

OTTAWA COUNTY D.J.F.S. PRC MODEL

Revised: 12/1/2024

A PRC service is not ongoing OWF (TANF) assistance, PRC services are: 1) services that have no direct monetary value to an individual family and that do not involve implicit or explicit income support; or 2) one-time, short-term assistance which is limited to the amount actually required to meet the presenting need. PRC services and benefits will be provided as listed in Appendix I. The county reserves the right to reduce services and prioritize services if PRC funding is limited. PRC benefits are available to a family assistance group which includes a minor child or pregnant individual or a specified relative with a minor child as defined in Sections 5108.01 and 5108.06 of the revised code. The PRC AG must be residents of Ottawa County (as defined as living in the county voluntarily with the intent to remain permanently or for an indefinite period of time) with the following exceptions:

- Kinship Caregivers to children in the custody or on a protective supervision case with the Ottawa County Department of Job and Family Services. Kinship Caregivers to children in custody of or part of a protective supervision case through Ottawa County are eligible for child welfare services through this PRC plan, regardless of county of location as the child(ren) are considered residents of Ottawa County.
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- Driver license reinstatement fees for non-custodial parents. Non-custodial parent may reside in another county if the child(ren) is on an open child support case in Ottawa County.

ELIGIBILITY AND APPLICATION

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below the referenced percentage of the Federal Poverty Guidelines for that AG size, listed in Appendix II, which is updated annually. Families receiving assistance under another program may receive PRC assistance.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application. The application will be approved/denied as soon as possible but no later than 30 days from the date of application. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC Program can be of benefit will be determined by the CDJFS. Benefit to AG is partly based on whether the AG has the ability to sustain the requested service, independent of CDJFS assistance.

Under the program, an assistance group that includes at least one minor child, pregnant woman or a specified relative with a minor child and meets the program's eligibility requirements may receive customized assistance, goods, or services, as determined by the County Department of Job and Family Services. 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. In addition, the CDJFS must inform individuals about other programs (i.e. Medicaid, Food Assistance Program, Subsidized Child Care, voter registration)

that are available and hearing rights that are applicable. The family preservation and reunification portion of this program is intended to strengthen families in an effort to prevent removal of children from the home and to facilitate reunification of children previously removed from the household.

PRC assistance will be authorized with the expectation that the PRC AG will then be able to function without additional agency help. Services are provided to an assistance group to prevent them from reliance on and divert them from ongoing cash assistance and guide them to self sufficiency by helping them through the presenting crisis. Services are also provided to a PRC AG to help members retain employment, find employment and elevate current employment to achieve or improve self sufficiency. In addition, services are provided to a PRC AG to meet a presenting or contingent need as identified through an open children services investigation and/or ongoing children services case which, if not satisfied, threatens the safety, health, or well-being of the children in the PRC AG. Requests for financial assistance covering contingency services are available only when the service is in the applicant's name or in the name of a member of the Assistance Group (i.e., rent, utilities are in the applicant's name).

Applicants will be required to complete an interview and assessment with staff to identify contingency issue resulting in need for assistance, ability to meet expense requirements without agency assistance, identify individual needs in moving toward self sufficiency, and information/referrals plans to move toward self-sufficiency. This may include attending financial literacy training, , prior to or in conjunction with approval of financial assistance through PRC funds.

The CDJFS shall enter the PRC AG into the county database for PRC voucher issuance and upload the data to ODJFS per the required frequency. The agency will establish the PRC assistance group using the criteria for OWF. All income which has been received by any member of the PRC AG during the 30-day budget period begins 30 days prior to the application date. The income received during this period is used in the computation of financial eligibility. All earned and unearned income of the PRC AG, with the exception of income of a minor child, will be used 100% in the PRC budget.

Social Security Number. Each person applying for PRC must provide the CDJFS (or contracted agency) with a social security number or apply for a social security number. Providing a number is a condition of receipt of assistance. The collection of this information, including the social security number of each household member, is authorized under Section 1137(a) of the Social Security Act.

The social security number will be used to check information provided by the individual against information held by other federal, state, and local governments; computer matching systems; and program reviews or audits to ensure eligibility for PRC or, to the extent permitted by federal law, to assist in determining eligibility for any other state, federal, or federally assisted program that provides cash or in-kind assistance or services directly to individuals based on need or for the purpose of protecting children. This information will also be used to monitor compliance with program regulations and for program management.

