

Prevention, Retention & Contingency

**Clark County Department
of
Job & Family Services**

**Effective
October 10, 2019
Minor Revisions November 21, 2019**

**1345 Lagonda Avenue
Springfield, Ohio 45503
(937) 327-1717**

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1. Introduction

Temporary Assistance for Needy Families (TANF) is a Federal funding source designed to help needy families achieve self-sufficiency. To carry out this mission, programs have been established to accomplish the four purposes of TANF. These are:

- Purpose #1 Assisting needy families so that children can be cared for in their own homes
- Purpose #2 Reduce the dependency of needy parents by promoting job preparation, work and marriage
- Purpose #3 Preventing out-of-wedlock pregnancies
- Purpose #4 Encouraging the formation and maintenance of two-parent families

The Prevention, Retention & Contingency (PRC) program has been established under Chapter 5108 of the Ohio Revised Code (ORC) utilizing TANF funding. It is designed to provide benefits and services to needy families and low-income employed families who need help with essential supports to move out of poverty and become self-sufficient. The PRC program provides flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to obtain employment, maintain employment, and improve their economic circumstances.

The supports provided under the PRC program are limited to non-recurrent, short-term, crisis-oriented benefits and ongoing services which do not meet the federal definition of assistance. Non-recurrent, short-term assistance addresses discrete crisis situations that do not provide for needs extending beyond four months. These benefits and services may encompass more than one payment per year, if the payment provides short-term relief and resolves a discrete crisis situation rather than meeting recurrent needs. These benefits and services are consistent with the federal definition of “non-assistance” as found in 45 CFR 260.31(b). The definition of “non-assistance” includes:

1. Non-recurrent, short-term benefits that:
 - a. Are designed to deal with a specific crisis situation or episode of need
 - b. Are not intended to meet recurrent or ongoing needs
 - c. Will not extend beyond four months
2. Work subsidies (i.e.: payment to employers to help cover the cost of employer wages, benefits, supervision, and training)
3. Supportive services such as child care and transportation provided to families who are employed
4. Refundable earned income tax credits
5. Contributions to, and distributions from, Individual Development Accounts (IDAs)
6. Services such as counseling, case management, peer support, child care, information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support
7. Transportation benefits provided under a Job Access or reverse Commute project to an individual who is not otherwise receiving assistance.

2. TANF Exclusions

- Federal TANF funds cannot be used:
 - i. For medical services, except for pre-pregnancy planning services
 1. Medical services include:
 - a. Inpatient medical services
 - b. Outpatient medical services
 - c. Mental Health treatment
 - d. Substance Abuse treatment
 - ii. To supplant spending in the areas of:
 1. Child support enforcement
 2. Foster care
 3. Adoption assistance
 - iii. To satisfy a cost-sharing or matching requirement of another federal program unless specifically authorized by 2 CFR 225, Appendix A
 - iv. To construct or purchase buildings or facilities or to purchase real estate
 - v. For general expenses required to carry out the responsibilities of the county

3. Benefits and/or Services Categories

- **Direct (also known as “hard”) Services**

Direct services are any benefits and/or services that have a direct cash value to the PRC applicant. Such benefits must (a) be designed to deal with a specific crisis situation or episode of need, (b) not be intended to meet recurrent or ongoing needs, and (c) must not extend beyond four months. Examples include, but are not limited to, purchase of tools, car repairs, purchase of bedding, appliances, gas cards, rent, security deposit, and/or utility payments.

Whenever possible, direct benefits and/or services will be provided in the form of a voucher or payment to a vendor on behalf of a recipient of PRC, not paid directly to the recipient. Warrants may be issued to the applicants only as a last resort when no other avenue of payment is available. The CCDJFS retains final authority over the method of issuance. When the method of issuance is a warrant or voucher issued directly to a PRC recipient and the PRC recipient does not redeem it within thirty (30) days from the date of issuance, the voucher is void. The voucher will not be reissued but instead the client must file a new application for PRC if the need remains.

Any number of individual services can be provided or payments can be made during the twelve-month eligibility period following the date of application as long as each is a distinctive, non-ongoing occurrence.

Only the Clark County Department of Job & Family Services (CCDJFS) is authorized to provide “direct” benefits and/or services.

- **Indirect (also known as “Soft”) Services**

Indirect services are any benefits and/or services that DO NOT have a direct cash value to the PRC applicant. Indirect services may be provided on an ongoing basis.

NON-FINANCIAL ELIGIBILITY

1. Social Security Number

Each person applying for PRC must provide the county agency (or third party providing agency) with a social security number or verify, in writing, application for a social security number.

2. PRC Exclusions

- Applicants may not use PRC benefits:
 - i. To meet a current, demonstrated need that is met through the issuance of benefits under another federal or state program;
 - ii. To directly pay court-ordered child support;
 - iii. To pay any costs associated with the violation of federal, state, and/or local laws. This includes, but is not limited to:
 - 1. Court costs
 - 2. Attorney fees
 - 3. Fines
 - 4. Parking violations
 - iv. To pay fees associated with childcare including childcare co-payments;
 - v. To pay property taxes;
 - vi. For any item(s) that require additional financing over and above the PRC issuance to meet the current, demonstrated need

3. Assistance Group Composition

Assistance Group (AG) is the technical term used to describe family members that may be served by a PRC program. All AGs must, at a minimum, consist of:

- A minor child (as defined in 5108.01, 5108.06, and 5107.02 of the ORC) who resides with a parent, specified relative, legal guardian, or legal custodian;
- Pregnant individuals with no other children;
- A non-custodial parent (defined in 45 CFR 260.30) who lives in the state of Ohio, but does not reside with his/her minor children. Eligibility for PRC benefits and/or services is limited to non-custodial parents who:
 - Are currently cooperating with child support:
 - Who establish and who are in the process of establishing responsibility for their child(ren) through the CSEA; and
 - Who have a current child support order and the intent to meet his/her financial obligation; and
 - Are ordered into an employment program by a court or referred by the Child Support Enforcement Agency (CSEA) and are also complying with the employment program to find a job; or
 - Who are employed at least twenty (20) hours per week.
- **For the Kinship Caregiver Program Only Stability Funds:** A child under the age of eighteen (18) or age eighteen (18) and still attending high school or its equivalent who is placed by a kinship caregiver as defined in Ohio Revised Code 5101.85. Each child who is under 18 or age eighteen (18) and still

attending high school or its equivalent who is placed with a kinship caregiver is considered his/her own AG (i.e., a child only AG). In those cases where a child who is under 18 or age eighteen (18) who and still attending high school or its equivalent who is pregnant and is placed with a kinship caregiver, each fetus is considered and additional AG member during the third trimester of the pregnancy.

AG members may be “temporarily absent” yet the individual and his/her family may still qualify for PRC benefits and services. “Temporary absence” has the same meaning for the PRC program as it does for Ohio Works First (OWF) as set forth under Section 5107.10 of the ORC and rule 5101:1-3-04 of Ohio Administrative Code (OAC). 5101:1-3-04 states that the absence of a member of the AG is temporary if:

- The AG member has been absent for no longer than 45 consecutive days;
- The location of the absent individual is known;
- There is a definite plan for the return of the absent individual to the home; and
- The absent individual shared the home with the AG prior to the onset of the absence.

Rule 5101:1-3-04 sets forth exceptions to the requirement that the AG member be absent for no longer than 45 days including a situation where a child is removed by the public children’s services agency if the agency indicates that there is a reunification plan to return the child to the home within six (6) months.

PRC applicants who are in receipt of OWF cash assistance will have their AG composition determined utilizing the existing Standard Filing Unit definition of an AG for OWF eligibility (5101:1-23-10 of the OAC). PRC applicants that who are not in receipt of, nor are eligible for, OWF cash assistance will have their AG composition determined utilizing the existing definition of an AG for Food Assistance eligibility (5101:4-2-03 of the Food Assistance Certification Manual).

There are situations in which more than one family or multi-generational families are living together in the same household. In these situations, it must be determined which of the eligible household members will be included in the PRC AG. Application for, and receipt of PRC payments to multiple AGs living together, must be treated separately and requires an application for each AG.

4. Residence

In order to be eligible to receive PRC benefits and/or services at least one member of the AG must be a citizen of the United States or a qualified alien as defined in 5101:1-2-30 of the OAC.

PRC benefits and/or services are available only to residents of Clark County. Residence is established by living in the County voluntarily with the intent to remain permanently or for an indefinite period of time. Residence is also establish by an applicant who is not receiving assistance from another county and entered the county with a job commitment or seeking employment, whether or not currently employed.

PRC benefits and/or services are available to adult applicants on behalf of children in the temporary or permanent custody of the CCDJFS, even when the child is placed/resides in another county. Additionally, PRC benefits and/or services are available to adult participants on behalf of children placed in the custody of a kinship provider, facilitated by CCDJFS, including when the provider resides in another county, as long as the provider and child have a current open case in the FCS division. Benefits and/or services issued on behalf of these children shall not duplicate benefits and/or services received by the adult applicant through the County Department of Job & Family Services in their county of residence.

5. Change in Circumstance

The applicant must be able to demonstrate that a specific change in circumstance occurred within the twelve (12) months immediately prior to the application date for PRC benefits and/or services that has led to, or significantly contributed to, the current demonstrated need. Failure by the applicant to demonstrate the specific change and tie the change into the current need will result in the applicant's ineligibility for PRC benefits and/or services.

The change in circumstance leading to the current need must be an unexpected, life-altering event which may include, but is not limited to such things as: job loss or job gain, domestic violence, divorce, natural disaster or fire, individual providing monetary support leaves the household, death of a household member, new Family and Children Services involvement resulting in the removal or threatened removal of child from the home, homelessness, accident resulting in the client not being able to work, addition of a child or other family member into the household, and prolonged illness.

The change in circumstance does not include routine or expected changes such as: a voluntary move (not precipitated by an unexpected change in circumstance), change of seasons, start of a school year, inflation, holidays, sanction, legal infractions (including intentional fraudulent acts by the client such as intentionally breaking a lease), temporary (pre-defined end date or lasting less than six months) or seasonal employment, and voluntarily terminating employment.

Written verification of the change of circumstance is only required when the worker has reasonable suspicion to doubt the truthfulness of the claim.

6. Community Resources

The availability of resources within the community shall be explored prior to the authorization of PRC for direct benefits and/or services. A PRC AG, within reason, is required to apply for and utilize any program, benefit, or support system that reduce or eliminate the current, demonstrated need. Workers, on behalf of applicants, shall utilize United Way's 211 to identify any available community resources. When United Way states that no community resource is available to meet the current need, the applicant is considered to have met this requirement. Workers shall document this conversation and the resources to be explored in case notes. The applicant shall be required to explore up to three community resources when identified by the United Way.

The PRC application shall include a section to identify the community resources that must be explored prior to authorization for PRC benefits and/or services. The applicant must provide written verification from the provider that the community resources identified were explored prior to the issuance of PRC benefits and/or services.

7. Mitigation

The PRC applicant must be able to demonstrate that they have attempted to mitigate the current, demonstrated need, when applicable. Failure to attempt to mitigate the need will result in the denial of the PRC application. A PRC applicant must demonstrate an attempt has been made to prevent the occurrence of the emergent need. Situations that demonstrate a failure to mitigate may include, but is not limited to:

- Making no payment toward the obligation;
- Making only minimal payments with the knowledge that such an amount would not prevent the occurrence;

8. Sanctioned Individuals

OWF sanctioned individuals/assistance groups are eligible to receive PRC benefits and/or services. PRC benefits issued to sanction individuals/assistance groups must be directly related to assisting the sanctioned AG member to comply with the provisions of his/her Self-Sufficiency Contract. If, at the time of application, the applicant is within thirty (30) days of the sanction or penalty period ending, he/she must sign a new Self-Sufficiency Contract or waive OWF eligibility if OWF is no longer desired.

NON-FINANCIAL INELIGIBILITY FOR PRC SERVICES

The following individuals are ineligible for PRC assistance:

- An individual who is a fugitive felon and/or probation/parole violator;
- An individual who is not a U.S. citizen or a qualified alien;
- An Assistance Group (AG) with any family member who has any outstanding OWF or PRC fraud overpayment balance;
- An AG with a member who is ineligible for other programs due to deliberate non-compliance with the terms of his/her assistance, such as those stated in the Self-Sufficiency Plan and Contract (exception: Individuals in this group who are employed may receive employment-related PRC assistance.);
- An AG with an unmarried, non-graduate parent under 18 not attending high school or equivalent;
- An AG with an unmarried parent under 18 not living in an adult-supervised setting;
- An AG with a member who has been found to have fraudulently misrepresented residence in order to obtain assistance in two or more states (ineligible for ten years);
- Families giving false or incorrect information;
- An AG with any family member who is determined by the courts or state hearing to have committed an intentional program violation;
- An AG with any family member who has not established a current payment plan with the benefit recovery unit for any and all identified overpayments to ODJFS or has not made a payment on their overpayment in the three months prior to filing a PRC application. This includes OWF cash, supplements, work allowances, PRC, and food assistance overpayments

FINANCIAL ELIGIBILITY

1. Need Standard

PRC applicants applying for direct services, indirect services meeting TANF purpose #1, and indirect services meeting TANF purpose #2 must demonstrate the need for financial assistance and/or services. The gross monthly income of all AG members must be equal to or less than **200%** of the current Federal Poverty Guidelines (FPG) (available through CCDJFS).

The total gross monthly income, earned and unearned, shall be counted (excluding exempt income under the Ohio Works First program as defined in 5101:1-23-20.1 of the OAC, all income excluded under the Food Assistance program as defined in 5101:4-4-13 of the OAC, and all income excluded under the PRC program as defined in 5101:1-24-20 of the OAC (see Appendix B)). All income received in the 30-day budget period is considered. The 30-day budget period begins 30 days prior to the date of application, unless the period does not accurately reflect expected income. Self-employment income shall be calculated in accordance with OAC 5101:1-23-20(F). Self-employment gross earnings are defined as the total profit from the self-employment

enterprise. The total profit from the self-employment enterprise is determined by deducting the self-employment expenses (i.e., the business expenses directly related to producing the goods or services) or the prescribed standard deduction from the gross receipts.

The applicant must use all available income and resources in meeting the current, demonstrated need. This includes ongoing assistance programs including, but not limited to, OWF, SSI, Food Assistance, unemployment compensation, social security benefits, and the special energy assistance programs.

