HIGHLAND COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
PRC PLAN
SECTION I
INTRODUCTION

The Prevention Retention and Contingency (PRC) Program is designed to assist families in overcoming immediate barriers to achieving or maintaining self-sufficiency and personal responsibility. This is accomplished by providing necessary benefits and services that will enable individuals to obtain employment, keep employment, and improve their overall economic circumstances and stability.

The PRC program provides for nonrecurring, short-term, crisis-oriented benefits and ongoing services that are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) Program. To ensure fair and equitable treatment of the families applying for PRC, the program shall be continuously in operation according to the standards and procedures as set forth within this document. The covered benefits, services, or amounts specified in this plan may not be reduced, limited or restricted unless the program is amended or at the discretion of the Director of the agency. The services and benefits provided under the PRC program fall into three categories:

PREVENTION:	Benefits/Services are provided to prevent a family's reliance on and/or divert them from ongoing cash assistance and guide them toward self-sufficiency by helping them through the presenting crisis.
RETENTION:	Benefits/Services are provided to allow an employed individual to maintain employment and achieve self-sufficiency.
CONTINGENCY:	Benefits/Services are provided to meet an emergent need that threatens the health or well-being of one or more family members.

A program or service provided through the PRC program must accomplish one of the four purposes of TANF which include:

TANF Purpose 1:	To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
TANF Purpose 2:	To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
TANF Purpose 3:	To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.
TANF Purpose 4:	To encourage the formation and maintenance of two-parent families.

PRC funds may only provide benefits and services which are not considered "assistance" (45 C.F.R. 260.31). This definition includes non-recurrent, short-term benefits that are designated to deal with specific crisis or episode of need, are not intended to meet recurrent/ongoing needs, and will not extend beyond (4) consecutive months. Non-recurrent benefits and services may encompass more than one payment per calendar year, as long as the payment provides short-term relief and addresses a crisis situation rather than meeting an ongoing or recurrent need and does not exceed the assistance group benefit/cap limit.

SECTION II
EMERGENT NEED AND EXPLORING COMMUNITY RESOURCES

Efforts must be made to explore to explore community resources before authorizing PRC. An Assistance Group (AG) is required to apply for and utilize any program benefit or support system(s) which may reduce or eliminate the presenting need. County staff determining eligibility for PRC should be aware of community resources which may be utilized to help meet the need. Failure on behalf of the applicant to accept or utilize available community resources will be grounds for denial of a PRC application. The PRC Program is designed to provide **temporary** assistance to families with a demonstrated emergent need. In all cases, the amount of the PRC benefit issued must meet, but may not exceed the emergent need of the AG and fall within the established caps of the program. If the amount of PRC available cannot prevent the onset or continuation of the emergent situation, there is no eligibility for payment. In addition, multiple requests (more than one) for PRC services will be evaluated on a case by case basis. Services may not be provided if an abusive pattern of usage is established.

SECTION III
ELIGIBILITY

A. Economic Need

Economic eligibility includes the combination of income eligibility and evaluation of family needs. Income eligibility for PRC Services is based upon the Federal Poverty Guidelines (FPG) and varies per service category. Specific FPG guidelines have been established per service category and are listed per service in sections IV, V, VI and VII.

1. Income

For the PRC AG to be found eligible, the AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect at the time of application, with the exception of Sub-grant and Contractual PRC Benefits and Services. PRC applicants must provide information regarding income for the last thirty (30) days prior to the date of application, including verification of this income if requested by the Highland County Department of Job and Family Services (HCDJFS). Income and family composition guidelines may vary according to the service/benefit and TANF priority. To determine income eligibility, HCDJFS will compare all gross income received within the last thirty (30) days to the FPG standard for the specific service category unless otherwise stated. In most cases, PRC assistance is only available to members who haven't received PRC assistance above the monetary cap during the previous 12 consecutive months. Families receiving assistance under another program may receive PRC assistance. Some exceptions to this rule exist and can be found within each service category.

All gross earned and unearned income which has been received by any member of the PRC AG during the 30 day budget period is considered when determining financial need. The 30 day period begins 30 days prior to the date of the application and ends on the application date. The income received during this period is used in the computation of financial eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF and SNAP. Examples of gross earned and unearned income are listed in the table below. This list is not all inclusive.

Gross earned income		Gross unearned income
Earnings from work as an employee		RSDI (Social Security) benefits
Earnings from self-employment, less the cost of doing business		Alimony and child support
Training allowance		Veterans Administration Benefits
Commission		Worker's Compensation
		Pension and retirement benefits
		Investment Income
		Rental Income
		Unemployment Benefits
		OWF and SSI payments

Income of all Assistance Group members must be verified. Only **earned** income of an AG member under the age of 18 will be **excluded** (unless child is a parent).

