



Franklin County  
Board of Commissioners

# **JOB & FAMILY SERVICES**

## **PREVENTION, RETENTION, AND CONTINGENCY (PRC) PLAN**

Effective Date: October 8, 2025

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## **OVERVIEW**

The Prevention, Retention, and Contingency (PRC) Program provides benefits and services to low-income families, helping them move out of poverty and become self-sufficient (See R.C. Chapter 5108 and OAC 5101:1-24). These supports include limited, non-recurring, short-term, crisis-oriented benefits and services that are directly related to the four purposes of the Temporary Assistance for Needy Families (TANF) program:

1. Provide assistance to needy families so that children may be cared for in their own homes 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 numeric goals for preventing and reducing the incidence of these pregnancies
4. Encourage the formation and maintenance of two-parent families

Non-recurring, short-term assistance addresses discrete crisis situations, not exceeding four months in duration, and is dependent upon federal, state, and local funding.

The PRC Program helps families retain employment, prevents dependency on government benefits, and promotes family stability within the context of community priorities and needs. Eligibility for most types of assistance requires a minor child or a pregnant individual in the home. PRC addresses the immediate needs of low-income families through supportive services and/or short-term payments so that they do not need Ohio Works First (OWF) cash assistance. PRC takes its name from its three-pronged approach:

***Prevention:*** Diverting families from ongoing cash assistance by providing short term non-assistance

***Retention:*** Assisting an employed member of the family in maintaining employment

***Contingency:*** Meeting an emergent need which, if not met, threatens the safety, health, or well-being of one or more family members

## **ASSISTANCE GROUP**

Assistance Group (AG) is defined as a group of individuals treated as a unit for purposes of determining eligibility for the PRC program. For AG composition under the Kinship Caregiver Program, see pg. 23.

In Franklin County, an AG applying for PRC services and benefits includes all household members at a specified address. An individual living in the household does not have the option to be excluded from the AG. If the household contains an ineligible member, that member's income is counted as available to the rest of the AG; however, that member's need is not counted when comparing the household income to the economic need standard, see pg. 7. If the child or children in the household are an ineligible individual, the entire AG is ineligible for benefits or services. An eligible AG must consist of at least one of the following:

- A minor child who resides with a parent, specified relative, legal guardian, or legal custodian. A minor child is defined as an individual who is under eighteen years of age (whether the individual attends school or not) or an individual who is eighteen years of age but not yet nineteen and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training)
- An individual with no other minor children who is medically verified to be pregnant, although the fetus is not counted as an AG member
- Non-custodial parents may be eligible for Emergency Assistance in addition to services provided under TANF Purpose 3 or 4, see below

A “specified relative,” as defined in section 5107.02, subsection K of the Ohio Revised Code, means any of the following for an individual who is age eighteen or older and caring for a minor child in place of the parent(s) and can verify the relationship:

- The following individuals related by blood or adoption:
  - Grandparents, including grandparents with the prefix “great”, “great-great”, or “great-great-great”
  - Siblings
  - Aunts, uncles, nephews, and nieces, including such relatives with the prefix “great”, “great-great”, “grand”, or “great-grand”
  - First cousins and first cousins once removed.
- Stepparents and stepsiblings
- Spouses of any individual identified above, even if the marriage has ended in death, separation, or divorce.

A minor child may be temporarily absent from the home without affecting AG eligibility. “Temporary absence” has the same meaning for PRC as it does for OWF in accordance with ORC section 5107.10 and OAC 5101:1-3-04. The absence of a member of the AG is temporary when the following criteria are met:

- Absence is for no longer than 45 consecutive days
- The location of the child is known
- There is a definite plan for the return of the child to the home
- The child shared the home with the AG prior to absence
- PRC benefits or services will assist with the return of the absent child

When the temporary absence is due to the removal of a child by the local public children services agency (PCSA), a reunification plan to return the child to the home within six months from the date of removal is required.

#### Homeless/Doubled Up Scenario

Homeless applicants who are “doubled-up” and temporarily living at an address where they are not listed on the lease or mortgage may receive Emergency Assistance to move out and establish their own household. In these situations, the AG is the applicant’s immediate family and not the entire household where they currently reside. The doubled-up living situation may be verified by written self-declaration or a letter from the host or third party. Doubled-up applicants must also demonstrate proof of intent to establish their own household. Benefits for these applicants are limited to rent, and rental and utility deposits.

### Households without Minor Children

Households without minor children may be eligible for the following programs as follows:

- An individual with no minor children may seek assistance under Community Projects, TANF Purpose 3, see pg. 27; or
- A non-custodial parent of a minor child who lives in Ohio but does not live in the same household with their minor child, that has established parentage and is currently cooperating with Child Support Enforcement Agency (CSEA). A non-custodial parent may apply for Emergency Assistance, see pgs. 19-21; in addition to Workforce Services and Family Support and Stability services under TANF Purpose 4, see pg. 28.

### Ineligible AG Members

Individuals within an AG meeting one or more of the following criteria are considered ineligible for purposes of calculating economic need:

- Fugitive felons and probation/parole violators
- Individuals with an outstanding OWF or PRC fraud overpayment balance or those who have committed an Intentional Program Violation (IPV)
- Individuals with an OWF sanction
- An unmarried, non-high school graduate parent age nineteen who is not attending high school or the equivalent
- An unmarried parent under age eighteen who is not living in an adult-supervised living arrangement
- An individual found to have fraudulently misrepresented residence to obtain assistance in two or more states is ineligible for ten years
- Unemployed AGs who are receiving public assistance and, if work required, not actively engaged in an allowable activity unless the unemployed AG is exempt from engaging with FCDJFS to meet work requirements
- Individuals who falsify a PRC application
- Individuals who are not U.S. citizens or qualified aliens
- Individuals who are not residents of Franklin County
- An applicant or AG member who is on strike

### **SCOPE OF BENEFITS AND SERVICES**

PRC benefits and services are not an entitlement and are designed to promote self-sufficiency and personal responsibility. The attached PRC Benefits and Services Table (see Appendix A) details the scope of benefits and services that may be available by program category. The table also specifies eligible AGs and the economic need standards for each benefit or service.

The following PRC programs are non-exclusionary, allowing eligible individuals and families to receive assistance without precluding access to each other: Emergency Assistance, Disaster Assistance, Kinship Caregiver Program, and Community Projects. The cash value of benefits received outside of the Emergency Assistance program is not counted towards its \$2,000 benefits cap (see pg. 6). All purchased services must comply with TANF allowable expenses. Benefits and services may be delivered through the following programs: Emergency Assistance, Disaster Assistance, and/or Community Projects.

## **EMERGENCY ASSISTANCE**

Emergency Assistance is limited to non-recurrent, short-term cash assistance benefits to help AGs resolve an emergent need. Emergency Assistance cannot exceed \$2,000 but may include one or more benefits. This is not a monthly cash payment or ongoing support program.

Generally, Emergency Assistance may be received once every period of twelve consecutive months, calculated from the date of application.

Applicants who received Emergency Assistance (or the equivalent) in another county prior to moving to Franklin County regain eligibility for Emergency Assistance twelve months after the date of application.