2. Liquid Assets/Resources

PRC applicants with liquid assets greater than \$1,000 are required to use any amount over the \$1,000 as a co-payment to meet the current, demonstrated need. There is no PRC eligibility if the assistance group fails to make use of the available income or resources that are in an amount sufficient to meet a portion of, or the entire amount of, the current, demonstrated need.

Liquid assets are those resources that are in cash or payable in cash upon demand. Liquid assets are those that can be converted to cash so that the funds are available to help meet the current, demonstrated need. The most common types of liquid assets are cash on hand, savings accounts, checking accounts, stocks, bonds, mutual funds, and promissory notes. Available liquid assets are those in which any AG member has a legal interest and the legal ability to use or dispose of them. If both legal interest and availability to the use the liquid assets does not exist, the value of the liquid assets is unavailable for PRC purposes.

Resources to be considered for PRC purposes are those that are both liquid and available during the budget period to help the AG to meet the current, demonstrated need. Resources do not include the value of real property, motor vehicles, life insurance (term or whole life), and household goods.

Resources owned by any AG member are considered available to the entire AG. If ownership of a resource is shared by AG members and a person who is not in the AG, the liquid asset/resource is considered to be available on a pro-rated basis unless evidence exists to show otherwise.

Example: David applies for PRC. He has three children. David reports owning a savings account with a balance of \$500. Additionally, David reports having a joint checking account with his mother. The balance in this account is \$250. Available assets to be considered for David are \$625 (\$500 from his account and half of the \$250 in the joint account (\$125)).

Lump sum payments (excluding tax refunds) are considered income in the month received and any unspent balance is considered as a resource thereafter.

VERIFICATION REQUIREMENTS

1) Direct Services

- a) A PRC applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating to the fullest extent in the eligibility determination process.
 - i) The applicant must provide written verification of the need, whenever possible;
 - ii) The applicant must provide written verification of the change in circumstance, whenever possible;

- iii) The applicant must provide written verification of their mitigation attempts, whenever possible;
- iv) The applicant must provide written verification of the exploration of community resources, whenever possible;
- v) The applicant must verify residency in Clark County;
 - (1) PRC is available non-Clark County residents on behalf of child in the temporary or permanent custody of the CCDJFS
 - (2) PRC is available to non-Clark County residents when the CCDJFS has facilitated placement of a child to a kinship provider only when the case remains active in the CCDJFS
- vi) The applicant must provide a social security number or verification of application for a social security number;
- vii) The applicant must verify U.S. citizenship or qualified alien status;
- viii) Verification of income (written or verbal) is required
 - (1) Written verification from the source of the income must be obtained, whenever possible
 - (a) Examples of acceptable written verification are:
 - (i) Pay stub;
 - (ii) Letter from the employer;
 - (iii) Child Support statement;
 - (iv) Award letter;
 - (v) Self-employment records
 - (2) If the applicant fails to provide all required verifications, the CCDJFS shall give the applicant an Application/Reapplication Verification Required Checklist (JFS 7105), and be given ten (10) business days to provide the requested verification. Verbal verification, with the applicant's signed Release of Information form (JFS 7341), may be obtained by the CCDJFS in lieu of written verification.
 - (a) Verbal verification must be clearly documented in the case record including:
 - (i) The name of the person supplying the information;
 - (ii) The position title of the person supplying the information;
 - (iii) The date the verification was received;
 - (iv) The amount of income received in the budget period;
 - (v) The name of the CCDJFS staff person obtaining the information
- ix) Verification of available assets and resources (written or verbal) is required.
 - (1) Written verification must be obtained, whenever possible
 - (a) Examples of acceptable written verification are:
 - (i) Passbooks;
 - (ii) Monthly bank statement;
 - (iii) Any written notice provided on company letterhead with an original signature
 - (b) If the applicant fails to provide all required verifications, the CCDJFS shall give the applicant an Application/Reapplication Verification Required Checklist (JFS 7105), and be given ten (10) business days to provide the requested verification
 - (2) Verbal verification, with the applicant's signed Release of Information form (JFS 7341), may be obtained by the CCDJFS in lieu of written verification
 - (a) Verbal verification must be clearly documented in the case record including:
 - (i) The name of the person supplying the information;
 - (ii) The position title of the person supplying the information;
 - (iii) The date the verification was received;
 - (iv) The amount of available resources/assets in the budget period;
 - (v) The name of the CCDJFS staff person obtaining the information

- x) Verification of purchase, when the method of issuance is a warrant, must be received from the client within ten (10) business days of the issuance, demonstrating that the funds were used for the approved purpose;
 - (1) The AG, and all members, is ineligible for any future PRC benefits and/or services until the receipts are provided to the agency.
- xi) Verification of any required co-payment is required:
 - (1) Before the PRC benefit is issued;
 - (2) When the PRC benefit is less than the amount required to meet the current, demonstrated need
 - (a) Example: While assistance for car repair may not exceed \$XXXX the customer may be permitted to negotiate a co-payment with a local vendor, when the total cost of the repair exceeds \$XXXX and the customer is willing to pay the difference directly to the vendor. In such cases, the customer will pay the vendor directly. Payments to the vendor will only be made by JFSCC after the repair has been completed, and after the vendor verifies that the customer has paid the difference between the total cost of the repair and the \$XXX limit.

2) Indirect Services

- a) A PRC applicant/re-applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating to the fullest extent in the eligibility determination process.
 - i) The applicant does not have to demonstrate:
 - (1) That a change in circumstance occurred
 - (2) That community resources availability was explored
 - (3) That mitigation attempts were made
 - (4) Resources over the \$1,000 limit do not have to be used
 - ii) The applicant must verify residency in Clark County
 - (1) PRC is available to non-Clark County residents on behalf of child in the temporary or permanent custody of the CCDJFS
 - (2) PRC is available to non-Clark County residents when the CCDJFS has facilitated placement of a child to a kinship provider only when the case remains active in the CCDJFS
 - iii) The applicant must provide a social security number or verification of application for a social security number
 - iv) The applicant must verify U.S citizenship or Qualified Alien status
 - v) Contracted providers who are responsible for completing PRC applications and determining eligibility for applicants must collect the following documentation and keep this documentation in the applicant's PRC file:
 - (1) Documentation of residency- This documentation can include a state ID, photo ID, utility bills, lease, mortgage, or voter registration that lists a Clark County address.
 - (2) Documentation of U.S. citizenship or Qualified Alien status- Pursuant to OAC 5101:1-3-07 Every assistance group member is required to establish U.S. citizenship or legal alien status and shall submit at least one document showing U.S. birthplace or in some way indicating U.S. citizenship. "U.S.-born" refers to an individual born in one of the fifty states, District of Columbia, Puerto Rico, Guam, Northern Mariana islands, U.S. Virgin islands, Swain's island or American Samoa.
 - (a) When the applicant is a U.S.-born citizen, a civilian birth, baptismal, or church certificate specifically displaying a U.S. birthplace may be used as verification.

(b) When the applicant is a foreign-born U.S. citizen, a citizen certification, U.S. passport, consular's certification of birth, or certificate of naturalization may be used as verification.

(c) When the applicant is an alien, his status may be verified by forms issued from the United States citizenship and immigration services (USCIS).

(3) Documentation of AG size- This documentation can include verification from CCDJFS, or marriage certificates/licenses, birth certificates for minor children, or household composition forms.

(4) Documentation of applicant's attestation of fugitive felon or parole violation status, PRC or OWF fraud overpayment balances, and current sanctions- Documentation must be a verification statement from CCDJFS.

vi) A signed, written self-declaration of income meets the verification requirement

vii) A signed, written self-declaration of available assets and resources meets the verification requirement

b) The PRC recipient must reapply for PRC indirect services annually.

ADDITIONAL REQUIREMENTS

1) Voter Registration

a) In accordance with 329.051 of the Ohio Revised Code:

i) The CCDJFS shall make voter registration applications available to all applicants for PRC at the time of application.

ii) All contracted providers funded, in whole or in part, with TANF funds shall make voter registration applications available to all applicants for PRC benefits and/or services at the time of application.

2) Charitable Choice and Faith-Based Initiatives

a) Charitable Choice provisions apply when Clark County contracts with faith-based organizations to provide benefits and/or services with TANF funds (including PRC).

b) Federal regulations (45 CFR 260.34) require that AGs have the right to request an alternative provider and that the AG be notified of this right.

i) The notice (see Appendix D) must clearly explain the right to be referred to an alternative provider and services that reasonably meet timeliness, capacity, accessibility, and equivalency requirements.

c) Any AG that objects to a faith-based provider must be provided with an alternative provider of services within a reasonable amount of time.

i) The alternative provider must be reasonably accessible and be able to provide comparable services.

APPLICATION PROCESS

1. Application Filing

Any adult has the right to apply for PRC benefits and/or services. An individual requesting direct or indirect PRC benefits and/or services must complete a PRC application (see Appendix D). At the time of application, the PRC applicant shall be provided with his/her rights as an applicant (see Appendix D).

Recipients of indirect PRC benefits and/or services whose services extend beyond one year, must submit a new application before the end of the tenth month of service and every year thereafter. The re-applicant must demonstrate that all eligibility requirements continue to be met at each annual redetermination.

A PRC application made by a person who died before the decision was reached shall be denied. Additionally, any application made on behalf of a deceased AG member shall be denied whether the application was made before/after his/her death. If the remaining AG members are in need of PRC benefits and/or services a new application must be filed and their eligibility will be considered in a manner consistent with this policy.

Eligibility for other public assistance programs is not a factor in the eligibility determination for PRC benefits and/or services. All PRC applicants shall be informed of other public assistance programs (i.e., Medicaid and Food Assistance) that are available.

2. Case Records/Retention

Case records must be maintained for all PRC applicants. The CCDJFS determines eligibility for direct services and contracts with community providers to determine eligibility for indirect services. Providers contracted to determine/re-determine eligibility for indirect services must maintain case files that are readily available for monitoring and audit in accordance with OMB Circular A-133 and A-87, even if the provider ceases to exist.

- If the PRC applicant is/was in receipt of public assistance benefits the application and all required verification gathered during the PRC eligibility determination process shall be kept in the OWF, Medicaid, or Food Assistance case record if eligibility is determined by the CCDJFS.
- If the PRC applicant is/was not in receipt of nor applying for OWF, Food Assistance, or Medicaid and applies for PRC benefits and/or services through the CCDJFS, a separate case record shall be created and maintained, and the application and all required verification gathered during the PRC eligibility determination process shall be kept in it.
- If the PRC applicant is applying for benefits and/or services through a contracted Provider (whether or not the applicant is/was in receipt of public assistance), a separate case record shall be created and maintained, and the application and all required verification gathered during the PRC eligibility determination process shall be kept in it.
- If the PRC applicant is a non-custodial parent, the application and all required verification must be maintained in a separate case record.

3. Standard of Promptness

The application for PRC benefits and/or services is an application for public assistance benefits. The timelines for determining eligibility and rendering a final decision established in 5101:1-2-01 of the OAC shall be adhered to by the CCDJFS and all contracted providers. Additionally, the CCDJFS will make every effort to determine eligibility for direct services within ten (10) days of receipt of the application and all required verification.

4. Notice Requirements

The PRC applicant shall receive notice of the decision regarding the PRC benefits and/or services in accordance with OAC Chapter 5101:6. The following shall apply:

- Approval
 - i. The Notice of Approval/Denial shall be forwarded, in person or via U.S Mail, to the applicant within two business days from the day on which the decision was rendered.
 - 1. The “Approved” box shall be marked
 - 2. The notice shall be signed and dated by a CCDJFS or contracted provider representative.
- Denial
 - i. The Notice of Approval/Denial shall be forwarded, in person or via U.S. Mail, to the applicant within two business days from the day on which the decision was rendered.
 - 1. The “Denied” box will be marked.
 - 2. The notice shall be accompanied by Notice of the Right to a State Hearing.
 - 3. The notice shall be signed and dated by a CCDJFS or contract provider representative.
 - ii. Denial is required when an application has been withdrawn, either verbally or in writing.

SCOPE OF COVERAGE

1) Maximum Issuance

- a) In all cases the amount of PRC issued must meet, but may not exceed, the current, demonstrated need of the AG. The amount of PRC issued must be within the appropriate maximum payment amount. If the amount of PRC available cannot prevent the onset or continuation of current, demonstrated need, there is no eligibility for payment.
 - i) Example:
 - (1) If the amount available from PRC can pay the major portion of the amount needed to avoid a utility shut-off and the applicant and the utility company set up a written agreement for payment of the balance, PRC can be issued.
 - (2) If an agreement cannot be made or the amount available through PRC cannot meet the total necessary to prevent the shut-off, no PRC may be issued.
 - ii) Example:
 - (1) If the cost of the car repair exceeds the value of the car, as determined by a CCDJFS mechanic or an agency-approved vendor, the request would be denied.
- b) The AG may receive more than one item/service per event and may apply and receive PRC assistance multiple times within a 12-month period; but, the total amount of PRC assistance cannot exceed the maximum limits and applicable sub-limits.
 - i) Direct Services
 - (1) Parents, specified relatives, legal guardians, legal custodians, and pregnant individuals with no other children
 - (a) PRC applicants who meet all eligibility criteria may be eligible for up to \$2,000 in each calendar year (Jan 1st- Dec. 31st) for direct goods and/or services.
 - (b) PRC assistance issued in another county during the current calendar year shall count as being received in Clark County and applied to the maximum issuance limit.
 - (2) Non-custodial parents
 - (a) PRC applicants who meet all eligibility criteria may be eligible for up to \$1,000 in each calendar year (Jan 1st- Dec. 31st) for direct goods and/or services.

(b) PRC assistance issued in another county during the current calendar year shall count as being received in Clark County and applied to the maximum issuance limit.

ii) Indirect services

(1) Parents, specified relatives, legal guardians, legal custodians, and pregnant individuals with no other children

(a) There is no maximum issuance for PRC applicants who meet all eligibility criteria as there is no direct monetary value attributable to individuals for indirect services received.

(b) Any monetary value of indirect services shall not count toward the maximum issuance for direct services

(2) Non-custodial parents

(a) There is no maximum issuance for PRC applicants who meet all eligibility criteria as there is no direct monetary value attributable to individuals for indirect services received.

