

County Commissioners' Office

Allen County, Ohio

September 11, 2025

Resolution #686-25

RE: BOARD OF COUNTY COMMISSIONERS APPROVES THE REVISED ALLEN COUNTY PREVENTION, RETENTION AND CONTINGENCY (PRC) PLAN FOR THE ALLEN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES.

The Board of County Commissioners of Allen County, Ohio, met in regular session on the 11th day of September, 2025 with the following members present: Beth Seibert, Cory Noonan and Brian Winegardner

Commissioner Winegardner moved the adoption of the following:

RESOLUTION

WHEREAS, on the 30th day of September, 2003, the Board of Allen County Commissioners adopted Resolution #746-03, certifying that the Allen County Department of Job and Family Services has complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies for the Allen County Prevention, Retention and Contingency Plan; and

WHEREAS, state law requires that the plan be renewed every two (2) years, in which Joe Patton, Director of the Allen County Department of Job and Family Services, has submitted a request to the Board of Allen County Commissioners to approve the renewal of a revised plan effective October 1, 2025 for a two (2) year period; and

WHEREAS, the Board deems this request to be in order and hereby approves same; now therefore

BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY, OHIO, hereby approves the revised Allen County Prevention, Retention and Contingency Plan for the Allen County Department of Job and Family Services effective October 1, 2025, a copy of which attached hereto and made a part hereof; and be it further

RESOLVED, this Board of County Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.


Commissioner Noonan seconded the resolution and upon the roll being called, the vote resulted as follows: Commissioner Seibert, yes; Commissioner Noonan, yes; Commissioner Winegardner, yes.

Adopted this 11th
day of September, 2025

**BOARD OF COUNTY COMMISSIONERS
ALLEN COUNTY, OHIO**


Beth Seibert


Cory Noonan


Brittany N. Woods
Clerk of the Board


Brian Winegardner

Prevention, Retention and Contingency Plan

Effective October 1, 2025

Introduction

Pursuant to Ohio Revised Code (ORC) Chapter 5108, the Allen County Department of Job and Family Services (ACDJFS) established its Prevention, Retention, and Contingency (PRC) Program effective September 23, 1997. Effective October 1, 2025, the PRC Plan is hereby amended.

The purpose of the PRC Program is to support Allen County families by providing targeted services to address urgent needs. These services aim to:

- Prevent job loss or unemployment
- Assist individuals in obtaining employment
- Address emergency situations with the long-term goal of promoting or maintaining family self-sufficiency

ACDJFS retains the authority to modify, suspend, or terminate PRC services, as well as to establish new policies or temporarily suspend services when necessary.

In accordance with Amended Substitute House Bill 95, the PRC Plan is first approved by the Allen Family Services Planning Committee, followed by approval from the Allen County Board of Commissioners. The Board of Commissioners certifies that ACDJFS has complied with ORC Chapter 5108 in adopting the PRC policies. The PRC Plan must be reviewed and updated at least every two years and may be amended at any time.

ACDJFS reserves the right to close PRC program enrollment at any time if it is no longer fiscally prudent to continue funding the program. Fiscal oversight and planning for PRC expenditures will be guided by the standards established by the ACDJFS Fiscal Officer and Director.

General Provisions

PRC services are:

1. Services provided solely through reimbursement for pre-approved expenses, with no direct monetary value given to the individual or family and without constituting implicit or explicit income support; or
2. Assistance limited to the amount necessary to address the presenting need, up to the maximum financial limit established for a 12-consecutive-month eligibility period. Multiple payments may be issued within this period, provided each addresses a distinct, non-recurring need and the total assistance does not exceed the financial cap set for the PRC Assistance Group (*hereafter referred to as the "PRC AG"*).

Prevention, Retention, and Contingency (PRC) services are designed to reduce reliance on Ohio Works First (OWF) cash assistance by helping individuals retain employment and address urgent needs that threaten family stability. Contingency services are available to meet immediate needs which, if unmet, would jeopardize the safety, health, or well-being of one or more minor members of the Assistance Group (AG). Assistance is limited to the specific type and amount of services required, not to exceed the parameters established within this Plan. The Allen County Department of Job and Family Services (ACDJFS) will continually evaluate funding levels to determine the feasibility of offering contingency services.

These services may include, but are not limited to:

- Rental assistance
- Utility assistance
- Essential appliances
- Other supports that, at the discretion of ACDJFS, promote the goal of family self-sufficiency

The PRC Plan prioritizes support for job-related expenses and services that facilitate job retention. The program is designed to help individuals and families overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby reducing the need for ongoing public assistance. Contingency services or payments will be issued with the expectation that the PRC AG will maintain stability without requiring continued Agency support.

Agency Rights and Enforcement

ACDJFS reserves the right to:

- Deny PRC services to any applicant who has demonstrated a pattern of misuse or attempted misuse of PRC benefits
- Issue an overpayment determination in cases of PRC misuse
- Terminate services to any individual who fails to adhere to program policies or does not appropriately participate in the program

All PRC overpayments are subject to the same rules and recovery procedures as TANF overpayments, as outlined in Ohio Administrative Code (OAC) section 5101:1-23-70.

Restrictions on Use of PRC Funds

PRC funds may not be used to pay for medical expenses, with the sole exceptions of pre-pregnancy and family planning services.

General Eligibility

Eligibility for PRC is dependent on the applicant's demonstration and verification of the need for financial assistance and/or services.

The applicant must be:

1. a U.S. citizen or a "qualified alien,
2. a permanent Allen County resident
Individuals residing in temporary drug addiction or recovery program housing, and/or re-entry program housing in Allen County but whereas permanent residency prior to recovery or re-entry housing was not Allen County, do not qualify as permanent Allen County resident.
3. Be part of an Assistance Group (AG) which:
 - a) Includes a minor child who resides with a parent, caretaker, relative, legal guardian, or legal custodian (as defined in ORC 5107*) or:
 - b) A pregnant individual with no other children (a single pregnant woman, with no other individuals in the assistance group will be considered a AG of two) or:
 - c) A non-custodial parent who lives in Allen county and whose child resides in Ohio is eligible for PRC services as long as all other eligibility criteria are met.
 - d) An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian as approved by Allen County Children Services (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.

- i) Note: For contingency services, a child may be considered in the home if temporarily absent from the home and the absence meets the requirements of OAC 5101:1-3-04 as verified by Allen County Children Services including:
 - (a) The AG member has been absent for no longer than 45 consecutive days;
 - (b) Location of the absent individual is known;
 - (c) There is a definite plan for the return of the absent individual to the home; and
 - (d) The absent individual shared the home with the AG prior to the onset of the absence. A newborn is considered to be sharing the home with the assistance group at the time of birth.
- (e)
- e) For purposes of eligibility for a placement payment only, a child placed through Allen County Children Services, to a family in another county will be considered an Allen County family.

*“Minor child” means either of the following:

- (1) An individual who has not attained age 18; or
- (2) An individual who has not attained age 19 and is a full-time student in a secondary school or in the equivalent level of vocational or technical training.

Eligibility Determination and Assistance Group (AG) Guidelines

All members of an Assistance Group (AG) will be treated as a single unit when determining eligibility for PRC services. The receipt of services by one PRC AG does not preclude providing assistance to another PRC AG, even if both AGs include the same child. For example, PRC services provided to a non-custodial parent will not impact the custodial parent’s eligibility for PRC benefits.