Emergency Assistance may be used to help families resolve a specific emergent need, including rent/mortgage payments, security deposits, utilities, auto repairs, and employment-related expenses. Rent and mortgage expenses are eligible for assistance when they are overdue or if there is a notice of eviction.

A landlord/property owner/property manager that agrees in writing to the terms and conditions to receive payment by FCDJFS are prohibited from evicting a tenant for nonpayment of rent with respect to the period covered by the assistance.

An applicant, in situations in which a landlord/property owner/property manager agrees in writing to receive payment by FCDJFS for emergency rental assistance, breaches the agreement by evicting the tenant, and the application was subsequently approved thereafter and cashed by the landlord/property owner/property manager, may reapply within the same 12-month period. Applicants must provide proof of eviction to be eligible to reapply within the same 12-month period, calculated from the date of the initial application.

PRC benefits are paid directly to a third-party provider (e.g. vendor, landlord, utility, or repair shop) – not the applying individual.

PRC will not be authorized for AGs residing in another county or state.

Emergency Assistance alone, or in combination with payments or resources from other sources, must resolve the emergent need presented by the AG. This assistance is limited to four months' worth of expenses and liabilities. See pages 18-21 of Appendix A for more information on the types of Emergency and Disaster Benefits and Services.

**Emergency Assistance Eligibility Criteria** \*Non-Custodial Parents should reference pg. 5

- The AG must contain a minor child or an individual who is medically verified to be pregnant
- AG must meet the Economic Need (Be at or below 175% of the FPG)
- AG must reside in Franklin County
- AG must not have received Emergency Assistance in the last 12 months
- All AG members must have an SSN or provide proof that a member has applied for an SSN
- At least one member of the AG must be a citizen or legal resident

### How Economic Need is Established

Unless otherwise specified, to be eligible, the AG's gross income must be at or below the specified limit of the Federal Poverty Guideline (FPG) in effect at the time. Those economic need standards are enumerated for each benefit and service in the PRC Benefits and Services Table located in **Appendix A** of this Plan.

The total gross countable income of all members of the assistance group (AG) must be equal to or less than the economic need standard (expressed as a percentage of the federal poverty guideline amount for the appropriate AG size).

Eligibility for Emergency Assistance is set at 175% of the federal poverty guideline. For an AG with two individuals, the 2025 poverty guideline is \$21,150. Dividing this annual figure by twelve provides a monthly threshold of \$1,762.50. Multiplying this monthly threshold by 175% (or 1.75) provides the economic need standard for Emergency Assistance eligibility, or \$3,084.38, making two-person AGs with \$3,084.38 or less in countable monthly income eligible for Emergency Assistance.

The current FPG are found at <https://aspe.hhs.gov/poverty-guidelines>.

### Calculating AG Income

The 30-day budget period begins 30 days prior to the date of application and ends on the day prior to the application date. All countable income which is received during the 30-day budget period is used in the computation of income/financial eligibility.

All gross income, both earned and unearned, of all members of the AG (including ineligible members) shall be counted except for income exclusions identified in OAC 5101:1-24- 20:

- Child support arrearage distributions made by the Ohio Department of Job and Family Services (ODJFS)
- All income that is federally excluded in the determination of eligibility for federal needs-based programs including, but not limited to:
  - The gross earnings of a minor child in the AG who is a full-time student as defined by the school, unless the minor is a parent
  - Child support payments paid by an AG member for a child outside the AG, up to the amount ordered
  - The verified amount garnished from an individual's income
  - Earned income tax credit payments whether added to the individual's wages or as part of an income tax refund
  - Income received due to temporary employment with the Bureau of the Census for a decennial census
- Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act [Section 1860D-31(g)(6) of the Social Security Act]
- Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000

*Earned Income* is income for which some type of labor or service is performed. The following are examples of earned income which FCDJFS must count when determining eligibility for PRC benefits and services. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from self-employment, less the cost of doing business
- Training allowances
- Commissions

*Unearned Income* is income that is not gross earned income from employment or self-employment. The following are examples of unearned income which must be counted. These are examples and are not meant to be an all-inclusive list:

- Ohio Works First (OWF)
- Supplemental Security Income (SSI) payments
- Social Security Retirement, Survivor's, and Disability Insurance (RSDI) benefits
- Alimony and child support payments
- Veterans' Administration benefits
- Workers' Compensation benefits
- Non-recurring lump-sum payments
- Unemployment Compensation benefits
- Pension and retirement benefits
- Investment income
- Rental income

Written or verbal verification of income from an employer is required (e.g. pay stubs or a statement in support). Self-declared zero-income statements are permitted.

**Example:** A PRC application for rent/mortgage payments is submitted on October 1st. The family is an AG size of four, their monthly rent is \$500, and their gross, monthly income is \$700.

*Income/Financial Eligibility Determination:* The AG's total countable gross income of \$700 for September 1 through September 30 is compared to the 175% FPG for a PRC AG size of four. Because the AG's income is equal to or less than 175% of the FPG for a PRC AG size of four, the PRC AG meets the income eligibility requirement.

### *Sustainability for Rent/Mortgage Requests*

Eligibility for Emergency Assistance requests for rent/mortgage payments require a sustainability determination to be completed. This sustainability determination helps ensure that the AG can continue meeting its shelter obligation in later months, without Emergency Assistance. The sustainability determination is made using a 30-day forward-looking budget period, beginning on the day after the PRC application was received. All countable income that is projected to be received or earned during this period is used to compute sustainability.

If the AG has member(s) who receive income, the sustainability determination is performed as follows:

- Compare the monthly rent or mortgage amount to the total countable gross income. Is the monthly rent or mortgage 75% or less of the total countable gross income?
  - If YES, the AG meets the sustainability requirement
  - If NO, deny the request for rent/mortgage payments.



If no member(s) of the AG have income, the sustainability determination is performed as follows:

- Show 6 (non-consecutive) months of employment and/or unemployment compensation in the 12 months prior to the date of application **AND**
- They are seeking employment by registering with Ohio Means Jobs **OR** provide verification that either:
  - The applicant has current or imminent employment;
  - The applicant has lost employment within the last 60 days from the application date.

**Example:** A PRC application for rent payments is submitted on October 1st. The family is an AG size of four, their monthly rent is \$500, and their projected monthly, gross income is \$675.

*Sustainability Eligibility Determination for Rent/Mortgage Payments:* The sustainability requirement is explored because the PRC AG is requesting assistance with rent payments. Compare the monthly rent of \$500 to the AG's projected countable gross income of \$675. The rent amount of \$500 is 74% of \$675. Because this percentage is 75% or less of the AG's total projected countable gross income, the PRC AG meets the sustainability requirement.

### Citizenship

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

### What happens if an eligible alien category changes?

Each category of eligible alien status stands alone for purposes of determining eligibility. Subsequent changes to a more limited status do not override eligibility based on an earlier, less rigorous status. Likewise, when eligibility expires under one eligibility status, the county agency is to determine when eligibility exists under another status.

### What is the time frame for submitting documentation of eligible alien status?

The county agency is to provide alien applicants with a reasonable opportunity to submit acceptable documentation of their eligible alien status. A reasonable opportunity is to be at least ten days from the date of the county agency's request for an acceptable document.