(b) Any monetary value of indirect services shall not count toward the maximum issuance for direct services

2) Direct Services Sub-limits

a) Job Retention and Prevention Assistance- \$750.00 per calendar year

i) The primary focus of the PRC program in Clark County is to provide assistance which will help applicants obtain employment, retain jobs and/or prevent the need for ongoing assistance. This includes:

(1) Individuals/families that are seeking employment (active in an approved job search program);

(2) Individuals/families participating in an assigned WEP activity;

(3) Individuals/families beginning employment;

(4) Individuals/families attempting to maintain current employment;

(5) Individuals/families in need of short-term assistance to support their employment to prevent them from further or ongoing OWF assistance;

(6) Individual/families in need of short-term assistance for educational expenses, excluding tuition costs

ii) Issuance may include, but is not limited to:

(1) Work Clothing;

(2) Uniforms;

(3) Testing fees;

(4) Licensure fees needed to obtain or maintain employment;

(5) School equipment and/or supplies;

(6) Cost of books

b) Contingency Assistance- \$750.00 per calendar year

i) The secondary focus of the PRC program is to provide assistance to meet a contingency, a need which if not satisfied may threaten the health, safety (this includes instances of domestic violence), or well-being of one or more household members. Issuance is limited to the following:

(1) Shelter Costs

(a) Rent

(i) To prevent eviction if a Notice to Leave the Premises (3-Day Notice to Evict) is presented.

1. The amount paid is the actual amount necessary to prevent the eviction up to a maximum of two months delinquent rent.

2. Written documentation must be received from the landlord specifying the monthly rent, the total amount due to prevent the eviction, and verification that the payment will prevent eviction.
- (ii) To alleviate homelessness, including instances of court-ordered eviction where the applicant has no other resources.
- (iii) When an AG has lost its place of residence and has moved in with others.
 1. One month's rent may be authorized.
 2. The applicant must verify that continued occupation of the current/original residence would violate the lease or create a serious overcrowding situation.
 3. Only the income of the AG will be used when determining eligibility for permanent housing.
- (b) Security Deposit
 - (i) May be paid only when a landlord will not waive the requirement.
 - (ii) The need for a security deposit must exist due to one of the situations listed above.
 - (iii) The amount is limited to one month's rent and must be verified by the landlord.
- (c) Miscellaneous Shelter Cost
 - (i) Funds may be authorized to correct uninhabitable conditions due to a natural or chemical disaster or conditions certified by a city, county, township, or state agency as uninhabitable.
 1. A certification from Family and Children's Services is acceptable when certification from other sources cannot be obtained in a timely manner.
- (2) Utility Expenses
 - (a) Heating fuel and utility (non-regulated) expenses.
 - (i) Heating fuel is any type of fuel used to provide heat for a home.
 - (ii) Utilities include electricity and any source of energy necessary for the functioning of the home heating system.
 - (iii) PRC applicants must apply for and utilize Home Energy Assistance Program (HEAP) benefits before PRC funds will be authorized while the HEAP is in operation.
 - (iv) Propane and fuel oil payments shall be made only to prevent a shut-off of service, to restore service, or to ensure a continuation of service when there is a serious threat to the safety and health of the household members.
 - (v) The payment is limited to the amount necessary to prevent shut-off, restoration, or to ensure the continuation of service.
 - (vi) A payment must have been made on the bill in the three (3) months prior to application for PRC.
 - (vii) The utility bill must be in the name of an adult in the AG.
 - (b) Heating fuel and utilities (regulated by the PUCO including Ohio Edison, Columbia Gas, and Dayton Power and Light)
 - (i) Assistance is determined based on the Household's participation in the Percentage of Income Plan (PIP) through which customers pay a percentage of their income during the winter heating season and then during the non-heating season continue to pay the PIP amount or the current bill, whichever is higher.
 - (ii) A payment must have been made on the bill in the three (3) months prior to application for PRC.
 - (iii) The utility bill must be in the name of an adult in the AG.
 - (c) Percentage of Income Program
 - (i) Assistance may be provided to enroll a Household in PIP.

- (ii) A portion may include a deposit if required by the utility company and it will not be waived.
- (iii) These payments may be made if no other method of payment is available and the Household has not had its present service disconnected.
- (iv) A payment must have been made on the bill in the three (3) months prior to application for PRC.
- (v) The utility bill must be in the name of an adult in the AG.
- (d) Utility Disconnection
 - (i) PRC assistance is authorized to defer a utility disconnection (subject to eligibility and disqualifiers cited earlier)
 - (ii) A deposit, if required and not waived, may be included in the payment.
 - (iii) Payment can only be made to defer disconnection and if the Household is enrolling in PIP or has attempted to enroll in PIP but was denied or is defaulting on the PIP payment.
 - (iv) A payment must have been made on the bill in the three (3) months prior to application for PRC.
 - (v) The utility bill must be in the name of an adult in the AG.
- (e) Utility Reconnection
 - (i) Assistance is authorized for re-connection of service if the utility company will accept one defaulted PIP payment. (During the heating season will be a percentage of income or during the non-heating season will be a percentage of income or the previous month's utility bill, whichever is higher).
 - (ii) A payment must have been made on the bill in the three (3) months prior to application for PRC.
 - (iii) The utility bill must be in the name of an adult in the AG.
- (f) Water/Sewer
 - (i) Payment is authorized to prevent shut-off or restore water and sewer service (subject to eligibility and disqualifiers cited earlier)
 - 1. Payments for water and sewer are available year-round and do not have the HEAP time period restrictions.
 - (ii) A payment must have been made on the bill in the three (3) months prior to application for PRC.
 - (iii) The utility bill must be in the name of an adult in the AG.

c) Transportation Assistance- \$750.00 per calendar year

- i) Lack of reliable transportation has been identified as one of the most frequent barriers to self-sufficiency. Many entry level workers have difficulty reaching jobs during evening and weekend shifts when transit services are not offered. Similarly, destinations in the county—areas not served by the transit authority—are also difficult to reach. Providing new transportation options for low-income workers, especially those who are receiving or who have recently received cash benefits, increases the likelihood that those workers will get jobs and keep them.
- ii) PRC assistance may be authorized for the purposes of providing transportation to/from places of employment (subject to eligibility and disqualifiers cited earlier).
 - (1) Such assistance may be in the form of:
 - (a) Bus passes
 - (b) Gas vouchers
 - (c) Car repairs performed through the Clark County Garage
 - (i) When car repair assistance is provided, all such repairs must be recommended by a representative of the Clark County Garage.

- (ii) The PRC applicant must:
 1. Have employment of at least thirty days or provide verification from an employer that they will be starting employment within the next week.
 2. Have a car title that must clearly state the customer's name
 3. Have a valid driver's license
 4. Have state-required minimum insurance coverage
- (iii) While assistance for car repair may not exceed the maximum sub-limit, the customer may be permitted to negotiate a co-payment with a local vendor when the total cost of the repair exceeds the maximum sub-limit and the customer is willing to pay the difference directly to the vendor.
 1. The customer must pay the vendor directly
 - a. Payments to the vendor will only be made by the CDJFS after the repair has been completed, and after the vendor verifies that the customer has paid the difference between the total cost of the repair and the maximum sub-limit.
- (iv) Regular and routine maintenance of cars (oil changes, tire rotation, etc.) may be authorized if, during a non-routine car repair, a representative of the Clark County Garage makes the determination if that in the best interest of the longevity of the car, those services will be performed as part of the assistance.
- (v) approval is authorized by a second party review.

d) Family Stability Services- \$1,250 per calendar year

- i) PRC assistance can be provided to offer an array of Family Stability Services designed to strengthen the family unit, prevent the removal of a child from his/her home, or to make reunification possible (TANF Purpose 1) (subject to eligibility and disqualifiers cited earlier)
 - (1) Such assistance may include the following based upon need:
 - (a) Bedding
 - (b) Furniture (child-specific) item excluding entertainment items.
 - (c) Children's clothing
 - (d) Appliances (non-entertainment)- once in a five-year period
 - (i) Stove
 - (ii) Refrigerator
 - (iii) Washer
 - (iv) Dryer
 - (2) The Assistance Group may receive more than one item/service per event and may apply and receive assistance multiple times within a 12-month period.

e) Kinship Caregiver Program

The Kinship Care Program established in this section is based upon Interim Guidance as outlined in ACT269. This program is separate from the Kinship/Navigator Services outlined in a separate section and Family Stability Services. This program has two major components with different eligibility requirements. Both components of the Kinship Caregiver Program meet 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. CCDJFS will accept applications referred from any division of CCDJFS. The aggregate CAP for the Kinship Caregiver Program is \$3,000.00 per child. Expenses for over \$3,000.00 per AG may be approved by the Director if ADA home or vehicle modifications are needed and sufficient funding is available.

A Kinship Caregiver, in accordance with Ohio Revised Code 5101.85, is any of the following who is eighteen years of age or older who is caring for a child in place of the child's parents:

- (1) The following individuals related by blood or adoption to the child:
 - 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 of "great," "great-great," "grand," or great-grand."
 - d. First cousins and first cousins once removed,
- (2) Stepparents and stepsiblings of the child;
- (3) Spouses or former spouses of individual named in divisions (A) and (B) of this section;
- (4) A legal guardian of the child;
- (5) A legal custodian of the child.

(1) **Stabilization Services:** Eligibility is for Assistance Group a(AG) at or below 200% of Federal Poverty Guidelines. The program element is designed to transition the child and maintain the child in the home of the kinship caregiver. Stabilization services include, but are not limited to, child care services not to exceed four months and/or incidentals incurred when taking on the responsibility of caring for a child. Incidentals include items such as clothing items, personal items needed for kinship child, and supplies such as furniture, linens, or any other necessary household items or modifications needed for caring for the kinship child.

- i. For Stabilization services, an (AG) is defined as: A child under the age of eighteen (18) **or** age eighteen (18) and still attending high school or its equivalent who is placed by a kinship caregiver as defined in Ohio Revised Code 5101.85. Each child who is under 18 **or** age eighteen (18) and still attending high school or its equivalent who is placed with a kinship caregiver is considered his/her own AG (i.e., a child only AG). In those cases where a child who is under 18 **or** age eighteen (18) who and still attending high school or its equivalent who is pregnant and is placed with a kinship caregiver, each fetus is considered an additional AG member during the third trimester of the pregnancy. Reasonable and necessary services which may be provided include, but are not limited to:

(1) Child Care Expenses

- a. Kinship caregiver may request reimbursement for child care expenses for eligible child in their care. Kinship caregiver must provide any information required by county auditor for payment processing and submit a reimbursement request with verification of expense.
- b. Kinship caregiver can request the CCDJFS cover child care costs directly with child care providers who are fully licensed through the Ohio Department of Job and Family Services.
- c. CCDJFS cannot reimburse those expenses covered/reimbursed by another source
- d. Limited to four (4) consecutive months per rolling 12-month period

- e. Publicly funded/subsidized child care must be explored before accessing child care reimbursement.

(2) **Caregiving services.** Caregiving services are limited to reimbursement to the kinship caregiver for or direct payment from a third-party individual or entity to administer to the needs of a minor child. The caregiving service may be provided at a licensed provider or may take place in the home of the kinship caregiver. The care may include care designed to provide temporary relief of child caring functions.

For Caregiving services, the minor child in a Kinship Placement for whom caregiving services are being provided shall be:

- (a). Under age thirteen at the time of application and may remain eligible until they turn thirteen; or
 - (b). 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.
1. The kinship caregiver or other member of the assistance group shall be participating in one of the following approved activities:
 - (a). Paid employment on a full-time or part-time basis.
 - (b) A training or education activity that prepares the caretaker for paid employment.
 - (c) 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).
 2. For caregiving service, the assistant group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver.
 3. The assistance group shall have gross income of less than 200% two hundred percent of the federal poverty level. Income received during the past thirty days shall be used as an indicator of the income that is and will be available to the assistance group. However, CCDJFS shall not use past income as an indicator of income anticipated for the certification period if changes in income have occurred or can be anticipated, If income fluctuates to the extent that a thirty-day period alone cannot provide an accurate indication of anticipated income, CCDJFS and the assistance group may use a longer period of past time if it will provide an accurate indication of anticipated fluctuations in future income.

Regardless of service provided, services are not to exceed four consecutive months in a rolling calendar year. A Family Stability PRC Referral must be completed by the Kinship Provider on behalf of the child, identifying the child who constitutes the AG.

f) Disaster Assistance- \$2,000 per calendar year

- i) PRC assistance to assist families who have sustained losses as a result of a declared (by the Governor or Clark County Emergency Management) natural disaster. These include:
 - (1) Flood, tornado, or blizzard
 - (2) Chemical disaster
 - (3) Fire
 - (4) Civil Disorder
- g) **Mortgage Assistance to Prevent Foreclosure- \$2,000 per calendar year**
 - i. Applicant must have made substantial attempts to avoid the foreclosure by participating in all bank-available and community-available resources
 - ii. Applicant must verify the completion of a financial literacy program and foreclosure counseling before any PRC is issued
 - iii. Amount necessary to avoid the foreclosure is determined through community partners but approved by the CCDJFS
 - iv. Applicant must demonstrate the ongoing ability to maintain mortgage payments
 - v. Applicant must be employed full-time

3) Indirect Services

Indirect services have no monetary value to the PRC AG. Therefore, no sub-limits apply. Any benefits and/or services issued do not count, in any way, toward the maximum issuance limits defined in this policy. These services meet TANF purpose 1: Assisting needy families so that children can be cared for in their own homes or in the homes of relatives and TANF purpose 2: Reduce dependency of needy parents by promoting job preparation, work and marriage. The following indirect services may be offered through TANF-PRC funded contracts or through OhioMeansJobs Clark County:

Training, Employment, and Career Advancement Services

- i) Employability Assessments;
- ii) Transportation;
 - (1) Authorization to use the RIDESPlus transportation service only when referred to the service by the CCDJFS.
 - (a) The following fare system applies:
 - (i) First 60 days of service- No charge
 - (ii) 3rd month of service- \$25 per month
 - (iii) 4th month of service- \$50 per month
 - (iv) 5th month of service- \$75 per month
 - (v) 6th month of service- \$100 per month
 - (b) After the 6th month of service, customers with extenuating circumstances who need continued services may apply for hardship status, for which extended services may be approved in 3-month increments at the \$100 per month rate if deemed necessary by the CCDJFS.
 - (c) If a customer returns to CCDJFS in need of transportation services after becoming ineligible, that customer may receive services starting on the fare system at the point where the customer left off.
 - (i) Example, if a customer discontinued use of transportation services after three months (paying \$25 per month) on the fare system, that customer would begin on the 4th month of service on the fare system (paying \$50 per month). If that customer has exceeded the 6 months of service on the fare system, that customer may apply for hardship status and receive services in 3-month increments, if approved by the CCDJFS.