Once an application is approved and PRC services begin, the recipient may complete the approved program as outlined in the approval/denial notice and/or service plan, regardless of changes in ongoing eligibility. However, if the individual applies for additional PRC services, eligibility will be reassessed based on the most current eligibility criteria. The County is responsible for processing all applications in a fair and equitable manner.

Contingency Services – Shared Parenting

In shared parenting arrangements, PRC Contingency Services will be provided to the first eligible parent who applies and is approved. Shared parenting must be properly documented and verified.

Assistance Groups with Multiple Adults

For AGs with more than one adult, PRC usage will be tracked based on the children included in the AG. If the adult members later separate into different AGs:

- Only the adult residing with the children will be eligible for any unused PRC funds from the original AG.
- If the adults each assume custody of one or more children, each new AG will only be eligible for the remaining balance of PRC assistance not previously used by the original AG.
- All standard PRC time limits and benefit caps will apply to both newly formed AGs.
- An adult child with minor children who was previously part of another AG will be

considered a new AG upon establishing an independent residence and may be eligible for PRC assistance, provided all other eligibility requirements are met.

Automatic Income Eligibility

AGs currently approved for Ohio Works First (OWF) cash assistance or Supplemental Nutrition Assistance Program (SNAP/food assistance) are automatically considered income-eligible for PRC Short-Term and Ongoing Services. However, AGs must provide proof of income to qualify for PRC Contingency Services.

At its discretion, ACDJFS may use existing OWF or SNAP application verifications for the PRC application, relying on the most recent submitted documentation for those programs.

Ineligible Assistance Groups

Applicants who are ineligible include:

- Fugitive felons and probation and parole violators.
- Individuals with any outstanding OWF fraudulent overpayments or PRC fraud overpayment balance. A PRC AG that is discovered to have fraudulently received or improperly disposed of PRC benefits or services will be required to reimburse the ACDJFS the full cost of the benefits or service and may be subject to prosecution.
- Individuals ineligible or sanctioned for other public assistance programs due to deliberate non-compliance with the terms of their assistance are ineligible for **ALL PRC SERVICES**.
 - **Exception to this condition, are individuals with SNAP IPV tier I and tier II sanctions.**
 - **Individuals with SNAP IPV tier III with lifetime ban from the SNAP program are ineligible for ALL PRC Services.**
- An unmarried, non-graduated parent under 18 years of age, not attending high school or equivalent.
- An unmarried parent under 18 years of age not living in an adult supervised setting.
- A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for 10 years.
- An applicant refuses to use available resources or excess income to help meet their need.
- An applicant or assistance group member is on strike.
- An applicant is not a U. S. Citizen or a qualified alien or a resident of Allen County.
- An applicant or AG member not cooperating with Allen County Children Services.
- Non-compliance with these will not make an applicant ineligible for services through the Allen County Children Services.
- AGs who are under a sanction in the OWF or SNAP programs are ineligible. *(Unless supportive services are required for OWF individuals to meet compliance requirements and have the sanction cleared. Supervisor approval is required.)*
- AGs that have liquid resources at or above \$2,500 are not eligible for all PRC Services as such resources shall be used to meet PRC request.

Income

For Prevention and Retention Services, the AG must have a combined gross monthly income at or below 200% of the Federal Poverty Guidelines (FPG) updated annually. In order for the eligibility of the AG to be determined, the gross earned and unearned income of the AG must be determined and must meet the standard for that service.

Gross earned income examples include, but are not limited to:

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

Gross unearned income examples include, but are not limited to:

- Income as stated in OAC 5101:1-24-20
- RSDI benefits
- Alimony and child support
- Workers' Compensation
- Unemployment Benefits
 - Pandemic Unemployment Assistance (PUA) Benefits
- OWF and SSI payments

The Allen County Department of Job and Family Services (ACDJFS) is responsible for determining, using its best judgment, whether the income available to an applicant should be—or reasonably should have been—used to meet the identified need.

For purposes of financial eligibility:

- All gross income received by the adult members of the Assistance Group (AG) during the 30 days prior to the application date will be considered.
- For Contingency Services only, the income of all household members will be included in the eligibility determination, except for minor children who are enrolled full-time in secondary school.

Applicant Responsibilities and Verification Requirements

Applicants are responsible for providing all required written or verbal verifications.

- For verifications obtained via phone, the ACDJFS record must clearly document:
 - The name and position of the individual supplying the information
 - The date the verification was obtained
 - The verified amount of income or asset
 - The name of the ACDJFS staff member who obtained the verification

If all reasonable efforts to obtain verification have been exhausted, self-attestation of income may be accepted as a last resort.

Unemployed Participants

Unemployed participants who are not receiving cash assistance are not eligible for hard services for more than four months. For purposes of this plan, an employed person shall be defined as anyone who works during the month of service and is monetarily compensated for that work. Redetermination of eligibility for PRC Ongoing Services will be completed on an annual basis.

Non-Custodial Parents

- A non-custodial parent who lives in the county and whose child resides in Ohio is eligible for PRC services as long as all other eligibility criteria are met
- The non-custodian's children will not be included as part of the household size composition for eligibility purposes.
- The earned income of a current spouse of a non-custodial parent will be included for direct monetary services/hard services
- All assistance group members will be treated as a unit for the purpose of determining eligibility for the PRC program. Receipt of services by one PRC AG does not preclude providing help to another PRC AG even if they both contain the same child. A non-custodial parent receiving PRC services, for example, will not affect the custodial parent's receipt of PRC benefits.

Application Process

Applicants must complete the appropriate Allen County Department of Job and Family Services (ACDJFS) Prevention, Retention, and Contingency (PRC) application form, which includes a budget for all requested PRC services. Applications for services on behalf of minor child(ren) must be completed by a parent or legal guardian.

ACDJFS reserves the right to determine the appropriate application form(s) for each service and may accept multiple formats where applicable. At the time of application, applicants will receive:

- A copy of JFS 04059, *Explanation of State Hearing Procedures*, and
- A voter registration application, as prescribed by the Secretary of State under ORC 3503.10, in accordance with ORC 329.051.

PRC Short-Term Expenses and Contingency Services

Applicants for Short-Term Expenses and Contingency Services must:

- View the agency's financial literacy video
- Review the corresponding information sheet with a PRC Caseworker
- Demonstrate, through discussion with the Caseworker, the ability to maintain household expenses using available resources

Once these steps are completed, the application may be expedited within five (5) working days.

Use of Community Resources

Before PRC services can be authorized, every effort must be made to explore available community resources. Applicants are required to apply for and utilize any program, benefit, or support system that could reduce or eliminate the need for PRC assistance. This may include attending budget counseling and keeping appointments or making contacts with other service agencies

County personnel are trained to identify and refer applicants to appropriate resources. If an applicant refuses to explore or use these resources, the application may be denied.

Social Security Numbers and Household Eligibility

Generally, Social Security Numbers (SSNs) are required only for individuals for whom benefits are being requested. However, in some cases, SSNs of other household members may be needed to verify income or other eligibility factors, even if those individuals are not directly seeking assistance.

- ACDJFS may determine certain household members are ineligible (e.g., due to immigration status), but other eligible family members may still qualify.
- SSNs may be used to contact other agencies or verify information related to income, disability, or other benefits.