### How is the validity of documents verified?

The county agency shall verify the validity of the documentation of eligible alien status of applicant aliens. When an alien does not wish the county agency to contact the department of homeland security to verify his or her immigration status, the county agency shall give the assistance group the option of withdrawing its application or participating without that assistance group member. The U.S. department of justice interim guidance dated November 17, 1997 (62 FR 61344) contains information on acceptable documents and INS codes.

The county agency shall verify the validity of the documents presented by applicant aliens through the Systematic Alien Verification for Entitlements (SAVE) program as described in rule 5101:1-1-50 of the Administrative Code.

Verification of U.S. citizenship or qualified alien status must be provided for all AG members. Primary verification of qualified alien status should be requested from the United States Citizenship and Immigration Services (USCIS) for any non-citizens. If primary verification cannot be obtained (using the Systematic Alien Verification for Entitlements [SAVE] program) and if the customer presents a valid INS-151 or INS-94 form, approval of the application will not be delayed while the agency obtains secondary verification. If secondary verification establishes that the applicant is not a qualified alien sometime after benefits are issued, the agency will attempt to recoup the cost.

An undocumented person may apply on behalf of the AG. The income that is received by the undocumented alien is included in the countable income of the AG; however, the undocumented alien is not included in the AG size that the income is being compared to in the eligibility determination. Undocumented aliens are not required to provide a Social Security Number or proof of application for a Social Security number because they are not part of the AG. Eligible members of the AG may receive PRC benefits and services as long as they benefit the household group (e.g., assistance with utility bills, rent payments, etc.). PRC benefits and services that only benefit the undocumented alien are not allowable (e.g., work clothing/uniforms for the undocumented alien).

**Example:** John and Mary are the parents of a minor child, Bill. John is an undocumented person and earns \$750 per month; Mary is a U.S. citizen, and she earns \$500 per month. Either John or Mary can apply for PRC. The countable income for this PRC AG is \$1,250 (John's income of \$750 per month plus Mary's income of \$500 per month). The countable income of \$1,250 is compared to the appropriate Federal Poverty Guideline for an AG size of two (the AG size includes only Mary and Bill).

#### Other Non-Economic Requirements

*Residence:* PRC benefits and services are available to residents of Franklin County. For purposes of this Plan, an individual is a resident of Franklin County if they are not receiving PRC assistance through another county or state and if the individual attests that he or she is a resident of Franklin County.

*Household Composition:* An applicant may verify household composition in writing or by self-declaration.

*Social Security Numbers (SSNs):* AGs applying for Emergency Assistance benefits must provide SSNs for each member of the AG at the time and place of application. AGs may alternatively submit proof that members have applied for and are waiting to receive SSNs.

## Specialized Services

### Percentage of Income Payment Plan Plus (PIPP)

The Percentage of Income Payment Plan Plus (PIPP) helps eligible Ohioans manage their energy bills by establishing a consistent, year-round monthly utility payment based on a fixed percentage of the customer's income. The minimum monthly payment is \$10. Each year, on the anniversary of enrollment, a PIPP customer must re-verify their income for purposes of continuing eligibility. Customers must also be caught up on all outstanding monthly PIPP payments or risk being dropped from the program. If the utility customer is not current on their anniversary date, the customer will have one billing cycle to pay past due installment amounts. Once dropped, utility customers assume full responsibility for utility costs.

PRC Emergency Assistance may be used to help customers regain PIPP eligibility by assisting with PIPP reinstatement costs. These costs include missed PIPP installments incurred prior to being dropped from the PIPP program. PIPP reinstatement costs are not the same as the total balance due, which may include unpaid utility fees incurred prior to PIPP participation.

## **DISASTER ASSISTANCE**

Only a single PRC payment will be made for a given disaster (e.g. individuals cannot receive both state-declared and personal disaster PRC payments for the same flood).

### **State-Declared Disaster**

If Franklin County is declared a disaster county and allocated federal disaster funds, the AG must apply for federal disaster benefits at the local agency designated by the State to receive funding.

If the State declares a disaster for all or parts of Franklin County they will issue directives on eligibility requirements, allowable services, and required documentation. FCDJFS will comply with the rules set forth for that disaster.

In the event that disaster-related PRC assistance funds from the state are not sufficient to meet the needs of Franklin County families, county commissioners may opt to use PRC funds within the county allocation.

### **Community Disaster**

A disaster that results in an emergency housing situation that affects 10 or more housing units and there is involvement by the Franklin County Emergency Management Agency.

A cap of up to \$1,000 per family household, per declared disaster may be awarded.

Authorized payments for goods and services may include benefits that will provide relief of the emergent needs of the AG, including reimbursement for expenditures predating the application date, but incurred on or after the disaster date, as long as the expenses are disaster related.

Household expenses may include:

- Household items (dishes, sheets, pots, pans, towels, eating and cooking utensils)
- New or reconditioned essential furnishings (bed frames, mattresses and box springs, dining room table set)
- Repair or purchase of appliances (new or reconditioned) – limited to cooking and refrigeration only
- General clothing (new or second-hand) – case manager must explore community resources first
- Baby items (limited to crib, car seat, baby clothing, and baby supplies).

For residing homeowners, household-related repairs may include:

- Labor, supplies, and equipment for essential home repairs
- Repair or purchase of furnace or water tank.

### **Eligibility for Community Disaster**

- The AG must reside in Franklin County

- AGs applying for Community Disaster Assistance benefits must provide SSNs for each member of the AG at the time and place of application. AGs may alternatively submit proof that members have applied for and are waiting to receive SSNs.
- The AG must be adversely affected by the disaster
- The AG must meet the standard for economic need (at or below 175% FPG)
  - AGs may self-declare when reporting income for eligibility
- Applications must be made within 60 days of the disaster

#### Personal Disaster (i.e. house fire, flood, etc.)

A “house fire” means a fire that results in the house/property to become uninhabitable.

A cap of up to \$1,000 per family household, per declared disaster may be awarded.

Authorized payments for goods and services may include benefits that will provide relief of the emergent needs of the AG, including reimbursement for expenditures predating the application date, but incurred on or after the disaster date, as long as the expenses are disaster related.

Household expenses may include:

- Household items (dishes, sheets, pots, pans, towels, eating and cooking utensils)
- New or reconditioned essential furnishings (bed frames, mattresses and box springs, dining room table set)
- Repair or purchase of appliances (new or reconditioned) – limited to cooking and refrigeration only
- General clothing (new or second-hand) – case manager must explore community resources first
- Baby items (limited to crib, car seat, baby clothing, and baby supplies).

For residing homeowners, household-related repairs may include:

- Labor, supplies, and equipment for essential home repairs
- Repair or purchase of furnace or water tank.

#### Eligibility for Personal Disaster

- The AG must reside in Franklin County
- AGs applying for Personal Disaster Assistance benefits must provide SSNs for each member of the AG at the time and place of application. AGs may alternatively submit proof that members have applied for and are waiting to receive SSNs.
- The AG must be adversely affected by the disaster
- Applicants must provide documentation of the disaster, such as verification from a public or nonprofit disaster relief agency. Documentation also includes a declaration by the Franklin County Emergency Management Agency
- The AG must meet the standard for economic need (at or below 175% FPG)
  - AGs may self-declare when reporting income for eligibility
- Applications must be made within 60 days of the disaster

## **COMMUNITY PROJECTS**

Community Projects include services that either have no direct monetary or limited cash incentives for the purpose of building family capacity. These services are intended to promote self-sufficiency and enhance family stability.