- (d) Out-of-county employment-related transportation will be provided only upon the approval of the Workforce Development Director or his/her designee and will be determined on a case-by-case basis.
- iii) Short term Job skills training and re-training;
 - 1. Employment related short-term training services can be authorized to assist eligible individuals with employment related short-term training. Employment services meet TANF purposes 1. Assisting needy families so that children can be cared for in their own homes and 2. Reduce the dependency of needy parents by promoting job preparation, work and marriage. The total approved request shall not exceed \$6,000.00 per rolling 12 months. It can only be authorized to support in-demand occupations as determined by CCDJFS. Short-term training is defined as training lasting less than 12 months.
- iv) TANF/PRC On-the-Job-Training Program (OJT)
 - (1) Subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers;
 - (2) Employers will be reimbursed up to 50% of eligible trainee's wage during the established training period, not to exceed \$4,000 per eligible participant per rolling calendar year. Caps are negotiated through contractual agreements between CCDJFS and participating employers based upon the PRC participant's knowledge, training needs, wages, and benefits.
- v) Job retention services or post-employment follow-up services such as counseling, employee assistance, and other supportive services;
- vi) Linguistic and other culturally appropriate services that assist TANF-eligible refugees obtain employment or participate in work activities;
- vii) Ohio Works Incentive Program (OWIP)
 - 1. \$250.00 Incentive payment issued to OWF AG members who gain or increase employment that produced income that reduces or eliminates their OWF case assistance. Verification of employment gain or increase is required. Participant must be working at least 20 hours per week or 86 hours per month. Designed to assist in covering costs associated with gaining employment.
 - 2. \$250.00 incentive payment issued to OWF AG members who retain gained or increased employment for 30 days that reduced or eliminated OWF assistance. Verification of employment gain or increase is required. Participant must be working at least 20 hours per week or 86 hours per month. Designed to assist families in covering costs associated with maintaining employment.
 - 3. \$250.00 incentive payment issued to OWF AG members who retain gained or increased employment for 90 days that reduced or eliminated OWF assistance. Verification of employment gain or increase is required. Participant must be working at least 20 hours per week or 86 hours per month. Designed to assist families in covering costs associated with maintaining employment.
 - 4. \$250.00 incentive payment issued to OWF AG members who retain gained or increased employment for 180 days that reduced or eliminated OWF assistance. Verification of employment gain or increase is required. Participant must be working at least 20 hours per week or 86 hours per month. Participant must no longer be receiving OWF cash assistance. Designed to assist families in covering costs associated with maintaining employment.
- viii) Outreach activities to encourage employers to hire TANF recipients

b) Food Assistance and /Medicaid Outreach Activities

Food Assistance along with other work supports often makes the difference in low-income workers transitioning into the workforce. Since the de-linking of Food Assistance and Medicaid from the OWF program, Clark County may fund programs designed to improve community outreach around the Food Assistance and Medicaid programs.

c) Community and Economic Development

The community planning process provides an opportunity for collaboration among stakeholders that include employers as well as economic development experts. To be allowable under PRC, economic development activities must meet the purposes of TANF, serve TANF-eligible families, and/or have an evident benefit to TANF-eligible families. PRC programs centered around economic development should be used to supplement existing economic development funds and programs. TANF-PRC funds may be used by Clark County to provide the following:

- i) Economic development activities that support the expansion and/or retention of employers;
- ii) Collecting and distributing information about job opportunities and/or prospective changes in demand for specific occupations;
- iii) Providing information for job seekers of new job prospects and employers of available personnel;
- iv) Providing job skills and remedial skill training for employees and potential employees through local community colleges;
- v) Planning and development financing for local organizations or community development corporations that employ TANF recipients

d) Substance Abuse and Mental Health

Substance abuse and mental illness constitute major barriers for participants in programs of all four of the CCDJFS' divisions: BenefitsPlus, Family & Children Services, Child Support Enforcement, and OhioMeansJobs. It is estimated that approximately 70% of adults served by our agency experience one or both problems.

Accordingly, PRC assistance is authorized to provide allowable substance abuse and mental health services to eligible CCDJFS customers and all clients of the Family and Children's Services Division. TANF-PRC funds may be used by Clark County to provide the following:

- i) Information and referral;
- ii) Outreach and awareness campaigns;
- iii) Education;
- iv) Early intervention;
- v) Family therapy;
- vi) Wrap-around services;
- vii) Anger management counseling

e) Child Development Activities

Early Childhood is a critical period of a person's development. It is critical to developing skills, emotional attachments, and intellect necessary to be a successful adult. A significant percentage of young children in Ohio live in poor families. The development of these children may be at risk because the families lack resources and information necessary for healthy child development. Failure to address these issues may result in school failure, health problems, and future welfare dependency.

- i) TANF- PRC funds are used by Clark County to provide the following:

- (1) Help Me Grow Services (**300%** of the FPG)
- (2) Developmental and behavioral screenings;
- (3) Parent education including assistance with behavioral/parenting problems;
- (4) Linkages to existing programs;
- (5) Case management and service coordination;
- (6) Family Support;
- (7) Individual family service plans;
- (8) Information and referral to other services;
- (9) Home visits

f) **Family Stability/Child Welfare Services**

PRC assistance may be provided to offer an array of Family Stability Services designed to strengthen the family unit, prevent the removal of a child from his/her home, or to make possible reunification. These services meet 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. The gross monthly income of all AG members applying for direct services, indirect services meeting TANF purpose #1 must be equal to or less than **200%** of the Federal Poverty Guidelines to be eligible for services to prevent the removal of a child or facilitate reunification. The FPG threshold for services to prevent the removal of child or facilitate reunification was set at higher level as the families served are generally not means-tested. Additionally, the additional cost of services will facilitate cost-savings overall as placement costs far exceed the value of PRC services issued at this higher income threshold.

i) TANF-PRC funds are used by Clark County to provide the following:

- (1) Case management;
- (2) Home-based services for families;
- (3) Wraparound services;
- (4) Family preservation;
- (5) Family Reunification services/supports;
- (6) Kinship Care/Navigator services;
- (7) Respite care;
- (8) Lice prevention and eradication services;
- (9) Bed bug eradication
- (10) Enrichment and support programs for youth;
- (11) Transportation;
- (12) Mediation services;
- (13) Parenting services;
- (14) Services to pregnant women and their partners;
- (15) Mentoring services;
- (16) Community Outreach;
- (17) Other identified services that promote family stability and unity

ii) Kinship/Navigator Services 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. TANF/PRC funds are used by Clark County to provide the following services:

- (1) Information and referral
- (2) Legal services
- (3) Respite care

- (4) Training
- (5) Case management
- (6) Home-based services for families;
- (7) Parenting services;
- (8) Enrichment and support programs for youth;
- (9) Transportation;
- (10) Mediation services;
- (11) Mentoring services

g) Housing Services

PRC assistance is authorized to provide emergency housing for a period not to exceed four months. Activities designed to promote self-sufficiency and find permanent housing options may also be provided, including case management and provisions for food and daily living necessities. These services meet TANF Purpose 1: Assisting needy families so that children can be cared for in their own homes.

In response to the increasing number of current or prospective homeowners who request financial literacy education or counseling, TANF-PRC funds are also used by Clark County to provide the following:

- (2) Homebuyer education;
- (3) Financial fitness and credit counseling;
- (4) Predatory lending seminars;
- (5) Home maintenance courses;
- (6) Financial counseling to prevent or respond to foreclosure;
- (7) Prevention services, which include utilities, security deposits, or rent;
- (8) Outreach to the community for services

In addition, PRC funds are available to support the efforts of the Foreclosure Prevention Task Force Research Team. Reducing the incidence of predatory lending and subsequent foreclosures has been a priority of the Bridges Out of Poverty Steering Committee. As such, research from this project will not only serve to provide important information to the State of Ohio's Foreclosure Prevention Task Force but will also assist Clark County in developing strategies to prevent foreclosures based on accurate data.

h) Prevention Programs

PRC assistance is provided with the goal of preventing the need for OWF cash assistance in the future. The CCDJFS provides support to a number of activities that are not associated with an application for direct services but are instead intended to address the causes of poverty with the goal of creating healthier environment in Clark County in which our citizens can overcome the barriers that keep them from attaining self-sufficiency. These programs meet TANF Purpose 1: Assisting needy families so that children can be cared for in their own homes. TANF-PRC funds are used by Clark County to provide the following (subject to eligibility and disqualifiers cited earlier):

- i) Programs designed to create and preserve affordable, quality housing and strong neighborhoods through partnerships of residents, business, and government;
- ii) Programs that use the arts to engage individuals in community life and promote student success;
- iii) Programs that address the causes of poverty and educate low-income people and social services workers;

- iv) Programs that support partnerships with employers and educators, promoting self-sufficiency by helping school-age children understand economics of life.
- v) Programs that support the Job Access program (allowable under section 3037 of the Transportation Equity Act for the 21st Century (Pub. L. 105-178)

i) Domestic Violence

Many low-income mothers with children experience domestic violence. Domestic violence disrupts the safety and stability of the family. In addition to both the emotional and physical violence, these families' problems are compounded by all the other poverty-related issues. Research indicates that a substantial number of individuals and families known to child welfare and public assistance systems are past or current victims of domestic violence. The services provided through Clark County using TANF-PRC funds includes, but is not limited, to (subject to eligibility and disqualifiers cited earlier):

- i) Screening and referral services;
- ii) Personal and family supports including domestic violence counseling;
- iii) Community outreach

These services meet TANF Purpose 1: Assisting needy families so that children can be cared for in their own homes.

j) Youth Education and Support Services

Youth education and support services can help communities prevent welfare dependency among future generations. These meet TANF Purpose 2: Reduce the dependency of needy parents by promoting job preparation, work and marriage and TANF Purpose 3: Preventing out-of-wedlock pregnancies.

TANF-PRC funds may be used by Clark County to provide the following (subject to eligibility and disqualifiers cited earlier):

- i) Early childhood education;
- ii) Teen pregnancy prevention;
 - (1) Family planning (including birth control)
 - (2) Abstinence education programs
 - (3) Pregnancy planning services
 - (4) Teen pregnancy prevention campaigns
- iii) Stay-in-school programs;
- iv) After school programs;
- v) Truancy prevention;
- vi) Mentoring and counseling;
- vii) Peer support;
- viii) Youth workforce preparation and employment programs;

k) Family Formation

Research studies support the belief that family formation and maintenance of two-parent families can play a crucial role in reducing many poor families' dependence on public assistance. Additionally, findings from several studies have reported that children growing up in household without two parents are at greater risk of academic, physical, emotional, and behavioral problems.

TANF-PRC funds are used Clark County to provide the following (subject to eligibility and disqualifiers cited earlier):

- i) Parenting skills training;
- ii) Premarital and marital counseling and mediation services;
- iii) Programs that encourage the formation and maintenance of two-parent families by enlisting multiple community partner, including faith-based organizations in effort to provide pre-marital counseling and support;
- iv) Activities to promote parental access and visitation;
- v) Initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children;
- vi) Paternity Establishment Counseling;
- vii) Crisis intervention services;

These programs meet TANF Purpose 3: Preventing out-of-wedlock pregnancies and TANF Purpose 4: Encourage the formation and maintenance of two-parent families.

l) Legal Education and Assistance

PRC assistance may be authorized to provide assistance to homeowners who are delinquent on their mortgages or who have been victims of predatory lending. TANF-PRC funds may be used by Clark County to provide the following (subject to eligibility and disqualifiers cited earlier):

- i) Legal education;
- ii) Legal analysis of loan documents;
- iii) Litigation of predatory lending claims and/or bankruptcy to avoid foreclosure

These services meet TANF Purpose 1: Assisting needy families so that children can be cared for in their own homes.

m) TANF Comprehensive Case Management Employment Program (CCMEP)

CCMEP is a TANF Title IV-A program and Workforce Innovation Opportunity Act (WIOA) workforce development activity that provides employment and training services to mandatory and voluntary program participants based on a comprehensive assessment of an individual participant's employment and training needs. Participants, ages 14-24 will be provided services in accordance the with the goals outlined in their Individual Opportunity Plans (IOP, JFS 3044 or current form) which may include support to obtain a high school diploma, job placement, job retention support and other supportive services necessary such as child care and transportation. CCMEP meets Purpose 2 of TANF: To end dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage.

Eligibility: is based on information gathered from the application, JFS 03002 (or current form), results of the comprehensive assessment (JFS 03003 or current form) and at or below 200% of the federal poverty guideline.

Individuals, ages 14-24 are required to participate in CCMEP:

- i. Low-income in-school and out-of-school youth considered to have a barrier to employment and registered for a WIOA program
- ii. Participants in the Ohio Works First (OWF) who are work eligible

In addition, individuals, ages 14-24 may volunteer to participate in CCMEP:

- i. Participants in the OWF program who are not work eligible
- ii. Individuals receiving benefits or services through the prevention, retention and contingency (PRC) program, within 30 days of receiving a benefit.

Services available:

- i. Tutoring or study skills training;
- ii. Alternative secondary school services, or dropout recovery services;
- iii. Paid and unpaid work experiences (including summer employment opportunities), pre-apprenticeship programs, internships and job shadowing and on-the-job training
- iv. Occupational skills training;
- v. Education offered concurrently with workforce preparation activities;
- vi. Leadership development opportunities;
- vii. Adult mentoring;
- viii. Entrepreneurial skills training;
- ix. Financial literacy education;
- x. Comprehensive guidance and counseling;
- xi. Labor market and employment information;
- xii. Activities to prepare youth to transition to post-secondary education and training; and;
- xiii. Supportive services including access to drug and alcohol abuse counseling, health care, transportation, child care, housing, uniforms and work-related tools, educational testing and reasonable accommodation for youth with disabilities.