Application Timelines and Eligibility

- Applications may not be submitted more than 30 days prior to the requested service start date unless early application is necessary.
- Financial eligibility is based on the assistance group's (AG's) combined gross income (earned and unearned).
- Excluded income includes:
 - Earned income of full-time students in 12th grade or lower

Alternative Service Providers

If an AG objects to a faith-based provider, an alternative provider offering comparable services will be made available within a reasonable timeframe and geographic proximity. Applicants will be notified of their right to request an alternative.

Notice and Recordkeeping

All AGs will receive a copy of the Information Regarding PRC Benefits (Form 1006), which includes:

- Use of Social Security Cards
- Fraudulent Assistance Information
- Charitable Choice
- Voter Registration

All applications will be processed within seven (7) working days after the required verifications are received. If documentation is not received within this period, the application may be denied. No application shall remain pending more than 30 days unless an extension has been granted for submitting missing documentation.

All application materials and documentation will be maintained in a PRC file for the AG. Subsequent PRC applications will be added to the same file, unless it has been purged per ACDJFS record retention policies.

Reapplication & Goal Planning

Unless otherwise specified, an assistance group (AG) may apply for PRC services more than once per calendar year, provided the maximum allowable dollar amount for those services has not been exceeded. For all Ongoing Services, the following will apply:

- Goals will be established upon approval of the application.
- A mid-point review will be conducted to assess progress toward those goals.

If ACDJFS determines during the review that the client is not making reasonable efforts toward self-sufficiency and the lack of progress is within the client's control, the service may be terminated. If the client reapplies for the same service in a subsequent year, the goals and outcomes from the previous service year will be reviewed to assess progress and compliance before determining eligibility for continued support.

Notice of Approval or Denial

If an application for PRC is approved, the ACDJFS shall mail or otherwise deliver the JFS4074 “Notice of Approval of your Application for Assistance.” If an application for PRC is denied, the ACDJFS shall mail or otherwise deliver the JFS7334, “Notice of Denial of your Application for Assistance.”

Authorization and Payment

Purchases under the PRC program will be made directly from approved vendors, in accordance with ACDJFS procurement policies. Vendor payment is the preferred and standard method of service delivery. The customer must provide documentation verifying that any remaining balance has been paid prior to ACDJFS authorizing payment for the approved goods and/or services.

Once PRC eligibility is established, ACDJFS will authorize and generate payment for the approved assistance. Items or services will be purchased from the vendor offering the lowest and best price, per procurement guidelines. Authorization may occur at any point during the approved PRC period, with actual vendor payments processed according to established ACDJFS procedures. All payments are made directly to vendors, ensuring compliance with all applicable auditing and fiscal accountability requirements.

Reimbursement to the customer will be considered solely under exceptional circumstances and only as a last resort, when all other direct payment options have been exhausted and deemed unfeasible. Prior authorization from ACDJFS for the specified approved PRC service is required before any customer-initiated purchase is eligible for reimbursement. Reimbursement requests must include itemized receipts and valid proof of payment. Requests made without prior agency approval will not be reimbursed.

Types of Services

Please note that the TANF purpose(s) for each service is listed below:

#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 the dependence of needy parents on government 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.

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

Prevention & Retention: Short-Term Services

- All General Eligibility & Application Requirements apply
- \$2,000 per consecutive 12-month period not to exceed the amount required to meet the presenting need or the amount listed below for that service.
- If the application is approved, the consecutive 12-month period shall begin the day the application was signed.
- Contracts between ACDJFS and service providers may exceed caps.
- May reapply any number of times during a 12-month period as long as maximum dollar amount has not been exceeded.
- A budget and the financial literacy program **must be completed** with an ACDJFS worker to document ability to make ongoing payments.

TANF Purpose	Service	Additional Requirements	Cap
#1	A one-time payment per child at the time of placement of a child or children in the home by Allen County Children Services. (placement within the last 90 days)		\$100 ONE Time
#2	Job related expenses: uniforms not to exceed \$200/rolling calendar year; tools and safety equipment (i.e. safety glasses, steel toed work boots, hard hats) not to exceed \$600/rolling calendar year	Must work or documented to work at least 25 hours per week earning minimum wage. Three estimates required.	\$200/rolling calendar year for uniforms \$800/rolling calendar year for tools and safety equipment
#2	Identification materials: i.e. driver's license, state identification, birth certificates; EXCLUDES FINES, COURT COSTS, LATE FEES	Must be for the purpose to obtain or retain employment or to fulfill public assistance program requirements	\$200/ rolling calendar year
#2	Vehicle repairs: Not to exceed the presenting need. Repairs covered are those only vital to the functionality of the vehicle. General maintenance is NOT covered. [Tires (if deemed necessary in all three estimates), brakes and rotors are allowable.] *Repair cost cannot exceed the value of the vehicle.	1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Proof of insurance 5. Current vehicle registration 6. Three estimates on letterhead from repair shop that will take ACDJFS voucher. Need to include vehicle make, model and year; and itemized parts list and labor costs. If for tires, need to state old tires are unsafe.	\$1,200/ rolling calendar year (One time in 12 months)
#2	Vehicle payment: PRC will pay for no more than one month of the actual payment. If applicant is unable to show the ability to pay succeeding months, the application will be denied.	1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Proof of insurance 5. Current vehicle registration 6. Must show ability to pay later months 7. Statement from creditor with payment amount, amount behind, and if applicant is in danger of repossession	\$500 /rolling calendar year

#2	<p>Vehicle insurance: If applicant is unable to show the ability to pay succeeding months, the application will be denied. If no lien, only liability will be covered. If loan, will pay what is required from bank up to limit. WILL PAY NO MORE THAN 6 MONTH PREMIUM + DEPOSIT</p> <p>The vendor is required to accept a single lump-sum payment from ACDJFS covering the entire approved coverage period.</p>	<ol style="list-style-type: none"> 1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Current vehicle registration 5. Provide three estimates 	\$1,000 per 24 months (One time in 24 months)
#2	<p>Down payment for a vehicle: PRC will match 200% of applicant's down payment. PRC payment not to exceed \$1,200. (Cost of the vehicle not to exceed the value of the vehicle as determined by ACDJFS). If the applicant is unable to show the ability to pay succeeding vehicle loan months, the application will be denied.</p> <p>**If the customer already has a working vehicle registered in their name, ACDJFS must review eligibility for vehicle repair service prior vehicle down payment service. If the cost of vehicle repairs exceeds value of vehicle, ACDJFS will then review service eligibility for vehicle down payment.</p> <p>**Customers with a vehicle registered in their name that has been repossessed are not eligible for vehicle down payment assistance.</p>	<ol style="list-style-type: none"> 1. Employed the last 90 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Must show ability to pay later months of vehicle payments and insurance 4. Valid driver's license 5. Proof of insurance 6. Quote from dealer with price of vehicle, make model, year and mileage 7. If vehicle is privately owned, a copy of the owner's title 	\$1,200 ONCE per lifetime
#2	Driver's Education: To allow an AG member to obtain a Driver's license for employment purposes.		\$800 /rolling calendar year. AG member once per lifetime
#2	Testing/certification and licensing fees: To allow a parent to obtain the license/certification required for employment; PRC funds CANNOT BE USED FOR FINES	Completion of two successful pre-tests	\$500 per rolling calendar year
#2 & #3	Pre-pregnancy and family planning services		
#2	Financial Literacy Incentive: One-time payment \$50 direct payment deposited into a new checking (\$45) and savings (\$5) account on eligible recipient's behalf at a local credit union or bank (Customer choice on credit union or bank. Entity must be willing to be/become ACDJFS vendor and accept voucher on customer's behalf).		
#2	License plates for vehicles	<ol style="list-style-type: none"> 1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. PRC funds are not to be used for fines 	\$100/rolling calendar year
#2	Vehicle Registration fees	<ol style="list-style-type: none"> 1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. PRC funds are not to be used for fines 	\$100/rolling calendar year