Per OAC 5101:1-24-20, Prevention, retention and contingency program: excluded income and resources. The following income and resources are excluded when determining financial eligibility for PRC Benefits and Services:

- Child Support payment distributions made by Ohio Department of Job and Family Services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/~~25~~/2001).
- All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified below;
    - Drug discounts and transitional assistance received under the Medicare Prescription Drug Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (~~12/08/2003~~ 10/2001). The language in Section 1860D-319(g)(6) of the Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.
    - Monetary allowances paid under Section 401 of the Veterans Benefits and Health Care Improvement Act of 2000, effective November 1, 2000. Payments authorized and made by the veteran's administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects are the natural children of women veterans who served in the republic of Vietnam from February 28, 1961 through May 7, 1975.

With the above exception, the total gross income, both earned and unearned, of all the PRC AG members, shall be counted. There are no deductions or exclusions allowed from any type of countable income. Written or verbal verification of income is required. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the name and position of the information provider, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification.

Once the total gross countable income of a PRC AG is determined and verified, the amount is compared to the 200% Federal Poverty Guidelines for the appropriate PRC AG size. If the total PRC AG income is

equal to or less than 200% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement.

2. Resource/Assets

A general principle of the PRC Program is any resources which an Assistance Group (AG) member currently has available must be applied toward the emergent need. The resources to be considered for PRC are those which are both liquid and available to help the AG meet the emergent need. Liquid resources are those which are in cash or payable in case upon demand-the most common types being;

- Savings accounts, checking account, stocks, bonds, mutual funds and promissory notes. Available liquid resources are those in which any AG member has a legal interest and legal ability to use or dispose of.

Resources owned by one AG member are considered available to all other AG members. If ownership of a resource is shared by an AG member and a non-AG member, it is considered available if the AG member has access to the entire resources.

When determining the amount of available liquid resources, direct deposits of income sources, both earned and unearned, are deducted from the account balances. This is to avoid an amount being considered as both an income and a resource.

Any available liquid resources which any AG member has in excess of $500.00 must be applied toward the emergent need; the exception being contractual agreements or some special programs offered by HCDJFS. Any resources exceeding $500.00 which was transferred without adequate consideration within the past 30 days prior to the PRC application shall be considered a resource which is available to be applied toward the emergency need.

B. Assistance Group (AG):

General PRC eligibility requires that a child reside in the household. 45 C.F.R. 260.30 Minor child means an individual who is not eighteen (18) years of age; or has not turned nineteen (19) years of age and is a full-time student in a secondary school. Special consideration has been made to non-custodial parents, shared parenting, families where children have been temporarily removed, kinship providers, and pregnant individuals who have no other children.

An eligible assistance group may consist of a minor child residing with a parent, specified relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.

The method of defining the PRC Assistance Group (AG) varies by service category and is described per service area. AG determination for families where children are temporarily absent from the home or shared parenting situations are described below.

1. Temporary Absence (5101:1-3-04)- The absence of a member of the AG is temporary when all of the following conditions are met:

a. The location of the absent individual is known;

b. There is a definite plan for the return of the absent individual to the home; and

c. The absent individual shared the home with the assistance group 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.

An AG member may be considered temporarily absent for up to 45 consecutive days. An AG member who is or is expected to be absent from the home without good cause for longer than 45 consecutive days does not meet the temporary absence requirement of PRC/OWF. Good cause reasons can be found in OAC 5101:1-3-04 (C) (1-8).

2. Cases where children are temporarily absent from the home (i.e., taken into legal protective custody by the Highland County JFS, Child Protection Unit), remaining household members may be eligible for PRC assistance if the following criteria apply:

- The child has been out of the home less than a total of six (6) consecutive months,
- The family has a Children Services reunification plan in place,
- The family is actively working toward reunification, as verified by the Children Services caseworker. Authorization of PRC services must contribute to the reunification process.

3. Shared Parenting
In a situation where two parents claim custody or shared parenting of child(ren) and are claiming the child to be in the home for purposes of PRC eligibility, one of the following three criteria must be verified: Does the requesting parent receive and/or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify

a. Does the requesting parent or the other custodial parent receive OWF cash assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent. If neither household receives cash assistance, verify (b).

b. The parent requesting PRC services may present one of two documents to verify shared parenting. They may bring verification that the child is claimed as a dependent on the most recent Federal tax filing OR may bring in a signed letter from the other parent. Such letter should state that the parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer's future eligibility for PRC services.