Participation

Individuals participating in CCMEP are required to commit to completing activities outlined in their individual opportunity plan (IOP) JFS 03004 for a minimum of 20 hours per week. CCMEP case managers are required to engage with participants at least every 30 days, or if a participant is receiving intensive case management, at least every 14 days. Additional services can be found at <https://jfs.ohio.gov/CCMEP/Services-Matrix.stm>

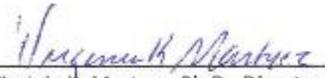
A participant may be considered to have completed the program when they have obtained employment, successfully entered post-secondary education, enlisted in the military, or been awarded social security disability insurance and applied for services with Opportunities for Ohioans with Disabilities. A participant may be required to leave the program if they fail to meet commitments outlined in their individual opportunity plan.

Follow-up Services

In order to support their success and stability, participants exiting the program will receive follow-up services for a minimum of 12 months. Follow-up services may include leadership development, assistance addressing work-related problems, mentoring, or work-related peer support groups.

Approval and Certifications

The Clark County Department of Job and Family Services Prevention, Retention and Contingency Plan is hereby approved by:

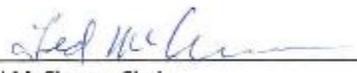


Virginia K. Martycz, Ph.D., Director
Clark County Department of Job & Family Services

10-10-19

Date

This is to certify that amendments to this policy were reviewed and approved by the Clark County Family Services Planning Council.



Ted McClenen, Chair
Clark County Family Services Planning Council

10-10-19

Date

The Board of County Commissioners, in and for Clark County, Ohio, met this 9th day of October, 2019 in regular session, pursuant to adjournment, in accordance with Section 121.22 O.R.C. (Sunshine Law), with the following members present, viz:

Melanie F. Wilt

Richard L. Lohnes

Lowell R. McCluthin

Resolution 2019-0621
COMO file

Change Date of Commissioner Meeting

Commissioner Lohnes moved to change the date of the regularly scheduled Wednesday, December 25, 2019 Commission meeting to Friday, December 27, 2018 with the informal and formal sessions beginning at 8:30 a.m. The meeting will be held in the Commission Office Conference Room, 5th Floor, 50 East Columbia Street, Springfield, Ohio.

Commissioner McCluthin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McCluthin, Yes; Commissioner Lohnes, Yes; Commissioner Wilt, Yes

I, Megan Burr, Clerk to the Board of County Commissioners, do hereby certify that the above is a true and correct copy of a motion as recorded in the Journal of the Clark County Commissioners, under the date of October 9, 2019.

Megan Burr

Megan Burr, Clerk

copy: County Auditor
County Administrator
Requesting Department(s)

Appendix A

AG Composition

- (A) Conflict with Revised Code
- (1) Section (5) of Amended Substitute Senate Bill 238 of the 126th General Assembly (09/06) sets forth the following provision: Not later than September 30, 2006, the director of job and family services shall adopt rules as necessary for the state to comply with 42 U.S.C. 607(i)(2) (08/96). If necessary to bring the state into compliance with 42 U.S.C. 607(i) (2) (08/96), the rules may deviate from Chapter 5107. of the Revised Code. Rules adopted under this section that govern financial and other administrative requirements applicable to the department of job and family services and county departments of job and family services shall be adopted in accordance with section 111.15 of the Revised Code as if they were internal management rules. All other rules adopted under this section shall be adopted in accordance with Chapter 119. of the Revised Code.
 - (2) The county agency shall administer the penalty provisions under the Ohio works first (OWF) program in accordance with the requirements contained in this rule and not in accordance with section 5107.36 of the Revised Code.
 - (3) All applicable requirements contained in the Revised Code section referenced in paragraph (A) (2) of this rule have been incorporated in this rule.
- (B) Who must be included in the assistance group determination?
The following individuals must be included in the assistance group when residing in the same household, unless ineligible or excluded in accordance with paragraph (E) or (F) of this rule:
- (1) A minor child who is determined eligible for OWF;
 - (2) All natural or adoptive parents of the minor child; and
 - (3) All minor siblings living with the minor child.
- (C) What are the required living arrangements for minor parents to receive OWF?
A minor parent with a child may be eligible if they are residing in one of the following living arrangements:
- (1) A minor parent and his or her eligible dependent child(ren) living independently.
 - (a) The minor parent may be eligible only if the minor parent has been or is married; or
 - (b) Residing in an approved adult-supervised living arrangement as set forth in section 5107.24 of the Revised Code.
 - (2) A minor parent and his or her eligible dependent child(ren) residing with the minor parent's parent(s).
 - (a) When the minor parent's parent(s) is either receiving or is requesting OWF, there shall be one OWF assistance group that consists of the eligible child(ren), minor parent and minor parent's parent(s) and dependent siblings of the minor parent.
 - (b) When the minor parent's parent(s) is self-sufficient or is not requesting assistance, the assistance group shall consist of the minor parent and his or her child(ren). The income of the minor parent's parent(s) is allocated when determining eligibility for the assistance group as set forth in rule [5101:1-23-20.2](#) of the Administrative Code.
- (D) When may a specified relative be included in an assistance group?

- (1) A specified relative may be included in the assistance group when he or she has no eligible children of his or her own, resides with a child(ren) who meets a degree of relationship as set forth in section 5107.02 of the Revised Code, and chooses to be included in the assistance group with the child(ren).
 - (a) When a specified relative chooses to be included in the assistance group with the child(ren), the specified relative's income is considered in determining the eligibility of the assistance group as set forth in rule [5101:1-23-20](#) of the Administrative Code.
 - (b) When the specified relative has a spouse, the spouse cannot be included in the assistance group. The income of the spouse must be allocated to the assistance group consisting of the specified relative and child(ren) as set forth in rule [5101:1-23-20.2](#) of the Administrative Code.
- (2) A specified relative who resides with both his or her biological or adoptive child(ren) and the child(ren) who meets a degree of relationship, as set forth in section 5107.02 of the Revised Code, shall only be included in the assistance group with his or her child(ren).
 - (a) OWF eligibility for the assistance group containing the other related child(ren) shall be determined separately and independently of the assistance group containing the specified relative and his or her biological or adoptive child(ren). Income of the specified relative shall not be considered in determining eligibility of the assistance group with the related child(ren).
 - (b) When the children who meet a degree of relationship are half-siblings to the specified relative's child(ren) there must be two separate assistance groups: one containing the specified relative and his or her child(ren); and one containing the child(ren) who meets a degree of relationship.

(E) Who is ineligible to be included in the assistance group?

The individuals in this paragraph are ineligible to be included in the assistance group, but their income is used in determining the benefit amount as set forth in rules [5101:1-23-20](#) and [5101:1-23-20.2](#) of the Administrative Code. Individuals listed in this paragraph may be a required work eligible individual as defined in paragraph (B) of rule [5101:1-3-12](#) of the Administrative Code.

- (1) Aliens who fail to meet the citizenship requirement as set forth in rule [5101:1-2-30](#) of the Administrative Code.
- (2) Aliens ineligible due to sponsor income as set forth in rule [5101:1-2-35](#) of the Administrative Code.
- (3) Individuals disqualified from OWF due to an intentional program violation for as long as the disqualification period is applied as set forth in Chapter [5101:6-20](#) of the Administrative Code, if the disqualification period began prior to July 1, 1998. Individuals serving an intentional program violation which began prior to July 1, 1998, will continue to serve out the entire disqualification period, including individuals permanently disqualified.
- (4) Fugitive felons as set forth in section 5101.26 of the Revised Code.
- (5) Individuals who are violating a condition of probation, a community control sanction, parole, or a post-release control sanction imposed under a federal or state law.
- (6) Individuals convicted in federal or state court for residency fraud as set forth in rule [5101:1-3-14](#) of the Administrative Code.
- (7) Individuals who fail to cooperate with an eligibility requirement for which there is no penalty, such as a failure to:
 - (a) Provide information about a family member required to be included in an assistance group;
 - (b) Comply with an initial eligibility requirement, such as enumeration, or

- (c) Comply with the living arrangement requirement.
- (8) A teen parent who is under the age of eighteen, and:
 - (a) Has a child in his or her care at least twelve weeks of age;
 - (b) Has not successfully completed high school or the equivalent; and
 - (c) Is not participating in educational activities that are devoted to the receipt of a high school diploma or its equivalent, or an alternative educational training program defined by the county agency.

(F) Who is excluded from the assistance group?

The following individuals and their income are not considered when determining the assistance group and benefit amount, except for individuals listed in paragraph (F)(5) of this rule:

- (1) As set forth in section 5107.11 of the Revised Code, legal guardians or custodians who do not meet the definition of specified relative, as set forth in section 5107.02 of the Revised Code, and individuals not related by blood or adoption, residing with an eligible child(ren). This also applies when a legal guardian or custodian and his or her child(ren) are eligible for OWF, and the adult is also the legal guardian or custodian of another child(ren) who, while not related to the adult, is a half-sibling to the adult's child(ren). In this situation, there must be two assistance groups: one containing the adult and his or her child(ren); and one containing the child(ren) for whom the adult is the legal guardian or custodian.
- (2) The father of an unborn child, living with the pregnant mother, with no other eligible children. The father cannot be included in the assistance group until the child is born.
- (3) Parents or children receiving supplemental security income (SSI). A recipient of SSI shall have the choice of receiving OWF, if eligible, or continuing to receive SSI, but shall not receive both OWF and SSI at the same time.
- (4) Stepbrothers and stepsisters.
- (5) Stepparents, unless there is a common child. The income of a stepparent is allocated in determining the payment amount as set forth in rule [5101:1-23-20.2](#) of the Administrative Code.
- (6) Parents or children in receipt of federal, state or local foster care maintenance payments.
- (7) Parents or children in receipt of federal, state or local adoption assistance payments. The exclusion of the individual receiving the payments shall not result in lower benefits to the assistance group than the benefits that the family would receive if the individual and his or her income were included in the assistance group.
- (8) An adoptive or blood-related sibling to a child for whom assistance is requested and who is living in the home but does not meet the living arrangement requirement as defined in rule [5101:1-3-03](#) of the Administrative Code.

(G) What are the steps in determining the assistance group?

- (1) Identify which minor child(ren), as defined in section 5107.02 of the Revised Code, for whom assistance is being requested. Include minor children who are temporarily absent from the home as set forth in rule [5101:1-3-04](#) of the Administrative Code.
- (2) Add siblings to the minor child living in the household and who also meet the definition of "minor child." "Sibling" means any and all blood-related or adoptive brothers and sisters who are not specifically excluded. Include siblings who meet the temporary absence provision as set forth in rule [5101:1-3-04](#) of the Administrative Code.
- (3) Add the natural or adoptive parents of the minor child(ren) living in the household who are not specifically excluded as set forth in paragraph (F) of this rule.

- (a) When the child resides with a specified relative who is in need and requesting assistance instead of a parent, and the specified relative has no eligible biological or adoptive children, add that individual to the assistance group.
 - (b) Include a parent or specified relative in need who meets the temporary absence provision as set forth in rule [5101:1-3-04](#) of the Administrative Code.
 - (c) Include a parent or specified relative in need in the household with the minor child(ren) who is serving house arrest as defined in section 2929.01 of the Revised Code.
- (4) This is the assistance group. If a person(s) is required to be in more than one assistance group within the same household, then the assistance groups must be combined, except as provided in paragraphs (D)(2) and (F)(1) of this rule.
- (5) Eligibility is determined for the assistance group as a whole. The income provisions as set forth in rules [5101:1-23-20](#) , [5101:1-23-20.1](#) , and [5101:1-23-20.2](#) of the Administrative Code shall be applied in determining eligibility and the benefit amount.

Food Assistance: Assistance Group Definitions
5101:4-2-03

- (A) An assistance group is composed of one of the following individuals or groups of individuals provided they are not residents of an institution, are not residents of a commercial boarding house, or are not boarders, except as otherwise specified in paragraphs (E) to (H) of this rule.
- (1) Individual: An individual living alone or who, while living with others, customarily purchases food and prepares meals for home consumption separate and apart from the others.
 - (2) Groups: a group of individuals living together and customarily purchase food and prepare meals together for home consumption.
 - (3) Spouses: a person living with his or her spouse, as defined in rule [5101:4-1-03](#) of the Administrative Code, shall be considered as customarily purchasing food and preparing meals together, even if they do not do so.
 - (4) Children living with their parents: an adult child under the age of twenty-two who lives with the parent(s) (natural, adopted, or step) must be included in the same assistance group with the parent(s). If an adult child under the age of twenty-two has a spouse and/or child(ren) of his or her own, the spouse and child(ren) of the adult child also must be included in the same assistance group as the adult child.
 - (5) Person under parental control: persons (excluding foster children) under eighteen years of age and unmarried living with and are under the parental control of another household member who is not their natural, adoptive, or step parent shall be treated as customarily purchasing and preparing meals together for home consumption even if they do not do so. Note: "parental control" refers to unmarried minors who are dependents-financial or otherwise-of another household member as opposed to independent units. Persons under age eighteen who are married are considered emancipated and are not to be automatically considered as customarily purchasing and preparing meals together unless they state they are actually doing so.
 - (6) Elderly and disabled individual: although a group of individuals living together and purchasing and preparing meals together constitutes a single assistance group based on paragraph (A) (2) of this rule, an otherwise eligible member of such an assistance group who is sixty years of age or older and unable to purchase and prepare meals because he/she suffers from a disability considered permanent under the Social Security Act of 1935 as amended or suffers from a non

disease-related, severe, permanent disability may be a separate assistance group from the others, other than his spouse, provided the income (all income included in rule [5101:4-4-19](#) of the Administrative Code) of the others with whom the individual resides (excluding the income of the spouse of the elderly and disabled individual) does not exceed one hundred sixty-five per cent of the poverty level (FSP-14 "Separate Assistance Group Income Standards-Elderly and Disabled Assistance Groups Only").