Prevention & Retention: On-going Services

- All General Eligibility & Application Requirements apply
- \$10,000 per consecutive 12-month period not to exceed the amount required to meet the presenting need. If the application is approved, the consecutive 12-month period shall begin the day the signed application was received by the Agency. No cap on child welfare services. Contracts between ACDJFS and service providers may exceed caps.
- A budget **must be completed** with an ACDJFS worker to document ability to make ongoing payments.
- On-going services are on a rolling calendar year.

TANF Purpose	Service	Cap
#2	Pre-employment preparation, including literacy and GED programs, job readiness classes, and the Mentor Program as approved by the Agency.	
#2	Job search/Job Readiness/Job Retention	
#2	On-The-Job Training (OJT): Subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers will be reimbursed up to 50% of eligible trainee's wage during the established training period.	\$5,000/rolling calendar year
#2	On-The-Job Training (OJT) Transportation	Limited to the duration of the OJT contract. Not to exceed 90 days.
#2	<p>Employment related transportation expenses for 90 days in a rolling calendar year, may include transportation to and from day care. The first date of service is the begin date of the 90 days. An AG that includes more than one employed individual, each individual is eligible for the 90 days. Required to show verification of need for training. For employment, required verifications include: schedule, pay, hours of employment, name of employer. Customer must live more than 1.0 mile from destination for transportation services. Most cost effective mode of transportation will be utilized.</p> <p>Must have at least 25 hours per week of working and/or training/education (or combination of both) at time of initial application. If AG applies for services the following year, the work/training requirement is 30 hours or more.</p> <p>REQUIREMENTS for Gas Voucher:</p> <ul style="list-style-type: none"> • Valid driver's license • Current vehicle registration • Current vehicle insurance <p>**Participants receiving Employment Transportation service that successfully complete ACDJFS Financial Literacy program by goal review date (must be completed within 45 days of initial service start date) could be extended for 30 additional days of employment transportation. The 30 day extension is limited to customer's first initial application in the rolling calendar year. See attached ACDJFS Financial Literacy Program</p>	<p>90 days in a rolling calendar year;</p> <p>Gas Vouchers follow IRS Standard Mileage Rate</p> <p>View current mileage rate at https://www.irs.gov/tax-professionals/standard-mileage-rates</p> <p>\$50 per week max for gas vouchers.</p> <p>Not to exceed 120 days in a rolling calendar year; \$50 per week max for gas vouchers.</p> <p>Cost of transportation must not exceed gross earned income of participant</p>
#2	Job search, job interview, and job readiness related transportation expenses for 30 days in a rolling calendar year. The first date of service is the begin date of the 30 days.	30 days in a rolling calendar year

#2	HSE or Adult Diploma transportation. Bus Tickets or Bus Pass only.	120 days in a rolling calendar year. Bus Tickets or Bus Pass only allowable mode.
#2	OWF applicant's transportation will be provided for participation.	Not to exceed 45 days per application
#2	<p>Vocational or Post-Secondary Educational/Training expenses for tuition, lab fees, tools, uniforms, testing fees, certification fees. Participants must be working with the Agency and meet all criteria regarding eligibility and suitability requirements that will ensure a reasonable expectation of employment in the occupation.</p> <p>*To ensure PRC funds are used to support training that leads to viable employment opportunities and long-term self-sufficiency for customers, education/training can only be authorized to support in-demand occupations. ACDJFS uses methodology established by the Ohio Department of Job and Family services based on Labor Market Information in compliance with Workforce Innovation and Opportunity Act (WIOA) requirements to determine in-demand occupations.</p>	<p>Two (2) sessions (quarters, semesters, etc.)</p> <p>\$8,000 Maximum/rolling calendar year</p>
#2	<p>Paid Work Experience – Cover wages for participants for up to 12 weeks (not to exceed 480 hours).</p> <p>Paid work experience is a structured, time-limited, and compensated opportunity offered to PRC-eligible individuals who demonstrate a need to develop workplace skills and prepare for long-term, sustainable employment as a pathway to self-sufficiency.</p>	<p>Up to 12 weeks (not to exceed 480 hours). Contract amount not to exceed \$8,000.</p> <p>Hourly wage is determined by the employer based on position.</p> <p>Participants in paid work experience will receive wages through ACDJFS's designated third-party payroll provider, who will also serve as the employer of record.</p>
#2	Transportation to Vocational or Post-Secondary Education/Training for up to 120 days.	<p>120 days in a rolling calendar year</p> <p>Gas Vouchers follow IRS Standard Mileage Rate</p> <p>View current mileage rate at https://www.irs.gov/tax-professionals/standard-mileage-rates</p> <p>\$50 per week max for gas vouchers</p>
#1 & #2	Child welfare protective services per contract. CSEA services per contract.	
#2	Child Care Provider application fee costs for future in-home child care providers and start-up equipment.	\$700 Maximum/rolling calendar year
#2	Child Care Provider incentive of \$500 after one month of verified subsidized (PFCC) in-home child care service	\$500 Maximum/lifetime
#2	Child Care Application Fees for children for parents starting employment, training or job readiness.	\$250/rolling calendar year

Method of Transportation

For approved trips, the Allen County Department of Job and Family Services (ACDJFS) will determine the most cost-effective mode of transportation, taking into account the individual circumstances and specific transportation needs of the customer. Transportation may be provided through a contracted service provider or via gas vouchers.

Transportation will be assigned in the following order of priority:

1. **Public Transit (RTA Bus):**

Customers who live within a half-mile (.5 mile) of an RTA bus route, and whose employer is also within a half-mile (.5 mile) of an RTA route (during RTA operational hours), will receive bus tickets or bus pass.

2. **Gas Vouchers:**

Issued to customers who have access to a personal vehicle or a reliable ride from another individual.

3. **Contracted Transportation Services:**

Scheduled using the most cost-effective provider available when public transit or gas vouchers are not feasible.

Contracted Provider Transportation Guidelines

1. **Purpose of Service:**

Transportation is provided only to and from the place of employment. Changes to transportation arrangements require approval from an ACDJFS Case Manager with at least two (2) business days' notice.

2. **Transportation of Children:**

Transportation for minor children is permitted only when the client is in the vehicle and only for child care stops. ACDJFS does not provide transportation to or from secondary school.

3. **Ride Cancellations:**

Clients must follow ACDJFS's established cancellation policy. Repeated no-call/no-shows may result in loss of transportation services.

4. **Public Transit Eligibility:**

If a client resides within a half-mile of an RTA bus route and the destination is also within that proximity—and the travel occurs during RTA operational hours—bus tickets will be provided as the primary mode of transportation.