C. Disqualifiers

Disqualifiers are listed per service category and deem the applicant ineligible for the services. Refer to specific service area for list of corresponding disqualifiers.

D. Application Process

The PRC applicant or an authorized representative must complete the HCDJFS, Prevention, Retention, and Contingency Program (PRC) Application or other required applications to request PRC benefits or services. In accordance with Section 329.051 of the ORC each applicant will be provided with a voter registration form with a PRC application. An applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process.

Eligibility for PRC is dependent upon the PRC Assistance Group's (AG) demonstration and verification of the need for financial assistance and/or services, and whether the county determines that a provision of PRC will satisfy the need.

Samples of all PRC Applications appear in the Exhibits Section of the Plan.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 10 days after completion of the application process in a fair and equitable manner, which includes verification of information. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs, whether the PRC Program can be of benefit, will be determined by the HCDJFS. HCDJFS has the authority to designate the application process be completed by other entities based upon a contractual agreement.

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF, or SNAP group is active is not necessarily a determining factor in the consideration of eligibility for the PRC Program. In addition, the HCDJFS must inform individuals about other programs (i.e., Medicaid and SNAP) that are available and of hearing rights that are applicable. Under this program, an eligible AG may receive customized assistance, goods, or services determined by the HCDJFS.

Once the PRC application is approved, HCDJFS will authorize and generate payment for assistance, goods, or services. Authorization may occur any time after the application is approved.

The applicant shall receive a notice of approval or denial within forty-five 45 days of the date of application. The applicant shall receive Notice of Approval of Your Application for Assistance (ODJFS 4074) or Notice of Denial Your Application for Assistance (ODJFS 7334) pursuant to the decision rendered. Applicants shall receive a copy of hearing rights at the time of the decision.

- Applicants have 14 days from the date of application to submit all required payments, in the form of a money order, toward the approved benefit. Failure to comply will result in denial of the approved application on the 15th day.
- Failure to cooperate during the eligibility process which results in a denial for PRC Services and/or Benefits.

Receipt of PRC services in another county or PRC/TANF services provided in another state shall be considered when processing a PRC application. PRC/TANF benefits and amounts received in other counties and/or states shall be considered and included in the caps.

HCDJFS will pursue collection of PRC assistances which has been obtained fraudulently or that has been determined to be an overpayment.

E. PRC Program Amendments

Highland County reserves the right to amend the PRC plan. Amendments may encompass any or all areas of the county PRC Plan. Significant amendments ~~of~~ to the PRC Plan will be submitted to the Highland County Board of County Commissioners for approval.
HCDJFS will submit the amended plan to the Ohio Department of Job and Family Services. Highland County reserves the right to amend or terminate PRC services or eligibility requirements for any reason, including (but not limited to) reduction of funds, changes in State or Federal Regulations, and the need to address appropriate emerging needs within the community.

SECTION IV
CHILD WELFARE SERVICES AND BENEFITS

PRC payments are limited to the amount required to meet the presenting need, up to the amounts listed below for each type of assistance received within the timeframes described. Verifications of amounts owed must be original bills or invoices.

A. **Kinship Navigator Services**- are designed to provide support and assistance to relatives, legal guardians or caregivers of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day-to-day care and well-being of a child(ren) on a long-term basis.

Kinship Navigator Services meet TANF Purposes 1.

AG definition for Kinship Navigator- A child who has not yet reached the age of eighteen (18) or has not attained age nineteen (19) and is a full-time student in a secondary school and immediate household members which includes the relative, legal guardian, or caregiver, spouses of the relative, legal guardian, or caregiver, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG.

Eligibility: At or below 200% FPG. Eligibility is based on the Self-Declaration Application.
Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive's felons or probation/parole violators.

Kinship Navigator Services	**Description**	**Eligibility at or below 200% FPG**	**CAPS per rolling twelve (12) month period and TANF Purpose**
Information and referral Comprehensive information and access to 1. legal services 2. child care 3. financial assistance Respite care Training Evaluation and reporting Identification of Kinship Caregivers with Self-Declaration Application	Kinship Navigator services provide an opportunity for the Highland County JFS, Child Protection Unit to assist children and Kinship Caregivers providing care for children who are unable to be cared for by their biological or step parents.	At least one child in the household must be a kinship care placement. Kinship services can be provided to those who are responsible for the day to day care and wellbeing of a child(ren) on a long-term basis. **See definition of Kinship Caregivers on page 9** Self-Declaration Application	N/A **TANF Purpose: 1** (see the assistance group section for information regarding child who are temporarily absent from the home)

B. Child Welfare Program Kinship Caregiver Payments TANF Purpose 1.- Payments to assist kinship caregivers who are determined to have significant unexpected needs because of caring for children in their homes. Payments cannot exceed beyond 4 consecutive months. The applicant will explain how their ongoing expenses have become unpaid and any new expenses requested for the Kinship placement. Kinship Caregiver is defined on page 9 of this plan.

