Revised July 2023

WHERAS, the Board of Holmes County Commissioners, have received the Holmes County Department of Job and Family Services—Prevention, Retention and Contingency Plan-updated July 2023;

WHEREAS, the Board of Holmes County Commissioners have reviewed the Plan; and

THEREFORE, BEIT RESOLVED, that the Board of Commissioners herby executes this Plan.

Mr. Eyler moved for the adoption of the above resolution.

Mr. Hall seconded the motion.

[redacted]

The preceding Resolution is a true and exact copy of a Resolution adopted during the regular business day of July 17, 2022 and is recorded in Commissioners Journal 54 under that date.

[redacted]

SECTION I

HOLMES COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES PREVENTION, RETENTION AND CONTINGENCY PLAN

Amendment

"Our Commitment"

All members of the Holmes County Community who come through our doors seeking help in meeting their personal responsibilities will receive a competent and caring response to their request for assistance. As customers of our services, they will be encouraged to develop their own vision of a better future as teams of supportive professionals will help them move successfully toward self-sufficiency.

The GOALS of the Prevention, Retention, and Contingency (PRC) Program are:

- To assist the family to self-sufficiency
- Prevent the family from reliance of ongoing cash assistance
- Divert the family from reliance on ongoing cash assistance and guide them to self-sufficiency by helping them through a presenting crisis
- Retain employment, and thereby achieve or continue self-sufficiency
- Provide for a presenting contingent need which, if not satisfied threatens the safety, health, or well-being of one or more of the assistance group members

Services provided to eligible customers to reach these goals are determined through the customer and the case manager as necessary to achieve self-sufficiency and/or preservation of the assistance group.

Assistance Group Composition

The Assistance Group" for PRC benefits and services is based on the family unit and its responsibility to support each other. All assistance groups must be made up of:

1) A minor child (ren) and at least one parent, caretaker relative, legal guardian or legal custodian, or other members of the household who may or may not be related to the minor child (and have lived in the home for at least 60 days) but who significantly enhance the family's ability to achieve self-sufficiency, or;
2) A minor child (ren) whose care and control and/or custody is with a government entity such as Juvenile Court or the Department of Job and Family Services, or;
3) A non-custodial parent with the responsibility to support a minor child, or;
4) A pregnant woman (in at least 6th month of pregnancy) or;
5) A parent with a child who has been "temporarily" removed from the household and where the parent is working towards the goal of reunification.

"Minor child" means either of the following: 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 or technical training.

"Non-custodial parent" means a parent of a minor child who does not live in the same household as the minor child but is a resident of Holmes County. Only non-custodial parents who have demonstrated efforts in the last 4 of 6 months (defined as ordered amount of support paid) to support a minor child is eligible for TANF services.

"Temporarily Absent" A family that has a child(ren) in the custody of children services who is "temporarily absent" (6 months or less) from the home, and have an active case plan for reunification, may qualify for PRC as long as they are cooperating with Children Services.

Eligibility and Application:

- At the time of application, the applicant must be a Holmes County resident.
- Must meet the criteria outlined in the assistance group composition.
- PRC AG's income for the last 30 days must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect unless stated differently in the program description. This guideline will be updated annually.

The total gross income, for both earned and unearned of all members of the PRC AG shall be counted except for gross earnings of a minor child as defined in Section 5101:1-24-20 of the Administrative Code. This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF).

The following income is income in which the AG member must perform some type of labor or service for pay. The following are examples of earned income that are included are:

Earned Income

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

The following earned income deductions are to be subtracted from the total gross income before comparing to the appropriate standard for PRC.