Misuse of Transportation Assistance

- A "No Show" is defined as failing to accept the ride when the driver arrives at the designated pick-up location.
- Multiple no-call/no-shows may result in suspension or termination of transportation services.
- Clients are expected to follow a Code of Conduct when interacting with transportation providers.

Inappropriate behavior, including but not limited to:

- Disrespectful or abusive language
- Threats or acts of physical intimidation
- Physical violence

...will not be tolerated and may result in termination of transportation services and/or criminal prosecution, depending on the severity of the behavior.

Contingency Services

Eligibility Requirements

- All General Eligibility & Application Requirements
- Client must provide documentation of a crisis that has occurred in the last 60 days.
- Payments not to exceed **\$1,200** (except disaster assistance) per consecutive 24-month period, but not to exceed the amount actually required to meet the presenting need. If the application is approved, the consecutive 24-month period shall begin the day the signed application is approved.
- Combined gross income of **all household members** for the month prior to application will be considered with the exception of minor children attending secondary school full time and will be based on all household members excluding the income of minors in secondary school and must be at or below 200% of the FPG. Client must have
- May reapply any number of times during the 12-month period as long as maximum dollar amount has not been exceeded. The 24 months begins on the 1st approved application date.
- All liquid assets must be verified and used, before the household is eligible for PRC contingency services. Liquid assets may include: cash, checking and savings accounts (including credit union accounts, Christmas and vacation clubs), dividends and interests, savings certificates (including Certificates of Deposit), trust funds or estates, 401K or retirement accounts, mutual funds, stocks and bonds that are available.
- Client must complete a budget with ACDJFS workers to document ability to make ongoing payments including:
 - Verify how all income within last 30 days was spent by everyone in home. If a client cannot provide documentation for the 30 days needed, he/she will be required to account for income on a written statement at the time of application.
 - Must have sufficient fixed or earned income to be able to cover all future monthly expenses.
- A budget and the financial literacy program **must be completed** with an ACDJFS worker to document ability to make ongoing household payments.
- Consistent with the goal of self-reliance for Allen County families, assistance for Contingency **services will require a 10% customer co-pay toward the total amount needed**. This applies to utilities, rent, mortgage, deposit, down payment and appliances. Acceptable means of payment include cash, credit card, cashier's check or money order made payable to Allen County Job and Family Services or receipt of payment made to directly vendor. The dollar amount will be rounded up.

NOTE: For Contingency services, the applicant must demonstrate a verifiable and documented personal or economic crisis which occurred in the previous 60 days, and which resulted in the financial need for Contingency services. Eligibility for Contingency services are conditional upon the crisis being outside of reasonably expected expenses, and documented by, at a minimum, receipt for payment toward addressing the stated crisis. If this crisis was a result of a criminal act, including the theft of such items as checks, cash or necessary AG goods, the applicant must furnish a police report made within 24 hours of the alleged criminal act.

Contingency Services

TANF Purpose	Service	Requirement(s)	Cap
#1	Utilities (Gas, Electric, Water): including deposits, disconnects and reconnect fees. Gas and electric will only be available in coordination with WOCAP (when funding is available).	<ul style="list-style-type: none"> • Social Security card and State ID for all household members • Applicants must first apply for assistance through WOCAP when applicable programs are active and funding is available. • Disconnect notice • Proof of payment made in last 90 days • 10% co-payment required 	\$750
#1	Propane tanks are included when the tank is below 25%	<ul style="list-style-type: none"> • If propane, provide documentation that tank is 25% or less from an ACDJFS representative home visit • Will fill up to 80% or \$300, whichever is less • Funding only available during November-March • Payment will go to vendor accepting an ACDJFS voucher • 10% co-payment required 	\$400 or up to 80% Once every 24 months
#1	Rent, Mortgage, Deposit or Down Payment available in coordination with WOCAP Limited to the amount actually required. <i>RENT DEPOSITS WILL ONLY BE PAID FOR THOSE in a domestic violence situation OR the move is due to an emergency that is out of the client's control</i>	<ul style="list-style-type: none"> • Social Security card and State ID for all household members • 10% co-payment required • If homeless: <ul style="list-style-type: none"> • Need statement of residency from the shelter or agency working with client • Have eviction notice or notice to leave premises • Approval or denial from WOCAP If moving, have letter from landlord stating: <ul style="list-style-type: none"> • Cost of monthly rent and/or deposit • Estimate of monthly utilities • How much has already been paid toward rent/deposit • Arrangements made to pay for balance after ACDJFS voucher • Name, address and phone number of landlord • If subsidized housing for first time – need letter from MET verifying amount subsidized If staying at current location: <ul style="list-style-type: none"> • Verification of number of months client is behind in rent and amount owed • Arrangements made to pay for balance after ACDJFS voucher 	\$1,200
#1	Appliances: Purchase of a stove and/or a refrigerator	<ul style="list-style-type: none"> • ACDJFS will make a home visit to verify the need. • Social Security card and State ID for all household members • 10% co-payment required • Customer must pay any costs exceeding the authorized amount prior to ACDJFS issuing payment 	\$1,000
#1	Appliances: Purchase of a washer OR dryer	<ul style="list-style-type: none"> • 50% co-payment required • Customer must pay any costs exceeding the authorized amount prior to ACDJFS issuing payment 	\$600
#1	For Homeless Families to stay in a hotel or paid shelter, until appropriate suitable arrangements can be made. This is as a last resort and in coordination with WOCAP, Family Promise and/or other agencies as appropriate.		\$650
#1	Disaster services , to assist with damage/loss sustained as a result of natural disaster upon declaration by Governor (will not duplicate other federal disaster relief. If applicant receives disaster services, he/she cannot be duplicated for other contingency services). Disaster services will only be provided if additional State funding is received specifically for disaster relief.		\$1,500 <i>If the state does not establish a cap</i>

Pregnancy Prevention Services

TANF Purposes 3 and 4

Allen County PRC services are limited based on an established written contract with a provider of the services. These services are available without regard to income. The target population includes: pre-teens, teens, young adults, and families at risk of unwed pregnancies. There is no cap on services. \$5,000 per consecutive 12-month period not to exceed the amount required to meet the presenting need. If the application is approved, the consecutive 12-month period shall begin the day the signed application was received by the Agency.

Services include the following:


- Family planning support, clinical and follow up services
- Education outreach (including promotional materials)
- Mentoring services
- Community services
- Teen peer support group
- Pregnancy prevention counseling
- Birth control options

Community & Economic Development

Community and Economic Development Programs developed as a result of the planning process serve to enhance local communities by identifying human service/economic development needs and strategies to address those needs may be funded by Allen County Job and Family Services to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. Economic Development Strategies identify activities that target low-income families in the community, such as:

- Staffing a community planning process for the County Family Services.
- Committee or subcommittee that identifies the specific needs of TANF recipients toward achieving stable employment.
- Covering a share of the planning and development financing for local organizations or community development corporations that employ TANF recipients.
- Subsidized work programs or wage support can be used in conjunction with economic development funds to community development corporations.
- Expansion or retention of employment opportunities
- Collecting and distributing information about job opportunities and/or prospective changes in the demand for specific occupations.
- Providing information for job seekers of new job prospects and employers of available personnel.
- Providing job skills and remedial skills training for employees and potential employees through local community colleges.