The PRC Benefits and Services Table (see **Appendix A**) lists a number of services that may be offered to AGs. Only those projects with a current contract or subaward agreement will be available unless the project is being obtained directly by the Family Stabilization Unit (FSU) Pilot Program for eligible, enrolled FSU participants.

Members of the AG are eligible to participate in more than one Community Project simultaneously or sequentially if participation will enhance self-sufficiency.

The Community Project contractor or subrecipient will be responsible for assisting the applicant with completing the application accurately and for screening the application for eligibility. FCDJFS staff will be responsible for reviewing the application and confirming eligibility. For Community Project applications, the steps listed below will be followed:

- The subrecipient or contractor agency will assist each applicant with accurately completing the application (TANF Registration Form)
- The subrecipient or contractor agency will screen the application to determine whether the applicant meets the eligibility requirements
- The subrecipient or contractor agency will give or send notice of the eligibility determination (FCDJFS 4074 P or JFS 07334) no later than 20 business days of the receipt of all required verifications and from the date that the application is received (as determined by the agency's stamp-in date)
- The subrecipient or contractor agency will forward the TANF Registration Form to the assigned FCDJFS Social Program Developer no more than 15 days after the close of the month in which application for services is made
- The subrecipient or contractor agency will maintain all required documentation in a participant file at the subrecipient or contractor agency and will make the documentation available for review at any time by FCDJFS staff for the period of the subaward contract and for a period of seven years thereafter

FCDJFS will be the final authority regarding participant eligibility, including evaluation of the applicant's needs and whether or not the Community Project can be of benefit to the AG member. The span of eligibility will be outlined in each contract.

For contracted services, the subrecipient or contractor acting as the agent of FCDJFS may assess the eligibility of the applicant and provide services based on that judgment; however, payment for services will be contingent on review and approval of the TANF Registration Form by FCDJFS. Once eligibility for Community Project participation is established, FCDJFS staff will authorize and generate payment for the assistance and/or services.

FCDJFS ensures that its policies and procedures for the PRC program shall satisfy all auditing requirements.

FCDJFS will closely monitor the usage of Community Project funds, as well as the reasons for denial, and make periodic recommendations for adjustments or modification of the program to realistically respond to community needs.

*Eligibility for Community Projects*

To be considered eligible, an applicant must be at least 18 years of age or the parent (including non-custodial parent) or legal guardian applying for services on the behalf of a minor. The applicant must complete the Franklin County "TANF Registration Form". A face-to-face interview is not required.

Applications for Community Projects require an SSN from the participating individual. Adults applying for Community Projects on behalf of a minor must supply SSNs for both them and the minor individual.

## **APPLICATION PROCESSING: EMERGENCY & DISASTER ASSISTANCE**

FCDJFS is responsible for using objective criteria when determining eligibility for PRC benefits and services. The following processes will be observed:

To be considered eligible, an applicant must be at least 18 years of age and complete the Franklin County "Prevention, Retention, and Contingency Program (PRC) Application" (FCDJFS 3800) or another application as directed. Any individual who requests assistance will be given an application even if the circumstances they describe seem likely to result in denial. Because an original signature is not required, a faxed application is acceptable. A face-to-face interview is not required.

Applications may be submitted by any available options provided which may include in-person to the FCDJFS clerical staff, the 24-hour application drop box, mail, fax, or email.

Applicants are responsible for completing all necessary documents, furnishing all available forms and information, and cooperating in the eligibility determination process. Unless otherwise directed, the applicant's signature on the application will serve to authorize the exchange of information between FCDJFS, the designated provider, and necessary collateral contacts.

PRC staff have 15 calendar days to make eligibility determinations. It may take up to 30 additional days to issue payment upon approval. Applicants must submit required documentation before determinations can be made; all applicants will receive an approval or denial notice following a decision. Applicants may reapply when they have the necessary documents. This time frame may be subject to unavoidable delays on the part of the agency.

## **PROGRAM OPERATION, INTEGRITY, AND CONTROL**

To ensure fair and equitable treatment of families, this program shall be administered according to the standards set forth within this Plan. Franklin County Department of Job and Family Services reserves the right to modify services and/or benefits as necessary. Within the governing regulations, the Director (or designee in their absence) of FCDJFS retains the right to expand eligibility to meet the emergency needs of individuals or a target population. The plan will be amended the same day or as soon as practicable to reflect any eligibility, benefit, or service changes due to the exercise of this discretion.

FCDJFS staff and/or its service providers may provide applicants with referral information regarding Ohio Works First (OWF) cash assistance, Medicaid, food assistance, publicly funded child care, and other programs that could assist families with becoming self-sufficient.

In accordance with Section 329.051 of the Ohio Revised Code, FCDJFS makes voter registration applications available to PRC applicants. Agencies in contract with FCDJFS also make voter registration applications available to PRC applicants.

FCDJFS, in its administration of the PRC program, does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability that can be reasonably accommodated, political affiliation or belief, or veteran status.

FCDJFS reserves the right to deny (or condition its approval of) PRC benefits or services to any applicant who has previously misused or attempted to misuse the program. An application for PRC may also be denied for failure to meet eligibility requirements or cooperate with income verification. Submitting fraudulent documentation or failure to provide information needed to determine eligibility within 30 days of completing the application may result in denial.



Payments issued under the PRC program due to customer, agency, or vendor error, misrepresentation, intentional program violation, or fraud constitutes an overpayment. Overpayments are subject to TANF rules and regulations as outlined in Ohio Administrative Code 5101:1-23-70 and will be referred for collection.

Pursuant to section 5101.83 of the Revised Code and rule 5101:1-23-75 of the Ohio Administrative Code, PRC benefits and services may not be provided to a family that fraudulently received benefits under the OWF and/or PRC programs until a member of the assistance group repays the cost of the fraudulent assistance. An AG that is discovered to have fraudulently received or improperly made use of PRC benefits or services may also be subject to prosecution.

Prohibitions against self-dealing require that under no circumstances will an FCDJFS employee receive PRC vendor payments, either as an individual or as a member of a corporation or partnership.

# APPENDIX A- PRC BENEFITS AND SERVICES TABLE

## Emergency Assistance

**Payment Cap:** \$2,000 (may include one or more benefits)

**Frequency:** One PRC payment per twelve-month period, generally.

**AG:** Families with minor children or pregnant women, and non-custodial parents.

Includes all individuals living in the household.

**FPG Standard:** 175%

**TANF Purpose:** 1, 2

Limited to four months of expenses.

Must document past 30 days of income.

Applications for Rent/Mortgage Payments require projected income for next 30 days.

### General Overview

Limited, short-term assistance that addresses a specific crisis-situation or episode of need. Payment for the single episode of need may not exceed the annual cap. Eligibility for PRC One Time Assistance will not be affected by any benefits issued under categories of State, Community, and Personal Disaster-Related PRC Assistance, Kinship Caregiver Program, or Community Projects. The FCDJFS PRC payment alone, or in combination with other payments, must stop the emergency.