Service or Benefit Category	CAP	TANF Purpose	Description	Targeted Group
Per Kinship Placement Family	$3,000 per 12-month period	TANF 1	May include: Rent Assistance/Security Deposits, Utility Assistance, Court Filing Fees, Car Repairs, Furniture for Child(ren), Hygiene, Groceries, Child Care Registration Fees, Home Repairs, etc.	Relatives and Non-Relatives caring for minor children.
Per Kinship Placed Child	$1,000 per 12-month period	TANF 1	May Include: Clothing/Shoes, School Fees, Work Related Needs, etc.	Minor children being cared for by relative or non-relative Kinship Placement.

Application and Eligibility Process:

- At or below 200% FPG- Does not include Resource Limit as part of eligibility.
- Involvement with Children Services and completion of Self-Declaration Application.
- Kinship Caregivers Payments will not count toward the maximum limit for the County PRC Assistance Program.
- Highland County Children Services is responsible for having the Kinship Caregiver complete the Self-Declaration Application for PRC Kinship Caregiver Payments and for acquiring all the necessary forms needed.
- Highland County JFS uses the Reasonable and Prudent Parent standard as defined in Ohio Revised Code 5103.162 to determine appropriate services

C. Legal Custody Transfer; TANF Purpose 1.

In many situations that involve the risk for child abuse or neglect, the parent(s) are interested in transferring custody of the children to a relative. Relatives are willing to accept custody of the children in many cases but often neither party has the financial resources to cover the costs associated with transferring custody. Covering the costs of custody transfers to relative/kinship families will prevent the children involved in these cases from entering the foster care system and ensure the child can remain with members of his/her family. This has benefits for the family, the youth, and the community. These permanent kinship placements are preferred over foster care because they provide improved stability for the child, keeps the child with his/her family, and lead to better outcomes for the child.

Legal custody transfer meets TANF purpose 1: To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

AG definition for Legal Custody Transfer: A child who has not yet reached the age of eighteen (18) or has not attained age nineteen (19) and is a full-time student in secondary school and immediate family members in the household. Immediate family members include biological parents and stepparents, kinship caregivers (as defined below) who have custody of a minor child, biological and step-siblings in the household. Other adult household members will not be considered part of the AG. Pregnant individuals as each fetus is considered a separate family member.

Definition of Kinship Caregivers

"Guardian" as defined in section 5107.02 of the Revised Code means, an individual that is granted authority by a probate court pursuant to Chapter 2111 of the Revised Code, or a court of competent jurisdiction in another state, to exercise parental rights over a minor child to the extent provided in the court's order and subject to residual parental rights of the minor child's parents.

"Custodian" as defined in section 5107.02 of the Revised Code means, an individual who has legal custody, as defined in section 2151.011 of the Revised Code, of a minor child or comparable status over a minor child created by a court of competent jurisdiction in another state.

"Specified Relative" as defined in section 5107.02 of the Revised Code means the following individuals who are age eighteen and older and has an established custodial relationship with the minor child:

(1) The following individuals related by blood or adoption:
    a. Grandparents, including grandparents with the prefix "great", "great-great" or "great-great-great";
    b. Siblings;
    c. Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great-great", "grand", or "great-grand"; and
    d. First cousins and first cousins once removed.
(2) Stepparents and stepsiblings; and
(3) Spouses and former spouses of individuals named in (K) (1) or (2) of this rule.

Eligibility:
- At or below 200% FPG
- Eligibility is based on information gathered on TANF Application
- All parties must be in agreement for the custody transfer. Contested custody disputes are not eligible for this service.

CAP: Legal Custody Transfer services are not to exceed $3500.00 per AG per rolling 12 months.

Disqualifiers:
Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. Citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG have outstanding OWF or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- Any member of the AG are fugitive felons or probation/parole violators

Legal Custody Transfer	Description	Eligibility
Transfer of Legal Custody	Attorney and related fees for legally transferring custody of children	At or below 200% FPG Must not be contested, all parties must be in agreement Limited to $3500.00 per AG per rolling 12 months

TANF Child Welfare

AG definition for TANF Child Welfare consists of a child who has not reached the age of eighteen (18) or has not attained age nineteen (19) and is a full-time student in secondary school and immediate family members in the household. Immediate family members include biological parents and stepparents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG.