Allen County Department of Job and Family Services agrees to implement the PRC County Program as written above. This plan becomes effective on October 1, 2025. This plan shall remain in effect until otherwise modified or terminated.



Joseph A. Patton, Director

9/5/25

Date

Allen County PRC Addendum

ALLEN COUNTY EMPLOYMENT INCENTIVES PROGRAM

Effective May 1, 2018
Modified April 27, 2021
Modified March 28, 2022
Modified June 27, 2023
Modified October 1, 2025

The mission of the Allen County Employment Incentives Program is to promote the value of employment, personal and community responsibility, and strong family support systems. This program is designed to assist individuals and families in Allen County in achieving financial independence from government assistance.

Aligned with the goals of Ohio's Prevention, Retention, and Contingency (PRC) Program, the Allen County Employment Incentives Program provides targeted support to low-income families, helping them transition out of poverty, achieve self-sufficiency, and maintain family stability. This program is not an entitlement, and participation is based on eligibility and available resources.

The program offers limited, non-recurring, short-term, crisis-oriented benefits and ongoing supportive services. These are directly related to the four federally recognized purposes of the Temporary Assistance for Needy Families (TANF) program and do not fall under the federal definition of "assistance":

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; and
4. Encourage the formation and maintenance of two-parent families.

To participate, individuals must be residents of Allen County and part of a TANF-eligible family, with household income at or below 200% of the Federal Poverty Level (FPL). Eligible participants include:

- A TANF-eligible individual who is 18 years of age or older and has a minor child in the household
- A non-custodial parent as long as they are considered "needy" (at or below 200% FPL) and have a minor child who resides in Ohio

Eligibility and Application:

- Eligibility will follow the guidelines outlined in the county's regular Prevention, Retention, and Contingency (PRC) Plan, unless specifically amended or clarified below.
- Income eligibility will be based on gross income received in the past 30 days, or projected income for the next 30 days if the past 30 days do not accurately reflect ongoing income.
 - A TANF-eligible individual currently receiving Ohio Works First (OWF) or Food Assistance (SNAP) will be considered automatically income eligible for the

Employment Incentives Program, provided they do not fall into any of the "Applicants Ineligible for PRC" categories listed in the county's PRC Plan.

- A single pregnant woman with no other individuals in the assistance group will be considered a household of two (2) for eligibility determination purposes.
- The assistance group must have a combined gross income at or below 200% of the Federal Poverty Level (FPL).
- Applications approved under this addendum will not count as services that would make an individual or household ineligible for future services under the county's regular PRC Plan.

Program Participation and Incentive Timeline

- Start of Incentive Eligibility:
 - Participants who are determined eligible for the Employment Incentives Program on or before the 10th of the month will begin earning employment incentives starting that same calendar month, provided all other program requirements are met.
 - *Example: If eligibility is determined on May 8, 2025, the participant will begin earning their first incentive for May 2025.*
 - Participants determined eligible after the 10th of the month will begin earning incentives starting the following calendar month.
 - *Example: If eligibility is determined on May 16, 2025, the participant will begin earning their first incentive for June 2025.*
- TANF Eligibility Requirements:
 - TANF eligibility will be verified during the initial application and will support up to 12 months of program participation.
 - At 12 months, participants must reapply to redetermine TANF eligibility in order to continue in the program for the remaining 6 months, for a total potential participation period of 18 months.
 - Participants must maintain continuous TANF eligibility throughout the program. If information becomes known that renders a participant ineligible for TANF, program participation will be terminated.
- Financial Literacy Participation:
 - All program participants are required to engage in financial literacy and budgeting services offered through OhioMeansJobs Allen County, both at intake and throughout their participation in the Employment Incentives Program.

Tiered Incentive Portfolio Management:

- Allen County Department of Job and Family Services (ACDJFS) and OhioMeansJobs Allen County (OMJ) will establish and internally manage a tiered incentive performance portfolio for each eligible participant at program intake.
- Each portfolio may remain active for up to 18 months, contingent on the participant maintaining TANF eligibility as outlined in the "Eligibility and Application" and "Program Participation and Incentive Timeline" sections.
- Performance-Based Financial Incentives:
 - Participants will earn one-time, tiered financial incentives for achieving specific work performance benchmarks, primarily focused on maintaining uninterrupted, full-time employment.
 - These incentives are intended to support participants as they transition toward self-sufficiency, particularly as public assistance benefits decrease due to earned income.

- **Monthly Incentive Benchmarks:**
 - For each full calendar month, up to 18 consecutive months, in which a participant maintains uninterrupted full-time employment, a predetermined financial incentive will be added to their performance portfolio.

See the "Work Performance Tiered Incentive Chart" on pages 5 and 6 for detailed incentive amounts.
- **Incentive Eligibility Determination:**
 - Eligibility for the monthly incentive will be reviewed by the OMJ Career Consultant and approved by the Workforce Supervisor or Administrator at the beginning of the following month.
- **Full-time employment is defined as:**
 - Working at least 32 hours per week, each week, during the calendar month, without interruption.
 - For participants with non-traditional or rotating shifts, total monthly hours must equal 128 hours or more.
- **Employment Disruptions and Transitions:**
 - A lapse in employment due to at-fault termination will result in termination from the program.
 - Lapses in employment due to good cause will be reviewed by ACDJFS Administration to determine whether program participation may continue.
 - Participants who change employers during the program must verify that the new job offers a financial improvement (e.g., higher wage, better benefits, or total compensation) to remain eligible for continued participation.
- **Final Incentive Distribution:**
 - Participants who complete the program by maintaining 18 consecutive months of qualifying employment will receive the entire remaining balance of their incentive portfolio as a final payout.
 - Participants who exit the program early (due to job loss or non-participation) will receive only the portion of incentives they have earned, minus any previously distributed payouts, in accordance with the program's financial incentive schedule.

MONTHS CONSECUTIVELY EMPLOYED																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
\$300	\$600	\$900	\$1,200	\$1,400	\$1,600	\$1,750	\$1,900	\$2,050	\$2,200	\$2,300	\$2,400	\$2,500	\$2,600	\$2,700	\$2,800	\$2,900	\$3,000

- **Emergent Need Payouts from Incentive Portfolio**
 - Participants may choose to withdraw funds from their performance portfolio during the 18-month program to address documented emergent needs that cannot be met through a PRC service.
 - Emergent Need is defined as: "An episode of need that impacts the participant's ability to maintain employment, where the benefit issued is not intended to address ongoing or recurrent needs."
- **Requirements and limitations for emergent need payouts:**
 - The need must be verified and documented.
 - Only one payout is allowed per calendar month.
 - The payout cannot exceed \$250 within any 30-day period.
 - No more than two consecutive months of payouts are permitted. At least one non-payout month must occur between payout periods.
 - The maximum number of monthly payouts per participant is six during the 18-month program.