### Rent Payments

- Applicant must provide documentation regarding the amount due and the month(s) for which payment is being requested.
- Rent expenses are eligible for assistance when it is overdue or there is a notice of eviction.
- A current lease agreement is required for all rent-related requests and payments. The name of the applicant must match the name on the lease.
- A copy of any subsidized assistance agreement is required, if applicable.
- Payment will not be made for legal expenses, penalties, or court costs.
- Eviction filing fees will not be paid without proof from the landlord that eviction paperwork has been filed.
- Payment will not be made if the AG lives with or is employed by the landlord.
- Payment will not be made to the landlord for utilities if not disclosed in the lease agreement.

**Please note: The AG is different for homeless individuals in "doubled-up" living arrangements. See pg. 4.**

### Mortgage Payments

- Applicant must provide documentation regarding the amount due and the month(s) for which payment is being requested.
- The name of the applicant must match the name on the mortgage statement.
- Mortgage expenses are eligible for assistance when they are overdue or there is a notice of foreclosure.
- Payment will not be made for closing costs, down payments, second mortgages, or home equity lines of credit.
- Payment will not be made for any legal expenses, penalties, or court costs.

### Security Deposits

- Payment will not be made for pet deposits.
- Payment will not be made if the AG lives with or is employed by the landlord.
- The applicant and landlord must both complete and sign the PRC Shelter Deposit Repayment Agreement (FCDJFS 774).
- A security deposit paid by FCDJFS must be returned to FCDJFS by the landlord upon termination of the lease, minus any verifiable damages incurred by the applicant tenant.
- A current lease agreement is required for all rent-related requests.
- A copy of any subsidized assistance agreement is required, if applicable.

### Utility Bills

- Payment may be made to prevent shut-off or restore service.
- Applicant must provide documentation regarding the amount due.
- During the Winter Heating Season – PRC can only pay to prevent the shut-off of or restore non-heating utilities; PRC will only be approved for heating assistance if the customer provides documentation from Impact/HEAP stating that this resource was denied.

### PIPP Plus

- PRC may be used to help customers regain PIPP eligibility by assisting with PIPP reinstatement costs.
- PIPP reinstatement costs are not the same as the total balance owed to a given utility company, which may include unpaid utility fees incurred prior to PIPP participation.

### Purchase of Bulk Fuel for Heating

- May include the purchase of bulk fuels such as propane, heating oil, coal, or wood.
- Payment may be made if the AG has less than a 20-day supply of bulk fuel.
- One estimate is required. The estimate must be acquired from a business registered with the Ohio Secretary of State's office.

**Deposits for Heating Fuel and Utilities**

- Utility deposits for a new residence are limited to the amount necessary for service connection.
- Utility charges from prior residences will not be paid if required for connection at a new residence. Applicant must provide documentation regarding the amount needed for deposit.

**Home Repairs**

- Expenses may only be paid if the applicant is the homeowner of the property.
- Repairs must be performed by a licensed contractor.
- Two estimates are required.
- Home repairs may include:
  - Labor, supplies, and equipment for essential home repairs.

**Rehousing Assistance**

- Rent and/or security deposit to rehouse to a contiguous county for necessary relocation due to domestic violence.

**Emergency Shelter**

Payment will be made for no more than two weeks of emergency shelter. Expenses may be paid for the following:

- Applicants whose residence is uninhabitable due to natural, chemical, or any other type of condition as declared by a city, county, township, or state agency – verification of circumstance within the last three months is required
- Applicants eligible for assistance under the repatriate program per Ohio Administrative Code 5101:1-2-60 and are TANF eligible.

**Property Taxes**

- Current year real estate taxes may be paid for the 1st Half Collection and/or the 2nd Half Collection (as defined by the Franklin County Treasurer). Applicants are eligible for up to \$2,000 and must be a TANF eligible family.
- Applicant must reside in the home and provide proof of ownership.
- Case manager must call the Franklin County Auditor's office to confirm the exact amount owed, including fees, and write an explanation of the confirmation in the PRC package.

**Auto Repairs**

- Applicant must be employed, in receipt of a job offer or, participating in a job training or workforce development program at least twenty (20) hours per week.
- Payment will not be made for auto repairs completed outside Franklin County unless approved by the Center Director or Agency Director.
- Repair costs are limited to the retail value of the auto established by Kelley Blue Book ([www.kbb.com](http://www.kbb.com)) or [www.NADAguides.com](http://www.NADAguides.com).
- Auto must be the AG's sole means of transportation.
- One estimate is required from either a maintenance shop or insurance agency. The estimate must be acquired from a business registered with the Ohio Secretary of State's office.
- Applicant must present valid driver's license and proof of liability insurance.
- Applicant must show proof of ownership or lease agreement with dealer.
- Applicant must provide verification that the repair is not covered under warranty.
- Applicant must present a copy of auto title or lease agreement. The title/lease of the auto must be in an AG member's name for a minimum of 30 days.
- Repairs made to the auto are limited to necessary repairs needed to make the vehicle operational (e.g. body damage, tire damage, etc.); cosmetic repairs, such as painting and striping, and body damage that does not interrupt the ability to drive will not be paid. The auto should be operational after repairs are completed.
- If some regular maintenance, such as an oil change, is a necessary repair for the auto to become operational, that can be covered. Tow fees can be covered if it is necessary to make the auto operational.
- For auto repairs, "operational" is defined as an auto in working mechanical condition, capable of being operated as intended and in a safe manner upon a public road, street, or highway.
- Repairs are not subject to sales tax. No payment of sales tax will be made by the applicant or FCDJFS when FCDJFS is making the payment.
- Customary warranty from the vendor must be a minimum of 30 days.

**Bus Passes**

- Intermittent daily, weekly, or monthly bus passes that support participation in a workforce, training or education program, job search and interviews and employment.
- The PRC benefit is limited to four months' worth of expenses/liabilities.

**Driver's License Reinstatement**

With proof of employment or job offer, reinstatement fees for Ohio driver's license may be paid contingent upon the completion of all reinstatement requirements for driver's licenses suspended under the following circumstances:

- accumulation of 12 points
- missed child support payments
- first offense OVI (DUI)
- high school suspension
- juvenile suspension
- license/bond forfeiture
- liquor law violations
- National Driver Registry (NDR)
- non-compliance (crash report, accident, traffic ticket)
- non-resident violator compact
- Operating a Vehicle After Under-Age Consumption (OVUAC)
- random selection
- tobacco violation
- violation of restriction suspension

## Disaster Assistance

**Payment Cap:** \$1,000

**Frequency:** N/A

**AG:** Families with minor children or pregnant women, includes all individuals living in the household

**FPG Standard:** 175%

**TANF Purpose:** 1, 2

### State-Declared Disaster

- If Franklin County is declared a disaster county and allocated federal disaster funds, the AG must apply for federal disaster benefits at the local agency designated by the State to receive funding through the Federal Emergency Management Agency (FEMA)
- If the State declares a disaster for all or parts of Franklin County they will issue directives on eligibility requirements, allowable services, and required documentation. FCDJFS will comply with the rules set forth for that disaster
- In the event that disaster-related PRC assistance funds from the state are not sufficient to meet the needs of Franklin County families, FCDJFS may opt to use PRC funds within the county allocation