- Child Support Payments

The following are examples of unearned income that are INCLUDED:

Unearned Income

- Retirement, Survivors, Disability Insurance (RSDI) Benefits
- Alimony and child support
- Veteran Administration benefits
- Workers' Compensation benefits
- Lump-sum payments
- Unemployment benefits
- Pension and retirement benefits
- Strike benefits
- Investment income
- Rental income
- OWF Cash Assistance

The following unearned income is NOT included

- Supplemental Security Income (SSI Payments)
- Training Allowances

The following are additional types of income excluded as income and resources (per OAC 5101:24-20 in determining financial eligibility for PRC benefits and services:

A) Child support payment distributions made by the Ohio department of job and family services (ODJFS) pursuant to an 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001).

(B) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.

(C) Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.

(D) Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the veteran's administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the republic of Vietnam from February 28, 1961 through May 7, 1975.

- PRC is restricted to payments made to eligible households over a thirty (30) day period of eligibility. PRC applications received after a previous 30-day period of eligibility require a new determination of eligibility.
- Maximum payments for PRC approved items are $1200 per consecutive 12-month period per household. Funding received from enhanced TANF programs (i.e. gas card and or utility assistance) do not count towards maximum PRC payment amount.
- Applicant must be employed a minimum of 30 hours per week. (See **Exceptions for Enhanced Services**.)
- Vehicle repairs will be considered only when there are no other vehicles available the AG because it is their only vehicle or other available vehicles in the AG are needed for employment purposes.
- Gasoline vouchers will only be issued under PRC for AG's with new employment verifying the required 30 hours a week but are awaiting their first paycheck. (See **Exceptions for Enhanced Services**.)
- Eligibility will be determined on a case-by-case basis.
- If Holmes County is declared to be in a state of emergency by the Governor of Ohio, PRC funding may be used to provide for disaster related services.

During the COVID-19 2020 crisis, Holmes County JFS, will be accepting verbal self-attestation or electronic signatures to verify eligibility for all our PRC programs. An amendment for this procedure will be resubmitted once the COVID-19 crisis is over.

A **Retention "ADVANCE"** of maximum $1500.00 per 12 consecutive month's period may be issued by the Holmes County Department of Job and Family Services (HCDJFS) for directly related EMPLOYMENT retention needs. Applicant must have been employed at least 30 hours per week for the four weeks prior to application. Applicant

must (at time of application) be employed at least 30 hours per week. This advance requires the recipient household group to repay the advance within 12 months if the recipient does not remain employed for thirteen consecutive weeks from the date of issuance of the ADVANCE. If the recipient does remain employed for thirteen consecutive weeks following issuance of the ADVANCE, the HCDJFS Director or designee will waive the repayment requirement. **A repayment agreement must be signed prior to issuance of the Retention Advance.** A PRC household who fails or refuses to repay for repayment of an advance when required, shall be ineligible for PRC until the ADVANCE has been repaid.
(TANF Goals 1 & 2)

Applicants Ineligible for PRC

- Single childless individuals, childless couples, or households without a minor child as defined in the assistance group composition are ineligible for PRC.
- Individuals who are fugitive felons and/or probation/parole violators.
- A person who is not a U.S. citizen or a qualified alien.
- An Assistance Group with a member who has any outstanding OWF or TANF/PRC IPV's
- Overpayments for which a repayment plan has not been established or when the agreed upon repayment amounts have not been kept current.
- An Assistance Group with a member who has been found to have fraudulently misrepresented residence in order to obtain assistance in two or more states (ineligible for ten years);
- Individuals ineligible for other programs due to non-compliance with terms of their assistance, i.e. PRC applicants who are under a sanction or job quit in the OWF, Food Stamp, or applicants/households on PRC sanction in any other county.
- Families giving false or incorrect information.
- An unmarried, non-graduated parent under 18 years of age not attending high school or its equivalent.
- Because the PRC program is funded with federal Title IV-A block grant funds, no medical expenses for applicants are covered except pre-pregnancy family planning services.
- A PRC household who fails or refuses to repay or volunteer time for repayment of an advance shall be ineligible for PRC until the ADVANCE has been repaid.