Use of PRC Services for Employment Retention

- Active participants may access services listed in the Employment Incentives PRC Service Matrix to address emergent needs affecting employment retention.
- PRC benefits provided through this program:
 - Must fall within the defined service limitations and annual financial caps specified in the PRC Service Matrix (see pages 7–10).
 - Must support TANF Purpose #2: *Ending dependence of needy parents on government benefits through job preparation, work, and marriage.*
- All PRC services and associated costs will be tracked and monitored by ACDJFS/OMJ staff. Tracking will include:
 - Frequency of PRC benefits issued
 - Type of services provided (e.g., rent, utilities, car repairs)
 - Costs associated with each benefit
 - The emergent need that the benefit addressed

Third-Party Payments and Ancillary Services

- Payments may be made to third-party providers for activities that support the program's implementation and participants' employment retention, including but not limited to:
 - Work-related items (e.g., uniforms, tools, licenses, certifications)
 - Supervision and job-specific training
 - Case management and supportive employment services
 - Transportation assistance

On-the-Job Training (OJT) and Employer Engagement

- OJT contracts, funded through PRC, will be developed and marketed to local employers as a tool to incentivize the hiring and retention of Employment Incentives Program participants.

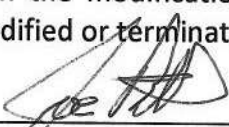
Community and Economic Development Activities

- Community and economic development initiatives, as defined in the current Allen County PRC Plan, are allowable components of this welfare reform initiative and may be utilized to further support program goals.

The services and incentives offered through the Allen County Employment Incentives Program (EIP) are also available to both TANF-eligible and non-TANF eligible participants through the State's Benefit Bridge Program.

Services funded through Benefit Bridge are subject to the financial caps and benchmarks established by the State. Allen County reserves the right to determine whether services are provided under EIP or Benefit Bridge, based on available funding.

This plan addendum became effective on May 1, 2018, and was modified on September 16, 2025, with the modification taking effect on October 1, 2025. It shall remain in effect until further modified or terminated.



Joseph A. Patton, Director

9/16/25

Date

Achieving

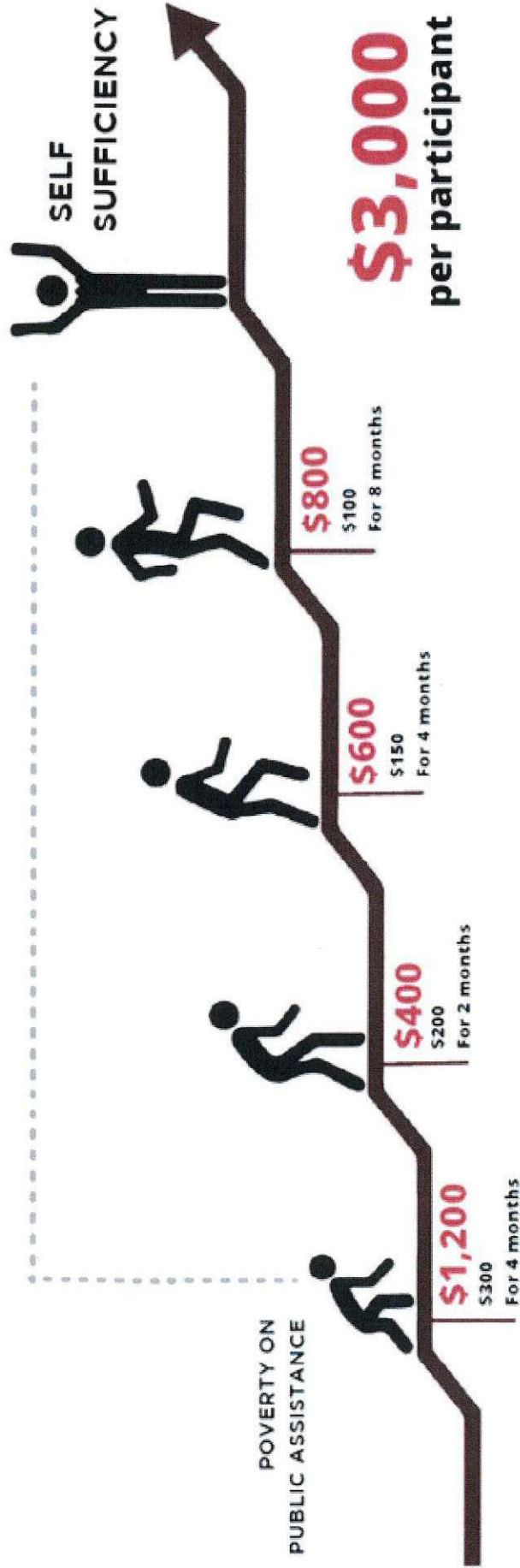
SELF SUFFICIENCY



OhioMeansJobs

Allen County

A proud partner of the American Job Center network



Working Incentives

MONTH	Incentive Amount
MONTH 1	\$300
MONTH 2	\$300
MONTH 3	\$300
MONTH 4	\$300
MONTH 5	\$200
MONTH 6	\$200
MONTH 7	\$150
MONTH 8	\$150
MONTH 9	\$150
MONTH 10	\$150
MONTH 11	\$100
MONTH 12	\$100
MONTH 13	\$100
MONTH 14	\$100
MONTH 15	\$100
MONTH 16	\$100
MONTH 17	\$100
MONTH 18	\$100
TOTAL EARNABLE INCENTIVES: \$3,000	

Prevention & Retention: EIP Short-Term Services

- All General Eligibility & Application Requirements apply
- \$6,000 per consecutive 12-month period not to exceed the amount required to meet the presenting need or the amount listed below for that service.
- If the application is approved, the consecutive 12-month period shall begin the day the application was signed.
- Contracts between ACDJFS and service providers may exceed caps.
- May reapply any number of times during a 12-month period as long as maximum dollar amount has not been exceeded.
- A budget and the financial literacy program **must be completed** with an ACDJFS worker to document ability to make ongoing payments.

TANF Purpose	Service	Additional Requirements	Cap
#2	Job related expenses: uniforms, tools, and safety equipment (i.e. safety glasses, steel toed work boots, hard hats)	Must work or documented to work at least 25 hours per week earning minimum wage. Three estimates required.	\$1,000 rolling calendar year
#2	Identification materials: i.e. driver's license, state identification, birth certificates; EXCLUDES FINES, COURT COSTS, LATE FEES		\$200 rolling calendar year
#2	Automobile repairs: Not to exceed the presenting need. Repairs covered are those only vital to the functionality of the vehicle. General maintenance is NOT covered. [Tires (if deemed necessary in all three estimates), brakes and rotors are allowable.]	<ol style="list-style-type: none"> 1. Employed the last 30 days 2. Valid driver's license 3. Proof of insurance 4. Current vehicle registration 5. Three estimates on letterhead from repair shop that will take ACDJFS voucher. Need to include vehicle make, model and year; and itemized parts list and labor costs. If for tires, need to state old tires are unsafe. 6. Budget must show ability to pay any remaining repair costs 	\$2,000 rolling calendar year
#2	Car payment	<ol style="list-style-type: none"> 1. Employed the last 30 days 2. Valid driver's license 3. Proof of insurance 4. Current vehicle registration 5. Must show ability to pay later months 6. Statement from creditor with payment amount, amount behind, and if applicant is in danger of repossession 	\$1,000 rolling calendar year
#2	Car insurance: If applicant is unable to show the ability to pay succeeding months, the application will be denied. If no lien, only liability will be covered. If loan, will pay what is required from bank up to limit. WILL PAY NO MORE THAN 6 MONTH PREMIUM + DEPOSIT The vendor is required to accept a single lump-sum payment from ACDJFS covering the entire approved coverage period.	<ol style="list-style-type: none"> 1. Employed the last 30 days 2. Valid driver's license 3. Current vehicle registration 4. Provide three estimates 	\$1,500 one time payment in 12 months