TANF Child Welfare services meet TANF Purpose 1 and 2.

Eligibility: At or below 200% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of child/children within the AG. Eligibility is based on the Self-Declaration Application.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators.

TANF Child Welfare Services	Description	Eligibility at or below 200% FPG	CAPS per rolling twelve (12) month period and TANF Purpose
Child welfare services allowable under the TANF program but not limited to: • Emergency housing services • Domestic Violence Services	TANF Child Welfare services provide an opportunity to assist in family reunification or to prevent children from	Child/ren may reside in the family home or the child has been out of the home less than a total of six consecutive months	N/A TANF Purpose: 1 and 2

• Homes-based services & mentoring programs • Parent education and training • Respite care services • Transportation Services • Voluntary or formalized court diversion activities and mediation • Case management Services • Supervised visits • Family First Preservation Services	being removed from the home. (See definitions of eligible TANF Child Welfare Services)	If the children are out of the home, the family must have a reunification plan in place, and actively working toward reunification, as verified by the Children Services Caseworker	Financial Benefits received cannot exceed 4 consecutive months.

Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services *to families with current Children Services involvement and/or at risk of future involvement/custody relinquishment.* The following services are also allowable TANF Child Welfare Services under the Highland County PRC Plan:

Emergency Housing
Providing case management or supportive services as it relates to emergency housing needs including making referrals, arranging for, and planning for emergency housing needs and services.

Children Services Case Management
Case management services including making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children.

Domestic Violence Services
Domestics violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to meals, transportation, housing referral services, legal advocacy, children's counseling and support services and other services to victims of domestic violence and their dependents. Other eligible services include providing case management or supportive services including making referrals, arranging for and planning for care or services, planning, supervising an assessing the results as it relates to domestic violence services.

Home Based Services
Home Based Services are those services provided to families in their own homes or community which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs, examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, childcare and transportation services. Home based services also include direct (face to face) education and counseling, referral and linkage to other community services and case management.

Parent Education Services
Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case

management, making referrals to, arranging for services, planning, supervising, and assessing results of Parent Education services.

Respite Care Services
Eligible services include case management, making referrals to, arranging for services, planning, supervising, and assessing results of respite care activities and the provision of respite care. Respite care services are services designed to provide temporary relief to child-caring functions which may include, but are not limited to, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home.

Transportation Services
Transportation Services include arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision of escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and monitoring visits.

The following services are not PRC eligible

- Foster care and out of home maintenance payments.
- Juvenile justice services.
- Any costs associated with children who do not live with a custodial parent or other adult caretaker relative, legal guardian, or legal custodian (Except for the 180 day provision or Federal TANF goals # 3 and #4).
- Services available through other federal funding sources.
- Medical services other than those services allowable under Ohio's 1996 IV-A state plan.

D. Child Welfare Conditional Services

AG Definition for Child Welfare Conditional Services: A child under age eighteen (18) or who has not turned nineteen (19) and is a full-time student in a secondary school and immediate family members in the household. Immediate family members include biological parents and stepparents, kinship caregivers who have legal custody of a minor child, biological and stepsiblings in the household. Other adult household members will not be considered part of the AG. Pregnant women and each fetus is considered a separate family member.

Eligibility:

- At or below 200% FPG.
- Eligibility is based on the Self-Declaration Application
- Families must work with Children Services or meet the definition for kinship services, and are in need of services in order to reunite, maintain or care for children in their home.

CAP: Child Welfare Conditional are not to exceed $5,000 per family.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators.

Child Welfare Conditional Service	**Description**	**Eligibility at or below 200% FPG TANF Purpose**
Rent (Excludes late fees)	To prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, or employment related out of county relocation.	**TANF Purpose: 1 and 2** Assistance is limited to a maximum of 4 consecutive months.
Security Deposit	For necessary relocation, to alleviate an overcrowded situation (out of county relocation must be employment related).	Unsubsidized and subsidized housing **TANF Purpose: 1 and 2** Assistance is limited to a maximum of 4 consecutive months.
Utilities/Deposits for utilities	Gas/heating fuel Cooking fuel Electric Water Sewage Basic telephone services Assistance is limited to a maximum of 4 consecutive months.	**TANF Purpose: 1 and 2** If the HEAP eligible applicant is requesting assistance with heating or utility payment, the applicant should be referred to Highland County Community Action during HEAP season prior to accessing services through the PRC Program
Household items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens or any other necessary household item.	Assistance is limited to a maximum of 4 consecutive months.
Transportation	Assistance with transportation needs through various methods which include but are not limited to transit tickets, gas cards, pre-arranged transportation, and mileage reimbursement at the rate of reimbursement in effect for the County.	**TANF Purpose: 1 and 2** Assistance is limited to 4 consecutive months.