Agency Requirements

- Eligibility will be determined within 10 business days unless periods may not be met due to unavoidable delays with receiving proper verifications. Eligibility will be determined on a case-by-case basis in consideration of the "presenting need" of the PRC AG.
- PRC applicants will be informed about applicable hearing rights and other available programs and community resources.
- Voter registration applications will be available to persons applying for or participating in the PRC program.
- If eligibility is established, an agency representative will authorize payment for assistance, goods and/or services. Actual payment may be done at a later date in accordance with procedures in place at HCDJFS.
- Appropriate information will be available for audit trail.
- Notice of approval or denial shall be issued to the assistance group at the time of determination of eligibility.

SECTION II
HCDJFS TANF Enhanced Services

TANF funds have been made available, in whole or in part, through federal funds under the Personal Responsibility and Work Opportunity Act of 1996, commonly known as Temporary Assistance for Needy Families (TANF). TANF services satisfy one or more of the overarching principles of the TANF program.

1) **To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;**

2) **To end dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage;**

3) **To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and**

4) **To encourage the formation and maintenance of two-parent families.**

In all cases, the goal of the TANF program is to promote self- sufficiency. It is a tool to encourage families to attain and retain employment, prevent dependency, and promote family stability. By helping families address both short and long-term needs, services will be provided with the expectation that families will overcome barriers to achieve and maintain self-sufficiency. A variety of community agencies and organizations provide TANF services through contracts with the Department.

Eligibility

Eligibility for TANF enhanced services may be based on the self-declaration of income for financial assistance and/or services as reported upon the TANF application. Due to the multiple services offered, the type of application required will be contained in the contractual agreement between HCDJFS and the provider of services.

The applicant/family must complete an application for services to determine ongoing economic need eligibility under TANF purposes one and two. A redetermination of eligibility must be completed no less than every twelve months from determination of initial eligibility. There will be specific language in the program description for any TANF program under Enhanced Services requiring a financial need redetermination more frequently. The applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process.

TANF purposes three and four do not require an income eligibility test and do not require the agency to take an application from each participant. As a result, programs that are offered under purposes three and four that do not have an income eligibility test are not required to collect social security numbers from participants.

Continued receipt of TANF services through a contracted provider does not prohibit the family from making an application for other services or assistance, which may be available through TANF or HCDJFS. The receipt of TANF services through a contracted provider will not

count toward the family's eligibility limit for TANF assistance. In these instances, no annual dollar limit exists regarding the total monetary value of services that are provided.

Exceptions for Enhanced Services

- For TANF funded projects that are contracted to an outside vendor, responsibility for eligibility determination will be outlined in their specific contract. No limits are placed on the amount of PRC/TANF assistance a family can receive as with regular PRC benefits.
- For TANF funded projects or programs, income eligibility is expressed as a percent of the Federal Poverty Guideline (FPG) and may vary according to program.
- For TANF funded projects or programs, employment requirements may or may not be considered as an eligibility requirement.
- For TANF funded projects or programs with no cash value, sanction requirements may or may not be considered as an eligibility requirement.
- For TANF funded projects or programs with no cash value paid directly to applicant, the county may choose to accept self-declaration of income. If this occurs, the applicant will attest to providing accurate information on application for that project or program. The applicant will also sign "Notice Regarding PRC Fraud".
- If needed services are deemed not to have a cash value, such services may be provided on an ongoing basis. These are sometimes referred to as "soft services". If assistance is provided that has a cash value, such benefit must be designed to deal with a specific crisis or episode of need, and not be intended to meet recurrent or ongoing needs, beyond four months. PRC assistance is not ongoing OWF or TANF assistance. PRC assistance has no direct monetary value to the assistance group (that is, the assistance is provided in the form of a voucher, or other method, and is not a direct payment) and does not involve implicit or explicit income support.

Enhanced TANF programs will serve those on a first come, first serve basis; based upon the amount of funding available toward the project as determined by the contract.