### Community Disaster

- A disaster that results in an emergency housing situation that affects 10 or more housing units; and includes involvement from the Franklin County Emergency Management Agency
- The AG must reside in Franklin County, be adversely affected by the disaster, and meet the standard for economic need
- Up to \$1,000 per family household, per declared disaster may be awarded.
- Authorized payments for goods and services may include benefits that will provide relief of the emergent needs of the AG, including reimbursement for expenditures predating the application date, but incurred on or after the disaster date, as long as the expenses are disaster related
- AGs may self-declare when reporting income for eligibility
- Application must be made within 60 days of the disaster
- Household expenses may include:
  - Household items (dishes, sheets, pots and pans, towels, eating and cooking utensils)
  - New or reconditioned essential furnishings (bed frames, mattresses and box springs, dining room table set)
  - Repair or purchase of appliances (new or reconditioned) – limited to cooking and refrigeration only
  - General clothing (new or second-hand)
  - Baby items (limited to crib, car seat, baby clothing, and baby supplies).
- Household related repairs or replacement expenses will be paid only where the applicant is the residing homeowner and may include:
  - Labor, supplies, and equipment for essential home repairs
  - Repair or purchase of furnace or water tank.

### Personal Disaster

- The AG must reside in Franklin County, be adversely affected by the disaster, and meet the standard for economic need
- A "house fire" means a fire that results in the house/property to become uninhabitable
- Up to \$1,000 per family household, per declared disaster
- Authorized payments for goods and services may include benefits that will provide relief of the emergent needs of the AG, including reimbursement for expenditures predating the application date, but incurred on or after the disaster date, as long as the expenses are disaster related
- AGs may self-declare when reporting income for eligibility
- Applicants must provide documentation of the disaster, such as verification from a public or nonprofit disaster relief agency. Documentation also includes a declaration by the Franklin County Emergency Management Agency.
- Application must be made within 60 days of the disaster.
- Household expenses may include:
  - Household items (dishes, sheets, pots and pans, towels, eating and cooking utensils)
  - New or reconditioned essential furnishings (bed frames, mattresses and box springs, dining room table set)
  - Repair or purchase of appliances (new or reconditioned) – limited to cooking and refrigeration only
  - General clothing (new or second-hand)
  - Baby items (limited to crib, car seat, baby clothing, and baby supplies).
- Household related repairs or replacement expenses will be paid only where the applicant is the residing homeowner and may include:
  - Labor, supplies, and equipment for essential home repairs; repair or purchase of furnace or water tank.



## Community Projects

**Frequency:** N/A

**AG:** Families with minor children or pregnant, includes all individuals living in the household; noncustodial parents (where indicated).

**FPG Standard:** 200% (not required under TANF Purposes 3 and 4)

**TANF Purpose:** See below

### General Overview

Supportive services are intended to build family capacity, promote self-sufficiency, or enhance family functioning. Eligibility for participation in a Community Project is dependent upon the AG's demonstration and verification of the need for training and/or other individual or family services and whether, in the agency's determination, the provision of such services will impact the family's ability to become self-sufficient. Community Projects are designed to help individuals overcome immediate and/or long-term barriers to achieving or sustaining self-sufficiency and personal responsibility and/or family stability. PRC Projects that meet the objectives of TANF purposes 3 & 4 are not limited to needy families and means testing is not required.

### **TANF Purpose 1 and/or 2**

#### Kinship Caregiver Program and Services

Programs and services that provide stabilization services to transition the child into and maintain the child in the home of the kinship caregiver and caregiver services to administer to the needs of a minor child. Examples of benefits and services include, but are not limited to:

- caregiving service provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver.
- care designed to provide temporary relief of child caring functions.
- Child care services not to exceed four months;
- Incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. purchases for basic needs such as but not limited to cribs/beds etc.).

#### Workforce Programs and Services for TANF Families

Programs and services that offer general or specific strategies and skills to assist individuals to develop employment knowledge, skills and experiences that lead to employment placement, retention and advancement. Programs and services include but are not limited to:

#### General Workforce

A variety of strategies and components that assist individuals to develop knowledge, skills, abilities and experiences that lead to employment placement, retention and advancement. Component services include but are not limited to:

- Skill, education, career, aptitude, interest and personality assessments, screenings, tests and/or inventories
- Case management, counseling, barrier removal and other supportive services
- ESOL, VESOL, and other services specific to the needs of refugee and immigrant communities
- Basic employability and job readiness training and skill development; including, but not limited to:
- Trainings on positive work habits, world of work expectations, problem solving, decision making, critical thinking, communication, work/life balance, time management, facilitation and conflict resolution, leadership development, etc.
- Job Search techniques: applications, cover letters, resumes, networks, interviewing, etc.
- Career exploration, pathways and planning
- Education, training and certifications that lead to employment
- Employment placement, retention and advancement
- Job mentoring and coaching

#### Support Services- includes, but not limited to:

- Professional licensure and testing fees for state license, board certification or commercial driver's license
- Tools and/or equipment required, but not provided, by an employer
- Uniforms and footwear necessary for employer
- Employment related safety equipment
- Suiting and other clothing services
- Auto down payment when an applicant needs the vehicle for transportation to and from work; up to \$2,000 per family household

**Note:** items for self-employment are not permissible

#### Transportation Services

- Gas cards, rideshare fees (i.e. Uber, Lyft), and intermittent daily, weekly, or monthly bus passes that support participation in a workforce, training or education program, job search and interviews and employment.
- With proof of employment or job offer, reinstatement fees for Ohio driver's license may be paid contingent upon the completion of all reinstatement requirements for driver's licenses suspended under the following circumstances:
  - accumulation of 12 points
  - missed child support payments

- first offense OVI (DUI)
- high school suspension
- juvenile suspension
- license/bond forfeiture
- liquor law violations
- National Driver Registry (NDR)
- non-compliance (crash report, accident, traffic ticket)
- non-resident violator compact
- Operating a Vehicle After Under-Age Consumption (OVUAC)
- random selection
- tobacco violation
- violation of restriction suspension

#### **Housing Assistance**

May pay rent, mortgage, or other housing payments and associated fees in order to obtain/maintain housing, prevent eviction, or prevent foreclosure.

May pay for or otherwise provide a variety of housing-related supportive services including, but not limited to:

- Personal financial management
- Rental assistance and mortgage lending practices
- Home ownership
- Eviction or foreclosure education and assistance
- Other supportive services that stabilize housing are allowable contingent upon FCDJFS approval.

PRC Emergency Housing Assistance rules do not apply to individuals enrolled in these contracted services.

#### **Achieve More and Prosper (AMP)**

- Tutoring, study skills training, instruction and dropout prevention
- Alternative secondary school services or dropout recovery services
- Paid and unpaid work experience (with an academic and occupational education component)
- Occupational skill training
- Education offered concurrently with workforce preparation activities
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services for not less than 12 months
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Labor market and employment information
- Activities to prepare for and transition to post-secondary education and training
- Stipends and incentives are available for specified outcomes, attendance incentives are an unallowable expense

Available to individuals not participating in AMP

#### **Subsidized Employment Program**

The program provides eligible individuals an opportunity to obtain employment and provides employers an incentive to hire FCDJFS customers.