The social security number will be used when contacting appropriate persons or agencies to determine eligibility and verify information that has been provided for the PRC program, for example, income, financial resources, disability benefits or other similar benefits and programs. Such information may affect household eligibility. The social security number may be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

Income. Written verification of income is required to determine eligibility for PRC funded services, unless eligible based on being the recipient of other means tested programs as specified in program element eligibility criteria (see chart at end of plan). Self-attestation of income, included on the application, is acceptable verification for ESSA funded services only.

The following types of income are excluded as income and resources in determining financial eligibility for PRC benefits and services.

(A) Child support payment distributions made by the Ohio department of job and family services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001) and rules 5101:1-29-31.1 and 5101:1-29-31.2 of the Administrative Code.

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

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

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

(E) Income earned by a minor in the assistance group.

For any verification which is obtained by phone, there must be clear documentation in the PRC AG recording concerning the name and position of the supplier of the information, phone number and the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. Verbal verification will be done on a case

by case basis and used 100% in the PRC budget. Members that would normally be in a PRC AG, but are excluded, such as undocumented individuals, will have their income used 100% in the PRC budget. Community resources will be explored when determining eligibility and award of PRC services, but not client resources.

The gross amount of the PRC AG's countable income is totaled and compared to the amount which is appropriated of the service rendered and the size of the PRC AG. If the total PRC AG income is equal to or less than the appropriate standard, the PRC AG meets the income requirements.

Timeframes. A separate Emergency Assistance application will be used for child welfare case management activities and is good for two (2) years, or until the child welfare case closes, whichever occurs sooner. Emergency Assistance applications for child welfare funded services and activities are good for twelve months from date of received and signed application, provided child welfare case is also open during that time. Applications for services through the Kinship Caregiver Programs are good for twelve months from the date of received and signed application. Individuals applying for CCMEP TANF Support Services will have TANF eligibility re-determined every six (6) months, in order to access those funds for services, unless additional flexibility is granted to Ohio, in which case the county will recertify TANF eligibility based on State guidance. For all other service requests, the application information is acceptable for three (3) months from the date the application is received by the agency, and then the individual is ineligible for further assistance for 36 months. The application and any other information gathered during the eligibility determination process will be kept in a separate PRC case file. In addition, PRC benefits and services provided to non-custodial parents will be maintained in a separate AG record.

Voter Registration. All applicants of the PRC program will be given the opportunity to complete the voter's registration application as prescribed by the Secretary of State under section 3503.10 of the ORC. Voter registration forms may be obtained at the receptionist area, completed and turned in to the Voter Registration Coordinator for the OCDJFS, who will send the information to the Ottawa County Board of Elections.

The PRC AG's members must complete the appropriate *Emergency Assistance Program Application to request PRC.*

Charitable Choice provisions apply when states use faith-based organizations in providing TANF benefits and services to eligible families. Federal regulations (45 CFR 260.34) require that assistance groups have the right to request an alternative provider, and that the assistance groups be notified of this right. An assistance group that objects to a faith-based provider will be provided with an alternative provider of services within a reasonable period of time. The alternative provider will be reasonably accessible and be able to provide comparable services.

PRC PROGRAM RESTRICTIONS BASED ON FEDERAL AND STATE LAWS

The following Assistance Groups are ineligible for PRC:

1. Families without a minor child in the Assistance Group (note: some workforce development services are available to non-custodial parents.

2. Family of one, unless such individual is pregnant.
3. Assistance group with any family member who has any outstanding OWF or PRC fraud overpayment balance.
4. Assistance group with an unmarried, non-graduate parent under 18 and not attending high school or equivalent.
5. Assistance group with unmarried parent under 18 not living in an adult supervised setting.
6. Assistance group with a member who has been found to have fraudulently misrepresented residence in order to obtain assistance in two or more states at the same time.
7. Assistance group with any family member who is determined by the courts or state hearing, to have committed an intentional program violation (during period of IPV suspension of benefits).
8. Assistance group with any family member who has not yet established a repayment plan with benefit recovery, for any and all identified overpayments to Ohio Department of Job and Family Services. This includes OWF cash, supplements, work allowances, PRC, Food Assistance and childcare.
9. An individual who is not a citizen of the United States or a qualified alien.
10. A family that is serving a sanction (including a voluntary sanction), will be ineligible to apply for PRC until sanction is served.