Services

- **Breaking the Barriers**
  (TANF Goals 1, 2, 4)
  Breaking the Barriers emphasizes job support, short term education services, services to at risk youth, mentoring, social supports, job readiness, pre-employment career assessment, family service aides, transportation, transportation assistance, assessment and testing, job search, job readiness, work ethics, identification of barriers to employment, job coaching, case management, and services that lead to self-sufficiency and personal responsibilities. Services are provided to families that are at or below 200% of the federal poverty level.

- **Family Preservation and Reunification Services**
  (TANF Goals 1, 2, 3 & 4)
  Holmes County Department of Job and Family Services may provide the following Child Welfare Services: Family Preservation and Reunification Services to a child and his/her parent, guardian or custodian as the agency determines necessary and subject to the availability of funds. Activities include: screening and providing program information, referral and linking to services such as family preservation services, domestic violence services, parenting training, counseling; family preservation services to reunite a child, activities which are undertaken to prevent removal of a child. Support the management of care of services; planning or supervising care of services referral or arranging for care of services; planning or supervising care or services; supporting access to care or services;

assessing results of care or services; an performing a case assessment; assessments; case management and wrap-around; prevention, Emergency assistance, transportation assistance and supportive services such as rental assistance, etc. Respite care; and other services which, in the judgment of the Holmes County staff, will prevent the need to remove a child from his or her home, or to facilitate reunification of a child with his or her family. These services are not all inclusive, the level and type of services shall be determined via the contract with the selected provider. Services are provided to families that are at or below 200% of the federal poverty level. There may be instances where a standard of need exceeds 200% but does not fall over 300% of the FPL. In the event that this occurs, a determination will be accompanied by documentation in the case file explaining why the standard of need was exceeded and how approval is appropriate and responsible.

- **Diversion Benefit Program**
  (TANF Goals 1, 2)
  A need has been identified to provide a short-term cash benefit to TANF eligible families meeting certain guidelines.
  The target population will be:
  1.AG's with a short-term loss of income due to a disability or pregnancy, as medically verified or workers under federally protected mandated leave (FMLA) not to exceed 12 weeks.
  2.Employment prior to the onset of disability, pregnancy FMLA leave must be documented.
  3. Individual with disability, pregnancy or on FMLA, is expected to resume employment or have some other type of viable income to resolve the crisis within 4 months.

  The cash benefit is intended to meet one or more of an AG's identified specific monthly expenses. Payment must be specific to the AG's total monthly expenses not to exceed 4 episodes of need in a 12-month period.

  Individuals will be required to cooperate with requirements listed in the application as defined by the Holmes County Department of Job and Family Services.
  This program does not count toward any other PRC caps or toward the OWF time limits.

- **Domestic Violence Services**
  (TANF Goals 1 & 2)
  Case management services may be provided to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not limited to: transportation, housing, referral services, legal advocacy fees, assessments, and other supportive services. Case management services will be provided by the local domestic violence organization and will be provided to eligible TANF families at or below 200% of the Federal Poverty Guidelines.

- **Kinship Caregiver Program (KCP)**
  (TANF Goal 1)
  The Kinship Caregiver (KCP) Program will assist kinship caregivers with providing and maintaining a home for a child in place of a child's parents by providing reasonable and necessary relief of child caring functions through TANF funding for **Family Stabilization** and/or **Caregiver Services**.
  Holmes County will serve the following:
  - Children living in a kinship placement in Holmes County
  - Children living in a kinship placement in another county BUT is in the custody of Holmes County Children Services. For these kinship placements, that family may not be served by the county of residence also.

The definition of a Kinship Caregiver is defined by 5101.85 of the Ohio Revised Code: Any of the following who is eighteen years of age or older and is caring for a child in place of the child's parents.

(a) Individuals related by blood or adoption to the child including:

(i) Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great."
(ii) Siblings.
(iii) Aunts, uncles, nephews, and nieces, including such relatives 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 paragraphs (A) and (B) of this section;
(d) A legal guardian of the child.
(e) A legal custodian of the child.