SECTION V
HCDJFS SERVICES AND BENEFITS

Ineligible Applicants
The following applicants are ineligible for in-house PRC Assistance and/or Benefits in Highland County if any of the following apply:

- Individuals who are not citizens of the United States and do not meet the definition of qualified aliens;
- Families that have fraudulently received assistance including SNAP, Cash Assistance, Medicaid and Child Care, until repayment in full occurs, except overpayments that are determined by HCDJFS to result from an agency error these situations will not restrict eligibility for PRC;
- Individuals who have quit or refused a job without good cause or have significantly reduced their hours of employment without good cause within 60 days prior to the date of the PRC application,
- Individuals serving a sanction.

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Kinship Caregiver Program Tier 1-Stabilization Services (Child Care) This program provides relief in childcare functions so that kinship caregivers can provide and maintain a home for a child placed in the care of the kinship caregiver. Child care expenses may be paid directly to a Licensed Child Care Provider or reimbursed to the Kinship Caregiver (Non-Licensed providers cannot be paid directly by agency). Reimbursement rate may not exceed the maximum established for the Publicly Funded Child Care Program. If Kinship Caregivers select a non-licensed provider, the Kinship Caregiver assumes responsibility of care and will sign a waiver to participate in this program prior to receipt of any reimbursement. Stabilization services may also include the purchase of	Cannot exceed 4 months of assistance in a rolling one-year period	Kinship Caregivers as defined in 5101.85 that reside in Highland County. Kinship Caregivers who are working with Highland County Job & Family Services and who reside outside of Highland County. Kinship Caregivers seeking respite care.	Each child living with a kinship caregiver shall make up a PRC assistance group of one.	**Income of the assistance group (child) cannot exceed 200% of the FPL** **TANF Purpose 1**	

unexpected incidentals to care for the child including but not limited to: purchased basic needs such as cribs, beds, clothing, hygiene items, bedding. These items shall be reimbursed to the Kinship Caregiver upon receipt of the proof of purchase.					
Kinship Caregiver Program Tier 2- Caregiving Services (Child Care) The purpose of this program is to provide relief in childcare functions so that kinship caregivers can provide and maintain a home for a child placed in the care of the kinship caregiver. Childcare expenses may be paid directly to a Licensed Child Care Provider or reimbursed to the Kinship Caregiver (Non-licensed providers cannot be paid directly by the agency). Reimbursement rate may not exceed the maximum established rate for the publicly funded childcare program. If Kinship Caregiver selects a non-licensed provider, the Kinship Caregiver assumes responsibility of care and will sign a waiver to participate in this program prior to receipt of any reimbursement		Redetermined every 12 months for continued eligibility. Work support program. Applicants will receive a standard $500.00 deduction for child care expenses. Kinship Caregivers as defined in 5101.85 that reside in Highland County.	Assistance group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver. The minor child for who caregiving services are being provided shall be: Under the age of thirteen at the time of application and may remain eligible until they turn thirteen; or be under age eighteen at the time of application if the child meets the definition of special needs pursuant to rule 5101:2-16-01 of the Administrative Code and may remain eligible until they turn eighteen.	**Income of the assistance group (Kinship Care-giver) cannot exceed 200% of the FPL** **TANF Purpose 1**	Paid employment on a full-time or part-time basis A training or education activity that prepares the caretaker for paid employment. Participating in one or more work activities as a condition of eligibility for either Ohio Works First (OWF) or the supplemental nutrition assistance program (SNAP)
Contingency Services: An emergent need that threatens the health, safety, or acceptable living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation/retention, work or marriage. Examples include but not limited to: home repairs, purchase of new appliance or any situation that does not meet any of the categories	Any number of individual payments to meet a non-recurrent crisis or episode of need up to **$1,000.00** per assistance group per 24-month period.	Minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met) Pregnant individuals with no other children.	AG must have experienced an unforeseen circumstance that places a documented financial hardship on the AG, promoting the request for PRC. Adults in AG must be employed, awaiting UCB, or have other income such as, but not limited to disability	**At or below 200% FPL** **TANF Purpose: 1 and 2**	Must verify current employment or verify consistent unearned income sources such as Social Security. and For all contingency services, the applicant AG must show a pattern of good faith effort to maintain payment to the best of their ability.

listed but would threaten the health and safety of the family.			payments. An AG whose only income is that of minor children shall not be eligible for PRC contingency services.		