- (B) Individuals who claim to be a separate assistance group from those with whom they reside shall be responsible for providing verification that they are a separate assistance group to the satisfaction of the county agency. Final determinations of living arrangements shall be made on a case-by-case basis, using reasonable judgment based on the circumstances of the particular living arrangement, and need not be reflective of these guidelines should other more conclusive factors be involved. For the purpose of determining whether people are living together, consideration shall be given to, but not limited to the following:
- (1) Separate address
The county agency shall consider whether the persons involved have addresses that are commonly recognized as separate in the community.
 - (2) Separate utilities
The county agency shall consider whether the persons involved have separate utility meters and are, therefore, billed separately by the utility companies.
 - (3) Separate entrances
The county agency shall consider whether the persons involved have separate entrances to their living quarters, and whether such entrances require passing through one living quarter in order to gain access to another.
 - (4) Opinion of the landlord
The county agency shall consider whether the owner of the property considers the property to contain separate units.
- (C) Non- assistance group members eligible to participate as separate assistance groups. For the purpose of defining an assistance group under paragraph (A) of this rule, the following individuals shall not be included as a member of the assistance group unless specifically included as an assistance group member under paragraph (A) (3) (spouses), (A) (4) (parents living with their children), or (A) (5) (person under parental control) of this rule, and shall not be included as a member of the assistance group for the purposes of determining assistance group size, eligibility, or benefit level. The income and resources of such individuals shall be handled in accordance with rule [5101:4-6-15](#) of the Administrative Code. The following individuals (if otherwise eligible) may participate as separate assistance groups:
- (1) Roomers
Individuals to whom an assistance group furnishes lodging for compensation, but not meals.
 - (2) Live-in attendants
Individuals who reside with an assistance group to provide medical, housekeeping, child care, or other similar personal services.
 - (3) Other
Other individuals who share living quarters with the assistance group but who do not customarily purchase food and prepare meals with the assistance group. For example, if an applicant family shares living quarters with another family to save on rent but does not purchase and prepare food together with that family, the members of the other family are not members of the applicant assistance group.

(D) Non-assistance group members ineligible to participate as separate assistance groups.

Some assistance group members are ineligible to receive benefits under the provisions of the Food and Nutrition Act of 2008. Others may become ineligible for such reasons as being disqualified for committing an intentional program violation or refusing to comply with a regulatory requirement. These individuals shall be included as a member of the assistance group for the purpose of defining an assistance group in accordance with this rule. However, such individuals shall not be included as eligible members of the assistance group when determining the assistance group's size for the purpose of comparing the assistance group's monthly income with an income eligibility standard or assigning a benefit level by assistance group size. These individuals are not eligible to participate as separate assistance groups. Ineligible individuals include the following:

- (1) Ineligible aliens are those individuals who do not meet the citizenship or eligible alien status. See rule [5101:4-6-13](#) of the Administrative Code for how to treat the income, resources, and expenses of these individuals.
- (2) A person disqualified for intentional program violation is one who has been disqualified in accordance with Chapter 5101:6-20 of the Administrative Code. See rule [5101:4-6-13](#) of the Administrative Code for how to treat the income, resources, and expenses of these individuals.
- (3) Persons who have been disqualified for failure to provide a social security number as provided for in rule [5101:4-3-24](#) of the Administrative Code are ineligible to participate. See rule [5101:4-6-13](#) of the Administrative Code for how to treat the income, resources, and expenses of these individuals.
- (4) An individual who is disqualified for refusing or failing to comply with a work requirement of rule [5101:4-3-11](#) of the Administrative Code. See rule [5101:4-6-13](#) of the Administrative Code for how to treat the income, resources, and expenses of these individuals.
- (5) Persons enrolled in an institution of higher education on at least a half-time basis who fail to meet the eligibility criteria in accordance with rule [5101:4-6-04](#) of the Administrative Code are ineligible to participate. See rule [5101:4-6-15](#) of the Administrative Code for how to treat the income, resources, and expenses of these individuals.
- (6) No member of an assistance group who is otherwise eligible to participate in the food assistance program shall be eligible to participate as a member of that or any other assistance group during any period during which the individual is fleeing to avoid prosecution or custody for a crime, or attempt to commit a crime, that would be classified as a felony (or in the state of New Jersey, a high misdemeanor), or is violating a condition of probation or parole imposed under a federal or state law for a felony. See rule [5101:4-6-13](#) of the Administrative Code for how to treat the income, resources, and expenses of these individuals.

The county agency will utilize the following procedure when it has information that an individual may be ineligible under this paragraph:

- (a) The county agency will contact the appropriate law enforcement agency to give the law enforcement agency thirty days to determine if the individual is fleeing and to arrest or extradite the individual.
- (b) If within the thirty days the law enforcement agency arrests or extradites the individual, the county agency will take appropriate action to remove the individual from the assistance group if he or she is no longer a member of the household.
- (c) If by the end of the thirty days the law enforcement agency has not been able to arrest or extradite the individual, the county agency will take appropriate action to impose ineligibility under this paragraph for as long as the law enforcement agency continues to take appropriate action to arrest or extradite the individual.

- (d) If within the thirty days the law enforcement agency indicates it will not attempt to arrest or extradite the individual or that the individual is not fleeing, the county will not impose ineligibility under this paragraph.
 - (7) For individual(s) who have failed to perform an action required under rule [5101:4-3-09](#) of the Administrative Code, see rule 5101:4-6-13 of the Administrative Code for how to treat the income, resources, and expenses of these individuals.
 - (8) For persons ineligible under rule 5101:4-3-20 of the Administrative Code, the time limit for able-bodied adults without dependents, see rule 5101:4-6-13 of the Administrative Code for how to treat the income, resources, and expenses of these individuals.
- (E) Ineligible assistance groups.
- (1) Boarders and individuals in foster care
Boarders are defined as individuals or groups of individuals residing with others and paying reasonable compensation to the others for lodging and meals (excluding residents of a commercial boarding house). Boarders are also defined as adults or children who have been placed in foster care by a government agency. Boarders are ineligible to participate in the program as independent assistance groups. They may, however, participate as members of the assistance group providing the boarder services to them, at such assistance group's request pursuant to rule [5101:4-6-03](#) of the Administrative Code. In no event shall boarder status be granted to those individuals or groups of individuals described in paragraphs (A)(2) to (A)(5) of this rule.
 - (2) Residents of institutions
Residents of public institutions who apply for SSI prior to their release from an institution under the social security administration's prerelease program for the institutionalized shall be permitted to apply for food assistance at the same time they apply for SSI. Individuals shall be considered residents of an institution if the institution provides them with the majority of their meals (over fifty per cent of three meals daily) as part of the institution's normal services. Residents of institutions are not eligible for participation in the program, with the following exceptions:
 - (a) Residents of federally subsidized housing for the elderly built under either section 202 of the National Housing Act of 1959 (12 U.S.C. 1701) or section 236 of the National Housing Act (12 U.S.C 1701).
 - (b) Narcotic addicts or alcoholics together with their children who, for the purposes of regular participation in a drug or alcohol treatment and rehabilitation program, reside at a facility or treatment center.
 - (c) Disabled or blind individuals, as defined in rule 5101:4-1-03 of the Administrative Code, who are residents of group homes, as described in rule 5101:4-1-03 of the Administrative Code. (See rule [5101:4-6-26](#) of the Administrative Code for full details on certification of group home residents.)
 - (d) Women or women with their children temporarily residing in a shelter for battered women and children. Such persons temporarily residing in shelters for battered women and children shall be considered individual assistance group units for the purpose of applying for and participating in the food assistance program.
 - (e) Residents of public or private shelters for homeless persons.
 - (3) Strikers

Assistance groups with striking members shall be ineligible to participate unless the assistance group was eligible for benefits the day prior to the strike and is otherwise eligible at the time of application. Assistance groups where the member on strike is exempt from work registration requirements the day prior to the strike (other than those exempt solely on the grounds that they are employed) would not be affected by the striker provisions and could be eligible for program benefits.

Prevention, Retention & Contingency

Appendix B

Income Exclusions

- A) What is excluded from gross **earned** income?
- (1) All income excluded under the food assistance program regulations, as set forth in rule 5101:4-4-13 of the Administrative Code.
 - (2) The gross earnings of a minor child in the assistance group who is a full-time student as defined by the school, unless the minor is a parent. Minor child is defined in section 5107.02 of the Revised Code.
 - (3) Child support payments paid by an assistance group member for a child outside the assistance group, up to the amount ordered.
 - (4) The verified amount garnished from the income.
 - (5) Exclusions from self-employment income as set forth in rules 5101:1-23-20 , 5101:4-4-13 and 5101:4-6-11 of the Administrative Code. A deduction claimed as personal business and/or entertainment expense is not an allowable deduction from self-employment income.
 - (6) Exclusions from a microenterprise development set forth in rule 5101:1-23-20 of the Administrative Code.
 - (7) Earned income tax credit payments whether added to the individual's wages or as part of an income tax refund. The individual's wages must be subject to federal withholding or Federal Insurance Contributions Act, 68A Stat. 415 (1954), 26 U.S.C. 3128, (FICA) taxes.
 - (8) Income received due to temporary employment with the bureau of the census for a decennial census.
 - (9) Any other income amounts that federal statutes or regulations and sections 5101.17 and 5117.10 of the Revised Code require be excluded.
- (B) What is excluded from gross **unearned** income?
- (1) All income excluded under the food assistance program regulations, as set forth in rule 5101:4-4-13 of the Administrative Code.
 - (2) Income of a recipient of supplemental security income (SSI), including the SSI payment.
 - (3) Income of a child for whom federal, state or local foster care maintenance payments are made, including the foster care payment.
 - (4) Income of step siblings who are not included in the assistance group.
 - (5) Payments made with county funds to increase the amount of cash assistance an assistance group receives in accordance with the provisions set forth in section 5107.04 of the Revised Code.
 - (6) Child support payments paid by an assistance group member for a child outside the assistance group. The amount paid, up to the amount ordered, is excluded.
 - (7) Contributions for shared living arrangements (i.e. cash payments received by an assistance group from an individual who is not an assistance group member but who resides in the household with the OWF assistance group and shares responsibility for the household expenses through an informal arrangement).
 - (8) Benefits received under Title VII, nutrition program for the elderly, Older Americans Act of 1965, Public Law (PL) 89-73, (7/14/65), title III, Section 339, as added, PL 106-501, title III, Section 313, (11/13/00), 114 Stat. 2252.

- (9) Other payments made by a public or private agency for the purposes of supplementing standards, so long as there is no duplication of payment.
- (10) Retroactive payments made as a result of a state hearing.
- (11) Experimental housing assistance payments made under annual contributions on contracts entered into under Section 237(f)(2) of the United States Housing Act of 1937 (42 U.S.C. 1421b), as in effect before 1/1/75.
- (12) Housing and urban development (HUD) community development block grant funds paid under Title I of the Housing and Community Development Act of 1974 PL 93-383, (08/22/74), 42 U.S.C. 3535(d), 42 U.S.C. 5309, as amended 1/5/99.
- (13) Home energy assistance support and maintenance paid in cash or in kind, PL 97-377 (12/21/82), PL 97-424 (1/06/83), and PL 98-21 (4/20/83).
- (14) Payments received under the provisions of the Aroostook Band of Micmacs, PL 102-171, 25 U.S.C 1721, (11/26/91).
- (15) The verified amount which is garnished from the income.
- (16) Earned income tax credit payments.
- (17) Any other income amounts that federal statutes or regulations and sections 5101.17 and 5117.10 of the Revised Code require be excluded.
- (18) Kinship permanency incentive (KPI) payments made in accordance with the provisions set forth in rule 5101:2-40-04 of the Administrative Code.
- (19) The supplemental weekly unemployment compensation payments paid under the Worker, Homeownership, and Business Assistance Act of 2009 (PL 111-5, 26 U.S.C. 3304, (11/6/09).

PRC Excluded Income

5101:1-24-20

- (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.

Food Assistance: Excluded Income

5101:4-4-13

- (A) Any gain or benefit that is not in the form of money payable directly to the assistance group including in-kind benefits. In-kind benefits are those for which no monetary payment is made on behalf of the assistance group and include meals, clothing, public housing, or produce from a garden.
- (B) Payments made to a third party on behalf of the assistance group are included or excluded as income as follows:
- (1) Public assistance, including disability financial assistance (DFA), vendor payments are counted as income unless they are made for medical assistance, child care assistance, energy assistance as defined in paragraph (I)(4) of this rule, emergency assistance (including, but not limited to housing and transportation payments) for migrant or seasonal farm worker assistance groups while they are in the job stream, or housing assistance payments made through a state or local housing authority.
 - (2) Public assistance provided to a third party on behalf of an assistance group that is not specifically excluded from consideration as income under paragraph (B)(1) of this rule shall be considered for exclusion under the emergency and special assistance category. To be considered emergency or special assistance and excluded, the assistance must be provided over and above the normal public assistance payment or cannot normally be provided as part of such payment.
 - (3) Reimbursements made in the form of vendor payments, monetary payments made on behalf of an assistance group by a person or organization outside of the assistance group directly to either the assistance group's creditors or to a person or organization providing a service to the assistance group, are excluded on the same basis as reimbursements paid directly to the assistance group in accordance with paragraph (E) of this rule.
 - (4) In-kind or vendor payments that would normally be excluded as income but are converted in whole or in part to a direct cash payment under a federally authorized demonstration project or waiver shall be excluded from income.
 - (5) Rent or mortgage payments made to landlords or mortgagees by the department of housing and urban development (HUD) are excluded.
 - (6) Monies that are legally obligated and otherwise payable to the assistance group, but which are diverted by the provider of the payment to a third party for a household expense, shall be counted as income and not excluded. If a person or organization makes a payment to a third party on behalf of an assistance group using funds that are not owed to the assistance group, the payment shall be excluded from income.
- (C) The county agency shall exclude any income that is specifically excluded by any other federal statute from consideration as income for the purpose of determining eligibility for the food assistance program. The following is a listing of some of the incomes excluded by federal statute. The listing is divided into general income exclusions and exclusions applicable to incomes of American Indians or Alaska Natives.
- (1) General exclusions

- (a) Income of a supplemental security income (SSI) recipient determined necessary for the fulfillment of a plan for achieving self-support (PASS) which has been approved under section 1612(b)(4)(A)(iii) or 1612(b)(4)(B)(iv) of the Social Security Act of 1935. This income may be spent in accordance with an approved PASS or deposited into a PASS savings account for future use.
- (b) Federal emergency management assistance housing subsidies to pay for temporary housing required as a result of a disaster and individual and family grant assistance payments made under the Disaster Relief Act section 312(d) of the Disaster Relief Act of 1974, as amended in 1988 by Pub. L. No. 100-707, (11/1988).
- (c) Assistance provided to children under the school lunch program, the summer food service program for children, the commodity distribution program and child and adult care food program (CACFP), Pub. L. No. 79-396, (06/1946), section 12(e) of the National School Lunch Act of 1946, as amended by section 9(d) of Pub. L. No. 94-105, (10/1975).
- (d) Assistance provided to children under the special milk program, special supplemental food program for women, infants, and children (WIC) and the school breakfast program, Pub. L. No. 89-642, (10/1966), the Child Nutrition Act of 1966, section 11(b).
- (e) Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, Pub. L. No. 91-646, section 216 (02/1971).
- (f) Pub. L. No. 93-113, (10/1973), the Domestic Volunteer Services Act of 1973, Titles I and II. Payments under Title I of the act (including such Title I programs as volunteers in service to Americorps (VISTA), university year for action, and urban crime prevention program) to volunteers shall be excluded for those individuals receiving food assistance or public assistance at the time they joined the Title I program, except that assistance groups which were receiving an income exclusion for a VISTA or other Title I subsistence allowance at the time of conversion to the Food and Nutrition Act shall continue to receive an income exclusion for VISTA for the length of their volunteer contract in effect at the time of conversion.