AMOUNT AND TYPES OF ASSISTANCE

Appendix I of this document contains the scope and coverage of the County's PRC program. Once eligibility for PRC is established, the CDJFS director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the CDJFS. All PRC payments are made by the CDJFS to the vendor. The county must ensure that its policies meet all audition requirements.

Notice of Approval/Denial: If it is determined than an Application for PRC is denied, the CDJFS shall mail or otherwise deliver the JFS 07334, "Notice of Denial of Your Application for Assistance" to the AG.

Ottawa County Department of Job and Family Services agrees to implement the PRC County Model Worksheet as written above.

	12/1/2024
Director	Date

(Electronic signature/ original on file)

PREVENTION, RETENTION AND CONTINGENCY PROGRAM

<u>SERVICE OR BENEFIT</u>	<u>TANF Purpose</u>	<u>CAP</u>	<u>ASSISTANCE GROUP</u>	<u>ECONOMIC NEED STANDARD</u>	<u>TARGETED GROUP</u>
<p><u>CHILD WELFARE SERVICES</u></p> <p>Family counseling and diagnostic services Respite Care Family Preservation & Reunification services Domestic violence services Legal services for establishing guardianship Intake, screening, assessment of needed services, investigation, information and referral Family Support and Protective Services Provision of prevention services Supervision of case services Case management and other supportive services Housing/ Utilities/ Repairs Extermination/ pest removal Placement Preservation Activities</p>	<p>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.</p>	<p>No CAP on case management services</p> <p>\$1000 from PRC funds on direct or purchased services and \$1000 from ESSA funds. CAP on all services once every 24 months.</p>	<p>Parents or Specified relatives with minor children</p> <p>Kinship Caregivers of children in the custody of the Ottawa County Department of Job and Family Services</p>	<p>200 % FPL</p> <p>OR</p> <p>Eligible for other means tested program such as Medicaid, Food Assistance Program, Ohio Works First, other PRC funded services</p>	<p>Families with children with an open child welfare investigation (traditional or alternative response) or ongoing case with allegations of child abuse, neglect or dependency.</p>

<p><u>Kinship Caregiver Services</u> Purchase items associated with initial placement of child into home, such as furnishings/ bedding, hygiene, clothing, Respite Care (including Summer Camps) Tutoring</p>	<p>Purpose 1: Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives</p>	<p>\$500 per kinship placement per youth, once every 36 months</p>	<p>Specified relatives with minor children residing in Ottawa County</p>	<p>200% of Federal Poverty Level OR Eligible for other means tested program such as Medicaid, SNAP, OWF</p>	<p>Adults with temporary or legal custody of a child that is not their biological, adopted or step-child. Includes child(ren) in custody of a public children service agency but placed with a kinship caregiver. Purchased services designed to preserve placement with the kinship home.</p>
<p><u>Early Childhood WIC Partnership for Supports:</u> Provision of age-appropriate safety and hygiene supplies for children enrolled in county Women/Infants/Children (WIC) program.</p>	<p>Purpose 1: Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives</p>	<p>One delivery per child per fiscal year. Eligibility follows child.</p>	<p>Parents, specified relatives, or kinship providers with minor children receiving benefits through Ottawa County WIC program.</p>	<p>185% of Federal Poverty Level, as determined for WIC program rules.</p>	<p>Families enrolled in and receiving benefits from the Women/ Infants/ Children (WIC) program through Ottawa County Health Department.</p>

PREVENTION, RETENTION AND CONTINGENCY PROGRAM

<u>SERVICE OR BENEFIT</u>	TANF PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Contingency Services (an emergent need that threatens the health, safety or living arrangement to the extent that it prohibits children from being cared for in their own home)</u></p> <p><u>Not to exceed three months of total coverage.</u> Once Assistance Group utilizes these services in State of Ohio, ineligible for period of 36 months.</p> <p>Assistance Group must demonstrate ability to sustain this expense, prior to approval of expenditures. Housing or utilities must be in the name of a member of the approved Assistance Group.</p> <p>Rent and Deposit ----- Mortgage ----- Utilities: gas/ electric/ water/ sewer bills and deposit(s); repair/maintenance to septic system and/or primary heating system Deposit and purchase of bulk fuel for heating</p>	<p>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.</p>	<p>Combined total not to exceed \$1500 for rent/mortgage and utilities, once every 36 months.</p> <p>Rent and Deposit: \$1000- - - - -- Mortgage: \$1000- - - - -- Utilities/ Repair/ Bulk Fuel: \$500 total</p>	<p>Parent with minor child(dren)</p> <p>Specified relative with minor child(ren)</p>	<p>200% of Federal Poverty Level</p>	<p>Unemployed individuals; under-employed individuals; families with children at risk of removal.</p>