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Employment and Training Services and Benefits: • Purchase clothing or uniforms for work. • Purchase safety equipment, i.e., shoes, glasses, work boots. • Purchase special tools and/or equipment required for employment	**$250.00** for non-recurrent short-term benefits to be provided once within a 12 month period.	Minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met) Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA.	Recently employed individuals Under employed individuals- not having enough paid work or not doing work that makes full use of their skills and abilities. Unemployed families in receipt of OWF who are actively participating in their work activity and have obtained employment and/or training opportunities.	**At or below 200% FPL TANF Purpose: 2**	Proof of employment or offer of employment

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verification
Rent Payment (No payment will be made for extra fees for pets unless the pet is also a service	Past due rent up to **$1,000.00**, payment to the landlord.	Minor child who resides with a parent, specified relative, legal guardian or legal	AG's who can provide a court ordered eviction. *No employment	At or below 200% FPL	Court Ordered Eviction Notice Homeless

animal. No payment will be made for any additional extras fees charged by the landlord) Landlords/managers must sign a repayment agreement for security deposits.	Non-recurrent short term benefits to be provided once within a 24 month period. Amount to be paid by HCDJFS is limited to one month of late fees. Additional monthly late fees are the responsibility of the AG.	custodian (a child may be temporarily absent from the home provided certain requirements are met) Pregnant individuals with no other children	requirement with this benefit. AG must be able to provide a plan to avoid continuation of this issue.	TANF Purpose: 1 and 2	Uninhabitable residence determined by Health Department Residing in spousal abuse center Overcrowded conditions (number in home must be verified by landlord) An AG whose monthly income has decreased by half due to a situation beyond their control and who needs to relocate to a less expensive housing option.

Service or Benefit	**CAP**	**Assistance Group**	**Targeted Group**	**Economic Need Standard and TANF Purpose**	**Verification**
Utility Assistance for Initial Services and Shut-offs: • Gas, propane, kerosene, wood, electric, water, sewer • AG must be responsible for the utility • Must be a current bill • Must be a bill for the current residence **<u>No utility deposits will be paid</u>**.	Amount due, up to **$500.00** once within a 12 month period to assist with initial services or disconnects. Only during non-HEAP (Home Energy Assistance Program) season. HEAP Referral Exception one-time **$200.00** within 12 month period	Minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met) Non-Custodial parent who lives in the	Employed individuals Recently employed individuals Under employed individuals- not having enough paid work or not doing work that makes full use of their skills and abilities Individuals in education or training for up to 4	At or below 200% FPL TANF Purpose: 1 and 2	AG must provide a current utility bill with the account number, service address, amount due and account holder's name. Must enroll in PIP. AG must have at least made 1 payment within the 3 months prior to filing a PRC application to be considered for assistance. Not available during HEAP season with the exception of a one-time assistance payment for ***heating***

		state but does not reside with his/her minor child(ren) and is cooperating with CSEA.	consecutive months.		of up to $200.00 with a referral from HEAP/ERHEAP with proper verification.

Service or Benefit	**CAP**	**Assistance Group**	**Targeted Group**	**Economic Need Standard and TANF Purpose**	**Verifications**
Transportation	Gas Cards- Limited to 5 Gas Cards issued either Weekly or Bi-Weekly dependent on proof of mileage by the applicant in the amount of $20.00 per card not to exceed a $100.00 total disbursement. Purchase of a bus pass from local transportation provider, FRS Transportation. Uncapped for active OWF/TANF Work Activity participants Non-recurrent short term benefits to be provided as defined above once within a 12 month period	Minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met) Pregnant individuals with no other children Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA.	Recently employed individuals OWF Work Activity Participants	**At or below 200% FPL.** **TANF Purpose: 2 and 4**	Newly Employed OWF Recipients must provide proof of employment. OWF/TANF Work Activity Participants, no cap. Newly employed individuals must provide proof of employment.