Payments are to be made to employers or third parties, not directly to individual customers. Payment can be for wages and payroll related costs (excluding health benefits), on-boarding costs (excluding drug testing); trainings, certifications and work-related items necessary but not provided by the employer.

Development and recruitment of employers is allowable and there is an expectation of continued employment with the employer past the subsidy period or a placement component that leads to employment with another employer after the subsidy expires.

Subsidized employment benefits will be limited to a maximum of 100% of the employer's costs as detailed in the program description for a period that aligns with the employer's probationary period but not to exceed six months. The payment structure is to be negotiated prior to the employment start date.

#### **Education, Training, and Work Support Programs and Services**

Education, training and certifications programs that lead to employment placement, retention and/or placement as well as



support programs and services that assist individuals in successfully completing the education, training or certification. Programs may include but not be limited to:

- Basic skills instruction such as math, reading, computer skills
- Vocation and/or career technical programs
- GED or similar programs that lead to high school equivalency
- Aspire programs through the Ohio Dept. of Higher Education
- English language learning programs (ESOL, VESOL)
- Other training and certification programs that support or lead to education attainment and employment.

#### **Individual Training Accounts (ITA)**

These allow eligible individuals to receive training from approved providers that are on a statewide list of eligible providers. Further such accounts assist individuals with the development and management of individual employment plans that lead to employment self-sufficiency

*Note:* WIOA resources should be used if the above services are requested by a WIOA eligible individual.

#### **Micro-Enterprise Development**

A program/service strategy that provides loans, training and technical assistance to help low-to-moderate income individuals build incomes, assets and economic self-sufficiency through entrepreneurship. Terms and conditions will be negotiated per project.

#### **Individual Development Accounts (IDA's)**

IDA programs are similar to savings accounts and enable participant to save for a home, education or business startup. Money earned by participants is placed into an account and typically matched by other sources. Terms and conditions will be negotiated per project.

#### **Ohio Work Incentive Program**

These programs provide incentives to eligible employed individuals for the purpose of promoting job placement, retention and eliminating dependency on OWF. The payment structure is dependent on the specific program guidance issued by ODJFS or other funder or criteria established by FCDJFS.

#### **Youth Workforce Programs and Services**

A variety of strategies and components that assist individuals to develop knowledge, skills, abilities and experiences that lead to employment placement, retention and advancement. Component services include but are not limited to:

- Skill, education, career, aptitude, interest and personality assessments, screenings, tests and/or inventories
- Case management, counseling, barrier removal and other supportive services
- ESOL, VESOL, and other services specific to the needs of refugee and immigrant communities
- Basic employability and job readiness training and skill development; including, but not limited to:
  - Trainings on positive work habits, world of work expectations, problem solving, decision making, critical thinking, communication, work/life balance, time management, facilitation and conflict resolution, leadership development, etc.
  - Job Search techniques: applications, cover letters, resumes, networks, interviewing, etc.

Career exploration, pathways and planning

- Education, training and certifications that lead to employment
- Employment placement, retention and advancement
- Job mentoring and coaching.

#### **Family Support and Stability Services**

Programs and services that assess the issues and needs of families and seek resolution through service referral and linkage, service coordination or collaboration, and/or service provision. Programs and services include but are not limited to:

- Home and/or community-based services and interventions
- Information and referral, service linkage, and/or service coordination
- Case management, barrier removal and/or other supportive services
- Counseling and guidance services (non-medical)
- Trainings and other community education opportunities
- Individual, group or family sessions
- Parent Engagement
- Community and Civic engagement
- Services specific to the needs of refugee and immigrant families.

Program and services should address a minimum number of the following issues/components (not an exhaustive list):

- Legal issues
- Housing issues
- Food security; support of food distribution in the community from approved food pantries
- Transportation

- Education and employment
- Financial education, literacy, planning and budgeting
- Health and wellness (physical, emotional and mental)
- Parenting and familial relationships
- Social and emotional learning or development
- Drug use/abuse
- Community crime and safety
- Family/relationship abuse, neglect, and safety
- Services specific to the needs of refugee and immigrant families
- Family functioning and stability
- Parent engagement
- Family planning
- Teen pregnancy and parenting
- Purchases that support bridging the digital divide for youth, adults and families
- Out of wedlock pregnancy

### **Early Childhood Programs and Services**

Programs and services designed to support, enhance, improve and increase early development and learning of children ages 0-5 (pre-kindergarten) Programs and services include but are not limited to:

- Information and referral services
- Service linkage, coordination and provision
- Early screening, assessment and intervention services
- Counseling, occupational, and other specific services to address identified developmental delays and health issues
- Kindergarten readiness services
- Early literacy programs
- Programs for youth with delays who are older than age 5
- Parent engagement
- Early education programs
- Recruitment and Trainings for early learning providers and educators
- Recruitment and trainings for Step Up to Quality providers and star ranking
- Community awareness initiatives and activities that promote early child development and learning.

### **School Clothing and/or Supplies**

This service is targeted for families with school age youth. This is generally assumed to mean youth age pre-school through 12<sup>th</sup> grade. Dependent on the need the eligible family definition may be expanded to include youth engaged in an early learning program. If this occurs, clear instructions will be provided to the specific service providers and families.

- Eligible youth/families must be currently enrolled in a school/learning program
- The AG is eligible regardless of whether they have received PRC Emergency assistance in the previous 3 months
- Eligible families will receive a merchandise, voucher or gift card to purchase the clothing or supplies

*Note:* Misuse of the service may result in the termination of current service (i.e. afterschool or summer camp program) and/or the forfeiture of future services under this service.

## **TANF Purpose 3**

### **Youth Development and Intervention Programs and Services**

Programs and services designed to promote, improve, and increase positive youth development and academic success of youth kindergarten through 12th grade. Programs and services include but are not limited to:

- In-school supportive services not required by education system (e.g. City Year)
- Out-of-School services and programs such as but not limited to:
  - Before or after school programs
  - Summer camps
  - Career exploration and experience programs
  - Other community-based youth programs
  - Youth mentoring
  - Youth leadership development programs
  - Teen pregnancy prevention and parenting services
  - Family engagement programs
  - Community engagement programs

Program and services should address a minimum number of the following issues/components dependent on the age of the youth being served (not an exhaustive list):

- Youth academic success
- School and program attendance and behavior
- Tutoring, homework assistance and other remediation services
- Drop-out prevention and re-engagement, credit recovery
- Truancy prevention and intervention
- Reduction of academic and non-academic barriers
- Case management and other supportive services for the youth and their family
- Increased academic engagement for the youth and their parent/guardian
- Community programming (e.g. nutrition classes, stress management)
- Social emotional development and learning
- Leadership development
- Trainings such as positive habits, time management, problem solving, critical thinking, decision making, conflict resolution
- Services that address relevant social and cultural issues and cultural competency
- Current issues and topics of particular interest/need (bullying, social media, relationship violence, drug use/abuse, etc.)
- School and life transitions
- Parent engagement
- Career exploration

#### **Teen and Out-of-Wedlock Pregnancy Prevention Services and Programs**

Programs and services that provide a variety of informational and supportive services to promote the prevention/reduction of teen pregnancy, healthy teen parenting, healthy births, and the delay of subsequent pregnancies. Programs and services include but are not limited to:

- Education and awareness programs related to healthy attitudes and behaviors regarding sexual activity, family planning with the goal of sexual health and to prevent or reduce pregnancy
- Supportive services to address healthy relationships, peer pressure, communication, decision making, self-esteem, boundary setting, goal setting etc.
- School and community-based programs, education and support groups
- Service information and referral, linkage, coordination and provision for pregnant and parenting teens and their families
- Community-wide initiatives, campaigns or activities designed to address issues of teen and out of wedlock pregnancy prevention
- Services, programs, and campaigns targeted towards decreasing infant mortality

### **TANF Purpose 4**

#### **Workforce Services for Non-Custodial Parents**

Programs and services that offer general or specific strategies and skills to assist individuals to develop employment knowledge, skills and experiences that lead to employment placement, retention and advancement. Programs and services include but are not limited to:

#### **General Workforce**

A variety of strategies and components that assist individuals to develop knowledge, skills, abilities and experiences that lead to employment placement, retention and advancement. Component services include but are not limited to:

- Skill, education, career, aptitude, interest and personality assessments, screenings, tests and/or inventories
- Case management, counseling, barrier removal and other supportive services
- ESOL, VESOL, and other services specific to the needs of refugee and immigrant communities
- Basic employability and job readiness training and skill development; including, but not limited to:
  - Trainings on positive work habits, world of work expectations, problem solving, decision making, critical thinking, communication, work/life balance, time management, facilitation and conflict resolution, leadership development, etc.
  - Job Search techniques: applications, cover letters, resumes, networks, interviewing, etc.
- Career exploration, pathways and planning
- Education, training and certifications that lead to employment
- Employment placement, retention and advancement
- Job mentoring and coaching

#### **Support Services**-includes but not limited to

- Professional licensure and testing fees for state license, board certification or commercial driver's license
- Tools and/or equipment required, but not provided, by an employer
- Uniforms and footwear necessary for employer

- Employment related safety equipment
- Suiting and other clothing services

Note: items for self-employment are not permissible

### **Transportation Services**

- Intermittent daily, weekly, or monthly bus passes that support participation in a workforce, training or education program, job search and interviews and employment.
- With proof of employment or job offer, reinstatement fees for Ohio driver's license may be paid contingent upon the completion of all reinstatement requirements for driver's licenses suspended under the following circumstances:
  - accumulation of 12 points
  - missed child support payments
  - first offense OVI (DUI)
  - high school suspension
  - juvenile suspension
  - license/bond forfeiture
  - liquor law violations
  - National Driver Registry (NDR)
  - non-compliance (crash report, accident, traffic ticket)
  - non-resident violator compact
  - Operating a Vehicle After Under-Age Consumption (OVUAC)
  - random selection
  - tobacco violation
  - violation of restriction suspension.

### **Subsidized Employment Program**

The program provides eligible individuals an opportunity to obtain employment and provides employers an incentive to hire FCDJFS customers.

Payments are to be made to employers or third parties, not directly to individual customers. Payment can be for wages and payroll related costs (excluding health benefits), on-boarding costs (excluding drug testing); trainings, certifications and work-related items necessary but not provided by the employer.

Development and recruitment of employers is allowable and there is an expectation of continued employment with the employer past the subsidy period or a placement component that leads to employment with another employer after the subsidy expires.

Subsidized employment benefits will be limited to a maximum of 100% of the employer's costs as detailed in the program description for a period that aligns with the employer's probationary period but not to exceed six months. The payment structure is to be negotiated prior to the employment start date.

### **Education, Training, and Work Support Programs and Services**

Education, training and certifications programs that lead to employment placement, retention and/or placement as well as support programs and services that assist individuals in successfully completing the education, training or certification.

Programs may include but not be limited to:

- Basic skills instruction such as math, reading, computer skills
- Vocation and/or career technical programs
- GED or similar programs that lead to high school equivalency
- Aspire programs through the Ohio Dept. of Higher Education
- English language learning programs (ESOL, VESOL)
- Other training and certification programs that support or lead to education attainment and employment

### **Individual Training Accounts (ITA)**

These allow eligible individuals to receive training from approved providers that are on a statewide list of eligible providers. Further such accounts assist individuals with the development and management of individual employment plans that lead to employment self-sufficiency

Note: WIOA resources should be used if the above services are requested by a WIOA eligible individual.

### **Micro-Enterprise Development**

A program/service strategy that provides loans, training and technical assistance to help low-to-moderate income individuals build incomes, assets and economic self-sufficiency through entrepreneurship. Terms and conditions will be negotiated per

project.

#### **Individual Development Accounts (IDA's)**

IDA programs are similar to savings accounts and enable participant to save for a home, education or business startup. Money earned by participants is placed into an account and typically matched by other sources. Terms and conditions will be negotiated per project.

#### **Family Support and Stability Services for Non-Custodial Parents**

Programs and services that assess the issues and needs of families and seek resolution through service referral and linkage, service coordination or collaboration, and/or service provision. Programs and services include but are not limited to:

- Home and/or community-based services and interventions
- Information and referral, service linkage, and/or service coordination
- Case management, barrier removal and/or other supportive services
- Counseling and guidance services (non-medical)
- Trainings and other community education opportunities
- Individual, group or family sessions
- Parent Engagement
- Community and Civic engagement
- Services specific to the needs of refugee and immigrant families

Program and services should address a minimum number of the following issues/components (not an exhaustive list):

- Legal issues
- Housing issues
- Food security; support of food distribution in the community from approved food pantries
- Transportation
- Education and employment
- Financial education, literacy, planning and budgeting
- Health and wellness (physical, emotional and mental)
- Parenting and familial relationships
- Social and emotional learning or development
- Drug use/abuse
- Community crime and safety
- Family/relationship abuse, neglect, and safety
- Services specific to the needs of refugee and immigrant families
- Family functioning and stability
- Parent engagement
- Family planning
- Teen pregnancy and parenting
- Out of wedlock pregnancy

### **TANF Purpose 1,2,3, and 4**

#### **Community Awareness, Outreach and Engagement Programs, Services and Initiatives**


Initiatives, activities and collaborative projects that address a particular community issue or need relevant to low-income, at-risk youth, families and individuals. Issues may include but are not limited to the following topics:

- Infant Mortality (Teen and out of wedlock pregnancy prevention and parenting)
- Early Childhood Development and Learning
- Positive Youth Development and Academic Success
- Poverty indicators and factors
- Workforce Development

Use of billboards, print and broadcast media and other general community information and awareness activities and initiatives designed to inform a population about community needs and services available.

As a general matter, contract and subaward agreements under this category that focus on youth will be justified under TANF Purpose 3; contract and subaward agreements that focus on noncustodial parents will be justified under TANF Purpose 4.

In accordance with the Prevention, Retention, and Contingency (PRC) Plan requirements outlined in Chapter 5108 of the Ohio Revised Code, this version of the Franklin County Prevention, Retention, and Contingency (PRC) Program Plan is approved by:

  
Michelle Lindeboom (Oct 8, 2025 13:07:07 EDT)

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Michelle Lindeboom  
Director, Franklin County Job and Family Services

Oct 8, 2025

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Date