<u>SERVICE OR BENEFIT</u>	TANF PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>FAMILY DISASTER ASSISTANCE</u></p> <p>Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor or President of United States</p> <p>Benefits assist with damage or loss sustained as a result of Davis Besse Nuclear Disaster upon declaration by the Governor or President of the United States</p>	<p>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.</p>	<p>Program availability and duration dependent upon allocation terms from ODJFS</p> <p>CAP is Lesser of either: If no home owners/renters insurance, actual costs up to \$1000 OR If have home owners/renters insurance, amount of deductible, up to \$1000</p>	<p>Parents with minor children living in their home</p> <p>Specified relatives with minor children living in their home</p> <p>Income of individuals living in the home will be used to determine eligibility</p> <p>Must be resident of County have verification that have been adversely affected by the emergency condition.</p>	<p>200% FPL</p> <p>Must demonstrate that the disaster has created an economic need.</p>	<p>Families sustaining disaster damage or loss upon disaster declaration by Governor or President</p>

PREVENTION, RETENTION AND CONTINGENCY PROGRAM

<u>SERVICE OR BENEFIT</u>	TANF PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>EMPLOYMENT AND TRAINING:</u></p> <ul style="list-style-type: none"> • Short Term On-the-Job Training (OJT) • Uniforms/ Equipment required for placement/ retention in employment • Fees associated with taking exam and registration of professional license • Information and referral for job openings and workforce development related resources 	<p>Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage</p>	<p>OJT: 6 months or \$4,000, whichever occurs first. Length of OJT depends upon job skills of applicant and skill level needed for position. OJT is a reimbursement to the employer that hires and trains the individual of 50% of their documented hourly wage. OJT does not include overtime, holiday or other paid leave time.</p> <p>Uniforms/ Equipment: \$250 for items required for employment</p> <p>License fees: \$500 for driving and/or professional license fees relative to employment (i.e., CDL, STNA, R.N., etc.) Does not cover reinstatement or legal fees.</p>	<p>Parents with minor children</p> <p>Specified relative with minor children</p> <p>Non-custodial parent of a minor child (both of which live in Ottawa County)</p> <p>Minor Child at least 16 years of age and enrolled in secondary school</p>	<p>OJT/ Uniforms/ Equipment: 200% FPL OR Current Recipient of OWF, Food Assistance or Medicaid</p>	<p>OJT: Employer will hire participant and enter into separate contract for On-the-Job Training program. First Come First Serve, depending upon employer needs</p>

<u>SERVICE OR BENEFIT</u>	TANF PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>EMPLOYMENT AND TRAINING CONTINUED</u></p> <p>Short term classroom training leading to certificate or credential in a local demand occupation</p>	<p>Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p>	<p>\$2,000, including fees, books, supplies, professional license fee</p>	<p>Parents with minor children</p> <p>Specified relative with minor children</p> <p>Minor Child at least 16 years of age and enrolled in secondary school</p> <p>Non-custodial parent of a minor child (both of which live in Ottawa County)</p>	<p>200% FPL OR Current Recipient of OWF, Food Assistance or Medicaid</p>	<p>Eligible customers utilizing Ohio Means Jobs Ottawa County services to research career and employment options. Must meet any pre-requisites for training program prior to approval of PRC funds for program.</p>
<p>Testing fee for Adult Diploma or GED equivalent. Retesting fees up to 4 times.</p>	<p>Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p>	<p>\$600 (each testing fee cap of \$144).</p>	<p>Parents with minor children</p> <p>Specified relative with minor children</p> <p>Non-custodial parent of a minor child (both of which live in Ottawa County)</p>	<p>200% FPL OR Current Recipient of OWF, Food Assistance or Medicaid</p>	<p>Eligible customers who have not yet obtained high school diploma or GED, who are participating in ASPIRE classes and have been found ready to take GED test by ASPIRE program.</p>