SECTION VI
HCDJFS DISASTER SERVICES AND BENEFITS

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose
Disaster Assistance Benefits to assist with the damage or loss sustained as a result of natural disaster upon declaration by County Commissioners, identified by the Red Cross, or otherwise identified. All families are potentially eligible for this category of assistance regardless of OWF sanction status. PRC issued in this category will not apply toward the yearly cap per family. If the applicant has homeowner's insurance that can address the emergent need, it must be accessed prior to the issuance of PRC. The following list is not all inclusive. ➢ *Shelter Assistance* • Rent/Rent Deposits • Mortgage Payments • Emergency shelter/temporary shelter (excluding hotel charges) • Payment of moving expenses ➢ *Utility Assistance* • Payments for initial hook up • Purchase bulk fuel destroyed or damaged by disaster • Installation or repair of telephone (when medically necessary with Doctor Statement) • Home repair or replacements affecting basic structure (provided to the homeowner only) • Appliances or fixture repair or replacements • Repair or purchase of furnace, air conditioning, or water heater (provided to the homeowner only)	Determined by State or County, not to exceed $1,500 per family. All Disaster Benefits are dependent on available PRC funding.	Parents or specified relatives with minor children. Pregnant women Non-custodial parent and minor child(ren) Child only minor child temporarily out of the home with reunification plan	Families sustaining disaster related damage or loss	**Determined by State Declaration** **Or** **At or below 200% FPL** **TANF Purpose: 1**

• Purchase or replace essential household contents ➢ *Personal Items* • Essential clothing for members of the Assistance Group • Essential non-consumable products, excluding tobacco products and alcohol ➢ Vehicle repair for damage caused by the disaster provided the automobile is necessary for employment or medical condition				
Disaster Relief for Adults and Disabled NOT eligible for TANF Plan.	Determined by State or County, not to exceed $750 per family. Disaster Relief for Adults and Disabled are dependent on available PRC funding.	Age 55 or over with no minor children OR No minor children but in receipt of disability payments such as SSI, Social Security Disability, VA Disability, PERS or STERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc.	Families sustaining disaster related damage or loss	**Determined by State Declaration** **Or** **At or below 200% FPL** **TANF Purpose: 1**

SECTION VII
SERVICES AND BENEFITS
SUBGRANTED OR CONTRACTURAL PRC

A. **Subgranted and Contractual PRC**
Subgranted or Contractual PRC benefits and services are provided with local TANF/PRC allocations or Stated designated TANF pass-through programs and are administered by entering into agreements with other public, private non-profit and private for-profit vendors. Eligibility for subgranted or contractual PRC services may have different eligibility standards from the in-house PRC services if specified in the agreement or as noted in the List of Services & Benefits in this document. There is no dollar cap for sub granted or contractual services.

All PRC subgrants and contracts must still address the connection of the service being provide to one or more of the four (4) purposes of TANF.

Unless otherwise documented as categorically eligible, eligibility for subgranted/contractual services is accomplished using the **Self-Declaration Application of TANF/Title XX Services.** Applications for subgranted/contractual services will be notified of approvals, denials, and terminations using the Decision of Your Application for TANF/Title XX Services.

The use of subgranted/contractual PRC Services will not prohibit an assistance group from being eligible for other PRC services (in-house or other subgranted/contractual services) noted in the list of services section of this plan.

Services/Benefits	**Description**	**Eligibility standard, TANF Purpose**	**CAPS per rolling twelve (12) month period**
Job Search and Job Readiness	Program designed to assist OWF applicants, recipients, and TANF eligible SNAP E&T required participants with one-on-one employment and job search skill building.	At or below 200% of FPL TANF Purpose: 2	
TANF Education and Training	Services provided to improve knowledge of daily living skills and enhance opportunities. Education and training may include, but are not limited to, instruction in consumer education, health education, community protection, literacy education, computer skills training, or English as a second language. Also includes services or activities related to screening, assessment, testing individual and group instruction, counseling, and referral to community resources.	At or below 200% of FPL TANF Purpose 2	

Family Preservation Services	Family Assessment Case Management Crisis Intervention Wraparound Services	At or below 200% of FPL TANF Purpose 1 and 2	

SECTION IX
COMMISSIONER APPROVAL

INTERPRETATION

In instances of ambiguity or lack of clarity in the provisions of the Plan, the determination of the HCDJFS as to the meaning and interpretation shall be final and binding. The HCDJFS will be the final authority for all decisions regarding eligibility for PRC benefits and services and for the allocation of PRC funds to support benefits and services to the public.

Highland County Job and Family Services agrees to implement this Prevention, Retention and Contingency (PRC) Plan effective February 13, 2026.

[redacted] **unty JFS** [redacted] **Date**

Board of Highland County Commissioners
Approved:

Brad Roades, President **Date**

David Daniels, Member **Date**

Terry Britton, Member **Date**