A non-relative may be approved as a Kinship Caregiver Placement for stabilization funding as long as they have been awarded a legal guardian or legal custodian of the child.

A specific Kinship Caregiver Program application will be completed. When applicable, applicants will be offered the opportunity to register to vote. The income of the applicant for KCP must not exceed 200% of the FPL. Other, TANF requirements for each member of the assistance group for KCP shall include:

- Have or have applied for a social security number;
- Be a US citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code;
- Not have any outstanding fraudulent overpayments or currently under a sanction or job quit under OWF or Food Assistance.

TANF services will be available through the Kinship Caregiver Program if funding is available. A redetermination of TANF eligibility for KCP shall be required no less than every twelve months from determination of initial eligibility.

STABILIZATION FUNDING: The AG for stabilization funding is child only. However, the Kinship Caregiver is responsible to sign and submit the application exploring eligibility for the minor child. The 200% of FPL for this type of KCP would be based on the child's income since the child is the applicant.

Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples of stabilization services are listed below:

STABILIZATION SERVICES: Supportive services may be provided to kinship caregivers which are reasonable and necessary to maintain the kinship placement. Services that may be provided but are not limited to are the following;

a. **Mileage reimbursement to and from services received by the child such as medical/counseling appointments, respite and childcare services, and transportation related costs for visitations. Not to exceed four months.**
b. **Costs associated with personal expenses such as clothing, winter coats, child restraints. (One-time purchases)**
c. **Childcare services not to exceed four months**
d. **Assistance with school costs or fees if it is directly related to educational needs. (One-time purchases)**
e. **Furniture needed for kinship placement such as beds, mattresses, dressers. (One-time purchases)**
f. **Other TANF supportive services may be approved by the director or designee if reasonable and necessary to maintain the kinship placement. The need for any approved services not listed above will be documented in the case file.**

CAREGIVER SERVICES: The AG for Caregiver Services includes both the minor child and the Kinship Caregiver as defined by 5101.85 of the Revised Code.

CAREGIVER SERVICES: The benefits or services shall be limited to reimbursement to the kinship caregiver for, or direct payment to a third-party individual or entity to administer to the needs of a minor child. The caregiving service may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver. The care may include care designed to provide temporary relief of childcare functions in crisis nurseries, day treatment, and in the home.

a. **The child must be under the age of thirteen at the time of the application and may remain eligible until they turn thirteen or meet the definition of special needs of the Ohio Revised Code 5101:2-16-01.**

b. **The Kinship Caregiver or other member of the assistance group shall be participating in one of the following approved activities:**
   1. **Full time or part time employment**
   2. **A training or education activity that prepares the caretaker for paid employment**
   3. **Participating in one or more work activities as a condition of eligible for either OWF or SNAP.**

- **PRC Disaster Assistance/County Declared**
  (TANF Goals 1 & 2)
  In situations when the Holmes County Commissioners declare Holmes County a disaster county. This program will provide a non-recurrent short-term benefit that: 1) is designed to deal with a specific episode of need and: 2) is not intended to meet recurrent or ongoing and to provide assistance to needy families that are victim(s) due to an emergency situation arising from adverse weather conditions. An eligible household may be eligible for up to $1500 per dwelling. If TANF funding is available services are provided to families that are at or below 200% of the federal poverty level.

- **PRC Disaster Assistance/State Declared**
  (TANF Goals 1 & 2)
  In situations when the Governor of Ohio declares Holmes County a disaster county. This program will provide a non-recurrent short-term benefit that: 1) is designed to deal with a specific episode of need and: 2) is not intended to meet recurrent or ongoing and to provide assistance to needy families that are victim(s) due to an emergency situation arising from adverse weather conditions. An eligible household may be eligible for up to $1500 per dwelling. Services are provided to families that are at or below 200% of the federal poverty level. Once these specially designated disaster assistance funds are expended, no additional disaster assistance will be approved. County funds will not be used to supplement this program.