Temporary interruptions in food assistance participation shall not alter the exclusion once an initial determination has been made. New applicants who were not receiving public assistance or food assistance at the time they joined VISTA shall have these volunteer payments included as earned income. Any payment to volunteers under Title II (retired senior volunteer program, foster grandparents, senior companion program and others) are excluded from income.

- (g) Payments received under section 312(d), the Disaster Relief Act of 1974, Pub. L. No. 93-288, (05/1974), as amended by section 105(i), the Disaster Relief and Emergency Assistance Amendments of 1988, Pub. L. No. 100-707, (11/1988). Payments precipitated by an emergency or major disaster as defined in this act, as amended, are not counted as income for food assistance purposes. This exclusion applies to federal assistance provided to persons directly affected and to comparable disaster assistance provided by states, local governments, and disaster assistance organizations. A "major disaster" is any natural catastrophe such as a hurricane or drought, or, regardless of cause, any fire, flood, or explosion, which the president of the United States determines causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. An "emergency" is any occasion or instance for which the president of the United States determines that federal assistance is needed to supplant state and local efforts and

capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe. Most, but not all, federal emergency management assistance funds are excluded. For example, some payments made to homeless people to pay for rent, mortgage, food, and utility assistance when there is no major disaster or emergency is not excluded under this provision.

- (h) Payments to U.S. citizens of Japanese ancestry and permanent resident Japanese aliens or their Survivors and Aleut Residents of the Pribilof Islands and the Aleutian Islands West of Unimak Island, Pub. L. No. 100-383, (08/1988), section 105(f)(2), wartime relocation of civilians, the Civil Liberties Act of 1988.
- (i) Income received (including reimbursements) by individuals participating in programs under the Workforce Investment Act (WIA) of 1998, section 181 (a)(2), except as provided in rule 5101:4-4-19 of the Administrative Code. This includes disaster relief employment income received from national emergency grants under the WIA, Pub. L. No. 105-220, (08/1998) section 181(a)(2).
- (j) Any amount by which the basic pay of an individual is reduced and reverted to the treasury shall not be considered to have been received by or to be within the control of such individual, Pub. L. No. 99-576, (08/1986) section 303(a)(1), Veteran's Benefits Improvement and Health Care Authorization Act of 1986, which amends section 1411(b) and 1412(c) of the Veteran's Educational Act of 1984 - GI bill.
- (k) Funds received by persons fifty-five and older under the senior community service employment program under Title V of the Older Americans Act of 1987 are excluded from income, Pub. L. No. 109-365, (10/2006). The organizations that receive some Title V funds are as follows: experience works; national council on aging; national council of senior citizens; American association of retired persons; United States forest service; national association for Spanish speaking elderly; national urban league; and the national council on black aging.
- (l) Cash donations based on need received on or after February 1, 1988 from one or more private nonprofit charitable organizations, but not to exceed three hundred dollars in a federal fiscal year quarter. Charitable Assistance and Food Bank Act of 1987, Pub. L. No. 100-232, (01/1988).
- (m) Food Assistance benefits that may be exchanged for food at farmers' markets under WIC demonstration projects, Pub. L. No. 100-435, (09/1988) section 501, which amended section 17(m)(7) of the Child Nutrition Act of 1966.
- (n) Payments made from the Agent Orange settlement fund, Pub. L. No. 101-201, (12/1989), or any other fund established pursuant to the settlement in the Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.)(01/1989) which are received on or after January 1, 1989. The disabled veteran will receive yearly payments. Survivors of deceased disabled veterans will receive a lump-sum payment. These payments were disbursed by Aetna insurance company. The Omnibus Budget Reconciliation Act of 1989, Pub. L. No. 101-239, (12/1989), also excludes these payments. Pub. L. No. 102-4, (02/1991), Agent Orange Act of 1991, authorized veterans' benefits to some veterans with service-connected disabilities resulting from exposure to Agent Orange. These VA payments are not excluded by law.
- (o) Payments made under the Radiation Exposure Compensation Act, Pub. L. No. 101-426, (10/1990) section 6(h)(2), as amended by Pub. L. No. 106-245 (07/2000).
- (p) The Omnibus Budget Reconciliation Act of 1990, Title XI revenue provisions, section 11111, modifications of earned income tax credit, subsection (b) provides that any

federal earned income tax credit shall not be treated as income effective with taxable years beginning after December 31, 1990, Pub. L. No. 101-508, (11/1990).

- (q) Pub. L. No. 101-610, (11/1990), National and Community Service Act (NCSA) of 1990, section 177(d), applies to projects conducted under Title I of the NCSA. Title I includes three acts: (i) Serve-America: the Community Service, Schools and Service-Learning Act of 1990, (ii) the American Conservation and Youth Service Corps Act of 1990, and (iii) the National and Community Service Act.

There are about forty-seven different NCSA programs, and they vary by state. Most of the payments are made as a weekly stipend or for educational assistance. The higher education service-learning program and the Americorps umbrella program come under this title. The national civilian community corps (NCCC) is a federally managed Americorps program. The summer for safety program is an Americorps program under which participants earn a stipend and a one thousand-dollar post service educational award. The Serve America Act, Pub. L. No. 111-13, (04/2009), amended the National and Community Services Act of 1990 but it did not change the exclusion. All Americorps payments shall be excluded.

- (r) All student financial assistance, including grants, scholarships, fellowships, educational loans on which payment is deferred, work study, veterans' educational benefits, and the like, which are awarded to an assistance group member enrolled at a recognized institution of post-secondary education, at a school for the handicapped, in a vocational education program, in a vocational or technical school, or in a program that provides for obtaining a secondary school diploma or the equivalent of a secondary school diploma shall be excluded from consideration as income for food assistance purposes.

Educational income excluded for dependent care costs shall not be deducted from income under the provisions of rule 5101:4-4-23 of the Administrative Code. Dependent care costs incurred which exceed the amount excluded under the provisions of this paragraph shall be deducted from income in accordance with rule 5101:4-4-23 of the Administrative Code.

- (s) Payments made under the Youthbuild program under the Housing and Community Development Act of 1992, Pub. L. No. 102-550, (10/1992). The Youthbuild program transferred from the United States department of housing and urban development to the department of labor with the passage of the Youthbuild Transfer Act of 2006, Pub. L. No. 109-281, (09/2006), which amended the Workforce Investment Act (WIA) of 1998. These payments are to be treated like WIA payments in accordance with paragraph (C)(1)(i) of this rule, except as provided in rule 5101:4-4-19 of the Administrative Code.
- (t) Payments from any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care), Pub. L. No. 102-586, (11/1992) section 8, which amended the Child Care and Development Block Grant Act Amendments of 1992 by adding section 658S.
- (u) Payments made to individuals because of their status as victims of Nazi persecution, Pub. L. No. 103-286, (08/1994).
- (v) Pub. L. No. 103-322, (09/1994) section 230202, amended section 1403 of the Crime Act of 1984 (42 U.S.C. 10602) to provide in part that, "(e) Notwithstanding any other law, if the compensation paid by an eligible crime victim compensation program would cover costs that a federal program, or a federally financed state or local program, would otherwise pay, (i) such crime victim compensation program shall not pay that

compensation; and (ii) the other program shall make its payments without regard to the existence of the crime victim compensation program." Based on this language, payments received under this program must be excluded from income for food assistance purposes.

- (w) Notwithstanding any other provision of law, the allowance paid under Pub. L. No.104-204, (09/1996) section 1805(d), as amended by Pub. L. No. 106-419, (11/2000), to a child of a Vietnam veteran for any disability resulting from spina bifida and certain other birth defects suffered by such child. A monthly allowance from two hundred to one thousand two hundred dollars is paid to a child under this public law.
- (x) Additional pay received by military personnel as a result of deployment to a combat zone (under the Consolidated Appropriations Bill, 2008, Pub. L. No. 110-161, (12/2007). The additional combat pay shall be determined as follows:
 - (i) Establish what amount for food assistance purposes of the military person's pay that was actually available to the assistance group prior to the deployment of the military person to a designated combat zone.
 - (a) If the military person was part of the assistance group for food assistance purposes prior to the deployment, this amount would be his or her net military pay.
 - (b) If the military person was not part of the assistance group for food assistance purposes prior to the military person's deployment to a designated combat zone, this amount is the amount the absent military person actually made available to the assistance group prior to deployment to the designated combat zone.
 - (ii) Determine the amount of military pay that the absent member deployed in a designated combat zone is making available to his or her family.
 - (iii) If the amount of military pay that the absent member deployed in a designated combat zone is making available is equal to or less than the amount the assistance group was receiving from the military person prior to deployment to a designated combat zone, all of the military pay would be counted as income to the assistance group for food assistance purposes. Any portion of the amount that exceeds the amount the assistance group was receiving prior to deployment of the military person to a designated combat zone shall be excluded when determining the assistance group's income for food assistance purposes.
- (y) Disaster unemployment assistance provided under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 100-707, (11/1988), to individuals unemployed as a result of a major disaster.
- (z) Filipino veterans equity compensation funds payments under the American Recovery and Reinvestment Act of 2009 (02/2009, Pub. L. No. 111-5) made to certain veterans, or surviving spouses of veterans, who served in the military of the government of the commonwealth of the Philippines during World War II.
- (aa) Any aid, services, or incentives provided to an eligible beneficiary participating in programs funded by the health profession opportunity grants (HPOG) under the Patient Protection and Affordable Care Act of 2010, Pub. L. No. 111-148, (03/2010).
- (2) Payments made to American Indians or Alaska Natives that are excluded by law. A list of funds provided to American Indians or Alaska Natives that are excluded by law can be found at:

http://www.fns.usda.gov/fdd/programs/fdpir/Excluded_Native_American_Funds_2011.pdf

- (D) All loans, including loans from private individuals as well as commercial institutions, are excluded as income. Educational loans on which repayment is deferred shall be excluded pursuant to the provisions in paragraph (C)(1)(r) of this rule.
- (E) Reimbursements for past or future expenses are excluded to the extent they do not exceed actual expenses and do not represent a gain or benefit to the assistance group. No portion of benefits provided under Title IV-A of the Social Security Act of 1935, to the extent such benefits are attributed to adjustment for work-related or child care expenses shall be considered excludable under this paragraph.
- (1) When a reimbursement, including a flat allowance, covers multiple expenses, each expense does not have to be separately identified as long as none of the reimbursement covers normal living expenses. Reimbursements for normal living expenses of the assistance group, such as rent or mortgage, personal clothing, or food eaten at home, are a gain or benefit and therefore are not excluded. To be excluded, these payments must be provided specifically for an identified expense, other than normal living expenses, and used for the purpose intended.
 - (2) The amount by which a reimbursement exceeds the actual incurred expense shall be counted as income. However, reimbursements shall not be considered to exceed the actual expenses, unless the provider or the assistance group indicates the amount is excessive.
- (F) Monies received and used for the care and maintenance of a third-party beneficiary who is not an assistance group member. If the intended beneficiaries of a single payment are both assistance group and non-assistance group members, any identifiable portion of the payment intended and used for the care and maintenance of the non-assistance group member shall be excluded. If the non-assistance group member's portion cannot be readily identified, the payment shall be evenly prorated among intended beneficiaries and the exclusion applied to the non-assistance group member's pro rata share or the amount actually used for the non-assistance group member's care and maintenance, whichever is less.
- (G) The earned income of any assistance group members who live with a natural, adoptive, or stepparent, or under the parental control of an assistance group member other than a parent, who are elementary or secondary school students, and who are seventeen years of age or younger. For purposes of this provision, an "elementary or secondary school student" is someone who attends classes to obtain a general equivalency diploma (GED) that are recognized, operated, or supervised by the student's state or local school district. The provision also applies to a student who attends elementary or secondary classes through a home-school program recognized or supervised by the student's state or local school district. This income is excluded even during temporary interruptions in school attendance due to semester or vacation breaks, provided the child's enrollment will resume following the break. If the child's earnings or the amount of work performed cannot be differentiated from that of other assistance group members, the total earnings shall be prorated equally among the working members and the child's pro rata share excluded. Individuals are considered children for this exclusion if they are under the parental control of another assistance group member. If an assistance group contains a student whose income is excluded, and the student turns eighteen during the month of application, the student's earnings shall be excluded in the month of application and counted in the following month(s). If the student turns eighteen during the certification period, the student's income shall be excluded until the month following the month in which the student turns eighteen.