<u>SERVICE OR BENEFIT</u>	<u>TANF PURPOSE</u>	<u>CAP</u>	<u>ASSISTANCE GROUP</u>	<u>ECONOMIC NEED STANDARD</u>	<u>TARGETED ELIGIBLE GROUP</u>
<p><u>TRANSPORTATION SERVICES</u> Vehicle Repairs Vehicle must be titled to a member of the assistance group Repairs limited to those that are a legal or direct safety issue in the operation of the vehicle.</p>	<p>Purpose 2: To end dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p>	<p>Lowest of 2 estimates and not to exceed \$2000 once every 36 months Exception: if vehicle has been towed to a repair facility due to being inoperable, second estimate is waived.</p>	<p>Parents with minor children Specified relative with minor children Non-custodial parent of a minor child (child on an open child support case in Ottawa County)</p>	<p>200% FPL</p>	<p>Employed individuals working outside of their home where transportation is required for the job, Unemployed individuals enrolled in education or training program in conjunction with OCDJFS ----- Definition of an employment for PRC/Vehicle Repairs An employed or self-employed person working outside of their home and needing transportation. Individual must be working a minimum of thirty hours weekly or earning weekly wages at least equal to the federal minimum wage multiplied by thirty hours. This includes migrant and seasonal farm workers under contract or similar agreement with an employer or crew chief to begin employment within thirty days. Or: A person who has verified offer of employment that meets the above criteria.</p>

SERVICE OR BENEFIT	TANF PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><u>Driver License Reinstatement Fee</u></p> <p>Driver license reinstatement fee when all other reinstatement requirements have been met.</p> <p>**This is not available to make payment for fines/ reinstatement fees due to DUI conviction(s).</p>	<p>Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p>	<p>\$500 cap, one time only</p>	<p>Parents with minor children</p> <p>Specified relative with minor children</p> <p>Non-custodial parent of a minor child (child on an open child support case in Ottawa County)</p>	<p>200% FPL</p>	<p>Unemployed and/or under-employed individuals with minor children or identified as obligor on an active Child Support Case in Ottawa County.</p>
<p>SEEK Work job search assistance and requirements</p> <p>Case management support of clients with active SEEK Work orders, including information and referral to open job orders and partner resources, assisting clients with creation of OhioMeansJobs backpacks, creation posting and maintenance of resumes, applications for jobs, and other resources and assessments in OMJ .</p> <p>Does not include initial referral to and registration for SEEK Work.</p>	<p>Purpose 2: To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.</p>	<p>No cap on case management services</p>	<p>Non-custodial parent of a minor child with an active Seek Worker child support order</p>	<p>Not currently employed or under employed, based on inability to meet monthly child support obligation</p> <p>Documentation maintained in SETS system and no additional application nor eligibility documentation is required.</p>	<p>Non-custodial parents with active child support orders who are unemployed or underemployed and have a requirement to participate in the Seek Work program.</p>

Prevention, Retention and Contingency Program Disaster Assistance

Disaster Services - Non-TANF Funds for the Elderly and Disabled Upon Receipt of Such Local, State and/or Federal Funding

DISASTER SERVICE OR BENEFIT	TANF PURPOSE	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p>FAMILY DISASTER ASSISTANCE</p> <p>Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor or President of United States</p> <p>Benefits assist with damage or loss sustained as a result of Davis Besse Nuclear Disaster upon declaration by the Governor or President of the United States</p>	<p>Purpose 1: To provide assistance to needy elderly and disabled who have emergency needs due to a natural disaster or nuclear disaster, as declared by the Governor or President of the United States.</p>	<p>Program availability and duration dependent upon funding and allocation terms from ODJFS</p> <p>CAP is Lesser of either: If no home owners/renters insurance, actual costs up to \$750 OR If have home owners/renters insurance, amount of deductible, up to \$750</p>	<p>Individuals age 55 or older without a minor child, OR</p> <p>Individuals receiving disability benefit payments such as Supplemental Security Income, Social Security Disability, Veteran’s Administration Payment, Public Employees Retirement System Disability, Black Lung, Railroad Disability, etc.</p> <p>Must be resident of County have verification that have been adversely affected by the emergency condition.</p>	<p>200% FPL Income of individuals living in the home will be used to determine eligibility</p> <p>Must demonstrate that the disaster has created an economic need.</p>	<p>Families sustaining disaster damage or loss upon disaster declaration by Governor or President</p>