- **Clothing and School Supply Voucher Program**
  (TANF Goal 1)
  TANF eligible households may receive clothing voucher(s) to be used for the purchase of school supplies and clothing items including shoes, boots, socks, underwear, coats, gloves, winter hats, and masks for children ages infants to 18 years of age. Services will be provided to families at or below 200% of the Federal Poverty Guidelines. A TANF Application must be completed for each household and required documents provided. Income must be verified for the last 30days prior to the date of application. Income eligible may also be verified if they have been in receipt of public an assistance in the past 30 days.

- **Summer Youth Employment Program**
  (TANF Goals 1 & 2)
  A summer employment program for youth who are ages 14 to 18 enrolled in secondary school and live in a TANF eligible household as defined in the county plan. The program will provide each eligible youth with a paid summer employment experience with wages being capped at $13.00 per hour. Pre-employment competencies may be required for all participating youth. All participants will be required to be registered on the Ohio MeansJobs website. Parental or legal consent will be required for youth to register. The program may operate in the months additional TANF funding is available. Services are provided to families that are at or below 200% of the federal poverty guidelines. The program will follow state and federal TANF and PRC requirements and will operate from May 1, 2023, to September 30, 2023.

- **TANF Individual Training Scholarships**
  (TANF Goal 2)
  TANF scholarships will be available for short term training opportunities to those individuals who meet TANF eligibility as defined by the Holmes County DJFS. Scholarships will be awarded on a first come first serve basis to assist with the cost of tuition and book assistance. TANF funding may also be available to assist with approved WIOA supportive services such as uniforms and short-term transportation costs to and from training. Services will be provided to low-income families at or below 200% of the Federal Poverty Guideline. Income eligibility will be based on the last 30 days household income as stated in the PRC plan. A TANF application and other required TANF verifications must be provided to meet eligibility. Individuals will meet with the WIOA/PRC case manager to apply for assistance where a career assessment and/or Individual Employment Plan may be completed prior to approval of a training program if deemed necessary. The goal of this program is to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

- **TANF/PRC On the Job Training Program (OJT)**
  (TANF Goal 1 & 2)
  On the Job Training (OJT) is a subsidized employment program that will provide TANF eligible individuals the opportunity to obtain/maintain their employment and provide employers an incentive to hire or further train participants who are in need of benefits and services to overcome barriers to employment. Wage subsidies may be paid directly to the employer to help cover 50% of the cost of employee wages, benefits, supervision, case management or training necessary to obtain or maintain employment for that individual. Payments shall not exceed $8000 per eligible individual. TANF/WIOA Contractual agreements between the participating OJT employer and HCDJFS will be based on the TANF/PRC eligible participant's knowledge, training needs, wages and benefits. Supportive services directly to the participant may also be included if it is directly linked to obtaining or maintaining employment with the employer the OJT agreement is with.

  Eligibility will be based on 200% of the FPL and will be based on the last 30 days income. Self-declaration of income will be accepted for this program. A combined TANF/WIOA application and other required TANF verifications must be provided to meet eligibility. Eligibility will be determined by the HCDJFS.

- **Transportation Services**
  (TANF Goals 1 & 2)
  Transportation services are provided for employment related activities. This program enables the clients served to become personally responsible, accountable and have work opportunities enabling economic self-sufficiency and family stability. These services are not all inclusive, the level and type of services shall be determined via the contract with the selected provider. Services are provided to families that are at or below 200% of the federal poverty level.

- **Utility/Heat and Rental Assistance**
  (TANF Goals 1, 2)
  Contingency services may be provided by the Kno Ho Co/HEAP office to help families deal with emergent needs that threaten the health, safety, or living arrangement of the family. Financial assistance to meet a non-recurrent crisis or episode of need with utility shut offs, and the purchase of bulk fuel may be approved. Families may also be assisted with past due rental payments to avoid eviction or first month's rental assistance and security deposits to help secure permanent housing. Families must meet TANF guidelines and be at or below 200% of the Federal Poverty Guidelines.