#2	Down payment for a vehicle: EIP PRC will match 200% of applicant's down payment, not to exceed \$1,500. (Cost of the vehicle not to exceed the value of the car as determined by ACDJFS) If applicant is unable to show the ability to pay succeeding months, the application will be denied.	1. Employed the last 45 days 2. Must show ability to pay later months of car payments and insurance 3. Valid driver's license 4. Proof of insurance 5. Quote from dealer with price of vehicle, make model, year and mileage 6. If vehicle is privately owned, a copy of the owner's title	\$1,500 ONCE per lifetime (cannot be combined with PRC or Benefit Bridge car down payment service)
#2	Driver's Education: To allow an EIP participant to obtain a Driver's license		
#2	Testing/certification and licensing fees: To allow an EIP participant to obtain the license/certification required for employment; PRC funds CANNOT BE USED FOR FINES	Completion of two successful pre-tests	
#2	License plates for vehicles and Vehicle registration fees		

Prevention & Retention: EIP On-going Services

- All General Eligibility & Application Requirements apply
- \$10,000 per consecutive 12-month period not to exceed the amount required to meet the presenting need. If the application is approved, the consecutive 12-month period shall begin the day the signed application was received by the Agency. No cap on child welfare services. Contracts between ACDJFS and service providers may exceed caps.
- A budget **must be completed** with an ACDJFS worker to document ability to make ongoing payments.
- On-going services are on a rolling calendar year.

TANF Purpose	Service	Cap
#2	Pre-employment preparation, including literacy and HSE/GED programs, job readiness classes, as approved by the Agency.	
#2	Job search/Job Readiness/Job Retention	
#2	On-The-Job Training (OJT): Subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers will be reimbursed up to 50% of eligible trainee's wage during the established training period.	\$5,000/rolling calendar year
#2	<p>Employment related transportation expenses for 120 days in a rolling calendar year, may include transportation to and from day care. The first date of service is the begin date of the 120 days. An AG that includes more than one employed individual, each individual is eligible for the service. Required to show verification of need for training. For employment, required verifications include: schedule, pay, hours of employment, name of employer.</p> <p>REQUIREMENTS for Gas Voucher:</p> <ul style="list-style-type: none"> • Valid driver's license • Current vehicle registration • Current car insurance 	<p>120 days in a rolling calendar year; \$50 per week max for gas vouchers.</p> <p>Gas Vouchers follow IRS Standard Mileage Rate</p> <p>View current mileage rate at https://www.irs.gov/tax-professionals/standard-mileage-rates</p>
#2	Job search, job interview, and job readiness related transportation expenses for 30 days in a rolling calendar year. The first date of service is the begin date of the 30 days.	30 days in a rolling calendar year
#2	<p>Educational/Training expenses for tuition, lab fees, tools, uniforms, testing fees, certification fees. Participants must be working with the Agency and meet all criteria regarding eligibility and suitability requirements that will ensure a reasonable expectation of employment in the occupation.</p> <p>*To ensure PRC funds are used to support training that leads to viable employment opportunities and long-term self-sufficiency for customers, education/training can only be authorized to support in-demand occupations. ACDJFS uses methodology established by the Ohio Department of Job and Family services based on Labor Market Information in compliance with Workforce Innovation and Opportunity Act (WIOA) requirements to determine in-demand occupations.</p>	<p>Two (2) sessions (quarters, semesters, etc.) \$10,000 Maximum/rolling calendar year</p>
#2	Transportation to Education/Training for up to 120 days.	120 days in a rolling calendar year

Contingency Services – EIP Contingency Services

Eligibility Requirements

- All General Eligibility & Application Requirements
- Client must provide documentation of a crisis that has occurred in the last 60 days
- Payments not to exceed \$2,500 per consecutive 12-month period, but not to exceed the amount actually required to meet the presenting need. If the application is approved, the consecutive 12-month period shall begin the day the signed application is approved.
- Combined gross income of **all household members** for the month prior to application will be considered with the exception of minor children attending secondary school full time and will be based on all household members excluding the income of minors in secondary school and must be at or below 200% of the FPG.
- May reapply any number of times during the 12-month period as long as maximum dollar amount has not been exceeded.
- All liquid assets must be verified and used, before the household is eligible for PRC contingency services. Liquid assets may include: cash, checking and savings accounts (including credit union accounts, Christmas and vacation clubs), dividends and interests, savings certificates (including Certificates of Deposit), trust funds or estates, 401K or retirement accounts, mutual funds, stocks and bonds that are available.
- Client must complete a budget with ACDJFS workers to document ability to make ongoing payments including:
 - Verify how all income within last 30 days was spent by everyone in home. If a client cannot provide documentation for the 30 days needed, he/she will be required to account for income on a written statement at the time of application.
 - Must be able to maintain future monthly expenses.
- A budget and the financial literacy program **must be completed** with an ACDJFS worker to document ability to make ongoing payments.

NOTE: For Contingency services, the applicant must demonstrate a verifiable and documented personal or economic crisis which occurred in the previous 60 days, and which resulted in the need for Contingency services. Eligibility for Contingency services are conditional upon the crisis being outside of reasonably expected expenses, and documented by, at a minimum, receipt for payment toward addressing the stated crisis. If this crisis was a result of a criminal act, including the theft of such items as checks, cash or necessary AG goods, the applicant must furnish a police report made within 24 hours of the alleged criminal act.

TANF Purpose	Service	Requirement(s)	Cap
#1	Utilities: including deposits, disconnects and reconnect fees.	<ul style="list-style-type: none"> • Proof of payment made in last 90 days 	\$800
#1	Propane tanks are included when the tank is below 25%	<ul style="list-style-type: none"> • If propane, provide documentation that tank is 25% or less from an ACDJFS representative home visit • Will fill up to 80% or \$300, whichever is less • Funding only available during November-March • Payment will go to vendor accepting an ACDJFS voucher 	\$400 or up to 80% Once every 12 months
#1	Rent, Mortgage, Deposit or Down Payment Limited to the amount actually required. <i>RENT DEPOSITS WILL ONLY BE PAID FOR THOSE in a domestic violence situation OR the move is due to an emergency that is out of the client's control</i>	<p>If homeless:</p> <ul style="list-style-type: none"> • Need statement of residency from the shelter or agency working with client • Have eviction notice or notice to leave premises <p>If moving, have letter from landlord stating:</p> <ul style="list-style-type: none"> • Cost of monthly rent and/or deposit • Estimate of monthly utilities • How much has already been paid toward rent/deposit • Arrangements made to pay for balance after ACDJFS voucher • Name, address and phone number of landlord • If subsidized housing for first time – need letter from MET verifying amount subsidized <p>If staying at current location:</p> <ul style="list-style-type: none"> • Verification of number of months client is behind in rent and amount owed • Arrangements made to pay for balance after ACDJFS voucher 	\$2,000 payable one time in 12 months
#1	Appliances: Purchase of a stove OR a refrigerator	<ul style="list-style-type: none"> • ACDJFS will make a home visit to verify the need. 	\$800