- **Youth Employment Program**
  (TANF Goals 1 & 2)
  A year-round employment program for youth who are a minor child or live in a TANF eligible household as defined in the county plan. The program will provide each eligible youth with a paid employment experience with wages being capped at $10.00 per hour. Pre-employment competencies may be required for all participating youth. The program may operate in the months and years the program has additional funding available. Services are provided to families that are at or below 200% of the federal poverty guidelines. The program will follow state and federal TANF and PRC requirements.

- **HOLMES COUNTY COVID-19 PROGRAM**
  (TANF Goals 1 & 2)
  The governor has declared the state of Ohio a state of emergency for all 88 counties as a result of the COVID-19 virus. TANF funding is available to provide assistance to low-income families to assist with hardships resulting from the COVID-19 crisis. Eligibility will be determined on a case-by-case basis. Any receipt of PRC funding received by the applicant in the past twelve months has no bearing on this program. To be eligible for COVID-19 TANF services, families must meet the definitions for assistance group composition defined in the county PRC Plan and be a resident of Holmes County. The following eligibility requirements will be exempted for this program: There is no employment requirements and household 30day past income may be determined by written signed self-attest verbally over the telephone when face to face interviews do not take place. Families may be assisted with the following:
    a. Rental Assistance Notice (written or verbal) from landlord past due
    b. Mortgage Assistance Notification or picture of mortgage past due
    c. Utility and Heating Assistance Bill showing amount owed

  To apply for this program there are two options.

  1. By phone – 330-674-1111
     a. An application can be mailed to you via U.S. Post Office
     b. An application can be e-mailed to you to complete and return
  2. By e-mail request –
     a. Send email request and we will send you an application to Holmesjfs@jfs.ohio.gov

  What we will need from you to determine eligibility

  1. Completed PRC application
  2. Household income verification for last 30 days
     a. **Signed** statement of your household income accepted
     b. **Verbal Attest** of your household income (This will be taken over the telephone by our workers)

Options for RETURNING your completed application for PRC assistance

1. **TAKE A PICTURE** of your completed application and forward via e-mail to Holmesjfs@jfs.ohio.gov
    a. Your application will be reviewed, and contact will be made via phone or e-mail for eligibility determination and further instruction
2. DROP OFF applications will be accepted but **must be placed in the drop box** in front of the agency
    a. Your application will be reviewed, and contact will be made via phone or e-mail for eligibility determination and further instruction

In order to serve more families, we are limiting the amount of assistance per household to $1000.00. The COVID19 program will operate as long as funding is available.

Section III

HCDJFS PRC FRAUD PLAN

PRC Fraud is defined as the intentional withholding, altering or falsification of information

necessary to make a proper determination of eligibility for PRC. Examples would include but are not limited to, income, number of family members, ages of family members and residency. If it is determined that an applicant has falsified this or any other information the application will be denied.

PRC Fraud can further be defined as the improper disposing of PRC assistance, goods or services. Examples of this would include but are not limited to; selling or giving away goods or services to others for which the benefit was not issued to. If it is discovered that a PRC Assistance Group has improperly disposed of goods or services, they will be required to reimburse the Holmes County Department of Job and Family Services for the full cost of the benefit and may be subject to prosecution.

The Holmes County Department of Job and Family Services shall work with the Holmes County Prosecutor in deciding which cases involve PRC fraud. Those cases shall be referred by the Holmes County Department of Job and Family Services representative to the Holmes County Prosecutor. The County Prosecutor will determine which cases of alleged fraud shall be prosecuted.
Any applicant giving false or misleading information in order to obtain PRC benefits may have their application denied and will be subject to overpayment and recovery procedures by the Benefit Recovery Unit.

DIRECTOR APPROVAL

Sections I, II, III

[redacted]