- (H) Money received in the form of a nonrecurring lump-sum payment, including, but not limited to, income tax refunds, rebates, or credits; retroactive lump-sum social security, SSI, public assistance, railroad retirement pension, the learning, earning and parenting (LEAP) program enrollment bonus payment, or other payment; retroactive lump-sum insurance settlements; refunds of security deposits on rental property or utilities; medical loss ratio rebates afforded under the Patient Protection and Affordable Care Act of 2010, Pub. L. No. 111-148 (03/2010); or prevention, retention and contingency (PRC) payments made to divert an assistance group from becoming dependent on cash assistance if the payment is not defined as assistance. Temporary assistance for needy families (TANF) non-recurrent, short term benefits are defined in 45 CFR 260.31(b)(1) (revised October 1, 2001). These payments shall be counted as resources in the month received, unless specifically excluded from consideration as a resource by other federal laws.
- (I) Miscellaneous income exclusions.
- (1) Irregular income
Any income in the certification period that is acquired too infrequently or irregularly to be reasonably anticipated, but not more than thirty dollars in a quarter.
 - (2) Costs of self-employment
The cost of producing self-employment income. See rule 5101:4-6-11 of the Administrative Code for the procedures on computing the cost of producing self-employment income.
 - (3) Income from ineligible assistance group members
The prorated share of earned or unearned income of an ineligible assistance group member in accordance with rule 5101:4-6-13 of the Administrative Code.
 - (4) Energy assistance, as follows:
 - (a) Any payments or allowances made for the purpose of providing energy assistance under any federal law other than part A of Title IV of the Social Security Act of 1935 (42 U.S.C. 601), including utility reimbursements made by HUD and the rural housing service, or
 - (b) A one-time payment or allowance applied for on an as-needed basis and made under a federal or state law for the costs of weatherization or emergency repair or replacement of an unsafe or inoperative furnace or other heating or cooling device. A down payment followed by a final payment upon completion of the work will be considered a one-time payment for purposes of this provision.
 - (5) Blood and blood plasma sales
Any income which is acquired from the sale of blood or blood plasma.
 - (6) Garage sales
Any income which is acquired from garage sales.
 - (7) Interest income
Any interest income from savings or other financial accounts.
 - (8) Bingo winnings
Any income from bingo winnings.
- (J) Certain payments from the child and adult care food program
That portion of payments from the child and adult care food program to assistance groups providing child care services intended for the provider's own children's meals. See paragraph (B)(2) of rule 5101:4-4-19 of the Administrative Code for treatment of that portion of child and adult care food program payments intended for providing services to children other than the provider's own.
- (K) Payments which are not considered income.

- (1) Monies withheld from an assistance payment, earned income, or other income source, or monies received from any income source which are voluntarily or involuntarily returned to repay a prior overpayment received from the income source, provided that the overpayment is not otherwise excluded. However, monies withheld from assistance from a federal, state, or local means-tested program (for example, Ohio works first (OWF) or DFA) due to the assistance group's failure to perform an action required under these programs, shall be included as income in accordance with rule 5101:4-6-16 of the Administrative Code.
- (2) Child support payments received by OWF recipients which must be transferred to the agency administering Title IV-D of the Social Security Act of 1935 to maintain OWF eligibility.
- (3) Governmental or court-ordered foster care payments received by assistance groups with foster care individuals who are considered to be boarders.

Appendix C

Forms

Forms may be modified as needed without changing plan elements.
Please contact Agency for current.

Prevention, Retention & Contingency (PRC) Program Application

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- YES, I want to register to vote NO, I do not want to register to vote

If you do not check either box, you will be considered to have decided not to vote at this time.

NAME: _____
 ADDRESS: _____

 SOC. SEC. #: _____
 PHONE #: _____

AGENCY USE ONLY	
Case #	
Mailed	Returned
County	I.D. #

1. Have you ever received any type of public assistance, such as Ohio Works First, Food Assistance, or Emergency Assistance from a Job & Family Services Department? ___ YES ___ NO
 If YES, give the name of the agency, type of assistance received, and dates received.
-

2. Complete the chart for everyone living in your home, including yourself. You are required to verify all income for all members of your household. *(Please print legibly)*

NAME	RELATIONSHIP TO APPLICANT	AGE	INCOME TYPE	MONTHLY AMOUNT
1.				
2.				
3.				
4.				
5.				

3. PRC eligibility does not exist if any of the following applies to any member of the household:
- Fugitive felon
 - Probation and/or parole violator
 - Individual with OWF and/or PRC fraud overpayment balance
 - Individual ineligible for other programs due to non-compliance with the terms of their assistance as stated in their Self-Sufficiency Plan and Contract
 - Unmarried, non-graduate parent under 18 not attending school
 - Unmarried parent under 18 not living in an adult supervised setting
 - Person fraudulently receiving assistance in two or more states is ineligible for PRC assistance for ten (10) years
 - Households who do not use their resources to meet their needs
 - Families giving false or incorrect information
 - An assistance group with any family member who is determined by the courts or state hearing to have committed an Intentional Program Violation will be ineligible for the PRC program for the duration of the IPV sanction
 - Making restitution to the ODJFS for any and all identified overpayments. This includes OWF cash, supplements, work allowances, PRC and food stamp overpayments. The individual needs to establish a current payment plan with benefit recovery.

List any/all individuals in your household that represent any of the items on the above list:

4. In the past 90 days, has anyone in your household:

- Quit a job? ___ YES ___ NO If YES, who? _____
- Refused a job or job training? ___ YES ___ NO If YES, who? _____
- Recently been terminated from a job? ___ YES ___ NO If YES, who? _____

5. Describe the item/service you are requesting help with from our agency:

6. List names of other agencies you have contacted (if required) for help with this need:

7. How did the other agencies help?

FOR YOUR INFORMATION:

- If you are eligible, the agency will limit assistance issued under this program to the actual documented amount you need.
- You are required to use all income resources determined by the agency to be available to you to meet this emergency.
- As in all public assistance programs, a household applying for the PRC Program has rights and responsibilities. The applicant is responsible for completing all necessary documents, furnishing all available facts, information, and verifications as requested by the agency, and in cooperating to the fullest extent in the eligibility determination process.

I certify, under penalty of perjury, that all of my answers are correct and complete to the best of my knowledge. I understand and agree to provide documents to prove what I have said.

Signature of Applicant

Date

Revised 03/11/14

**Clark County Department of Job and Family Services
Prevention, Retention, and Contingency**

**Application to Determine Participant Eligibility
for Contracted Providers**

Case Name	Case ID
Person Served	Date of Application
Address	Telephone Number
City, State, Zip	Social Security Number

Please answer the following questions by checking the appropriate response.

- A. ___ Yes ___ No Is the recipient of PRC services a resident of Clark County?
- B. ___ Yes ___ No Is there a minor child in the Assistance Group or is the applicant a non-custodial parent?
- C. ___ Yes ___ No Are any members of the Assistance Group fugitive felons or probation/parole violators? If answer is "Yes," please identify which AG member. _____
- D. ___ Yes ___ No Are all members of the Assistance Group U.S. citizens or qualified aliens? If answer is "No," please identify which AG member. _____
- E. ___ Yes ___ No Are there any members of the Assistance Group who are failing to cooperate in establishing paternity or securing support? If answer is "Yes," please explain. _____
- F. ___ Yes ___ No Are there any members of the Assistance Group who are in debt to the Clark County Dept. of Job and Family Services for an OWF or PRC overpayment due to fraud?
- G. ___ Yes ___ No Are there any members of the Assistance Group who, within the last 10 years, have been found to have fraudulently misrepresented their residence to obtain benefits in two or more states?

Using the space below, provide information for all members of the Assistance Group, including income received by each AG member for the past 30 days. Income information section should be completed only if income eligibility is not verified through confirmation of receipt of OWF or Food Assistance

Name	Relationship to Applicant	Age	Income Type (List both earned and unearned.)	Amount within Past 30 Days
1.	(Self)			
2.				
3.				
4.				
5.				

In order to preserve or improve my prospects for self-sufficiency, I am applying for PRC assistance to obtain services from community service providers who have contracted with the Clark County Dept. of Job and Family Services. I understand that receipt of these services will not bar me from receiving other PRC services offered by Clark County. I certify, under penalty of perjury, that I have provided complete and correct information to the best of my knowledge. I understand and agree that the Department of Job and Family Services or its contracting organizations may contact other persons or organizations regarding the PRC services for which I am applying.

Signature of Applicant (custodial adult, if service is provided to a minor)

Date
Rev. 04/18/14

Step 1: Income Eligibility

Applicant has met the **Income Eligibility** requirement through one of the following (check appropriate box below):

- Applicant is income eligible based on self-declaration of income as reported on the reverse side.
 - a) Total qualified monthly income as shown on the reverse side: _____
 - b) Number of individuals in the Assistance Group _____
 - c) Does the applicant meet the 200% need standard (percent of poverty) required for services under this contract?
 - d) Need standard allowed for services under this contract: \$_____

- Applicant is a current OWF recipient as verified by a CRIS-E search by staff authorized by CCDJFS.

- Applicant is a current Food Assistance recipient as verified by a CRIS-E search by staff authorized by the CCDJFS.

Step 2: PRC Eligibility Determination by Contractor

Indicate PRC eligibility by checking one of the following:

- _____ Applicant is eligible for PRC Services provided under this program.
- _____ Applicant is not eligible for services provided under this program.

I certify that I have made a determination of PRC eligibility based on information provided to me by the applicant and on the policy set forth in the current Clark County PRC Plan. A “Notice of Approval/Denial” Form has been issued to the applicant.

Signature of Eligibility Determiner

Date

Print Name

Name of Contracting Agency

Approval/Denial Form given to applicant on _____.
(Copy must be maintain in the PRC file) (date)

YOUR RIGHTS AS A PRC APPLICANT/PARTICIPANT

(Page 1 of 2)

NONDISCRIMINATION

Federal laws require that any agency administering federally funded programs and activities, cannot discriminate against you on the basis of race, color, national origin, sex, religion, political beliefs, disability, and age.

AMERICANS WITH DISABILITIES ACT

If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include, for example, a learning disability, mental retardation, a history of drug or alcohol addiction, depression, mobility impairment, or a hearing or vision impairment.

You can let us know if you have a disability. If you cannot do something we ask you to do, we can help you do it or we can change what you have to do.

Here are some of the ways we can help:

- We can call or visit if you are not able to come to our office.
- We can tell you what this letter means.
- If you are hearing impaired, we can provide a sign language interpreter when you come to the office.
- We can help you appeal any decisions that you do not agree with.

If you need some other kind of help, ask us. Call your caseworker.

LIMITED ENGLISH PROFICIENCY

If your primary language (spoken or written) is not English, we can help you. Let us know if your primary language is not English.

Here are some of the ways we can help:

- We can provide you with an interpreter who can speak English and your language when you come to the office. One will be provided at no cost to you.
- We may be able to provide you documents in your own language. If we cannot, then we will provide you with an interpreter who can read the documents to you.

INFORMATION ON CITIZENSHIP AND IMMIGRATION STATUS

If you are applying for PRC benefits, you must tell us about the citizenship and immigration status of only those persons you are seeking the benefits for. We may decide that certain members of your family are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible.

You may also need to tell us about your family's income and answer other questions we may ask.

YOUR RIGHTS AS A PRC APPLICANT/PARTICIPANT

(Page 2 of 2)

INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER

Generally, if you are applying for PRC benefits, you must provide the social security number of only those persons you are seeking the benefits for. However, there may be instances where we need the social security numbers of members of the household to verify income or other eligibility criteria to determine eligibility even though they are not seeking PRC benefits themselves. We may decide that certain members of your family are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible.

Social security numbers may be used when contacting appropriate persons or agencies to determine your eligibility and verify information you have given for PRC; for example, income, disability benefits or other similar benefits and programs. Such information may affect your household eligibility for PRC. Your 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.

HOW DO I FILE A DISCRIMINATION COMPLAINT?

Your complaint can be filed with:

The Ohio Department of Job and Family Services
Bureau of Civil Rights
30 East Broad Street, 37th Floor
Columbus, Ohio 43215-3414
Fax to: (614) 752 – 6381

The Bureau of Civil Rights (BCR) staff is available to offer assistance with writing and filling your complaint(s). You can call BCR at (614) 644-2703 or Toll Free 1-866-227-6353, TTY (614) 995-9961 or Toll Free 1- 866-221-6700.

NOTICE OF APPROVAL/DENIAL
Prevention, Retention and Contingency Program
(Page 2 of 2)

Your Right to a State Hearing

This notice is to tell you about your approval or denial for services which have been contracted by the Department of Job and Family Services. If you do not understand this action, you should contact your case manager, if you have one, or the contractor who has denied services for this program. After discussing the reasons for the action, it is possible that we will change our decision or that you will agree with the action.

If you do not agree with this action, you have a right to a state hearing. A state hearing lets you or your representative (lawyer, welfare rights worker, friend, or relative) give your reasons against the action. We will also attend or be represented at the hearing to present our reasons. A hearing officer from the Ohio Department of Job and Family Services will decide who is right.

If you want a hearing we must receive your hearing request within 90 days of the receipt of this notice. You do not need to return this form if you agree with the action.

If someone else makes a written hearing request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

If you want information on free legal services but don't know the number of your local legal aid office, you can call the Ohio State Legal Services Association, toll free at 1-800-589-5888, for the local number.

If you want a state hearing, check the appropriate box below, sign and date this form and send it to the Ohio Department of Job and Family Services, Bureau of State Hearings, P.O. Box 182825, Columbus, OH 43218-2825.

- I want a county conference and a state hearing on this action.
- I want a state hearing only.

Signature	Date	Telephone Number

Rev: 03/14

VOTER REGISTRATION

NOTICE OF RIGHTS AND DECLINATION

County Department of Job and Family Services

Name	Date
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If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- YES, I want to register to vote.
- NO, I do not want to register to vote.

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

Signature

(This portion to be retained by agency)



(This portion to be given to applicant/recipient)

Date

If you have not received any verification of your voter registration from the county board of elections in which you reside within 21 days from the date you registered, you may inquire about the status of your registration by contacting your county board of elections.

If you believe that someone has interfered with your right to register or decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the prosecuting attorney of your county or with the Secretary of State:

Ohio Secretary of State
180 E. Broad Street
Columbus, OH 43215
(614) 466-2585
Toll Free: (877) 868-3874

Address of County Prosecutor
City, State and Zip Code of County Prosecutor
Phone Number of County Prosecutor

Notice of Right to Request Another Worksite or Provider of Services

Applicant's Name	Case Number (if applicable)	Notice Date

Read all of this information before you sign your name. If you do not understand any part of this document, ask for help before signing.

A copy of this information will be given to you for your records.

The Clark County Department of Job and Family Services (CCDJFS) has agreements with other agencies to provide services to families who may be receiving Prevention, Retention and Contingency (PRC) or act as worksites to families receiving Ohio Works First (OWF).

Some of the services or worksites may be held at religious agencies, such as churches.

If you do not want to go to a religious agency for services or as your worksite, tell your worker at the CCDJFS. Your worker must provide you with another agency for your worksite or to provide services. Your caseworker will tell you how long it will take to find another agency.

If you do not understand this notice, contact your caseworker.

I received a copy of, and I have read, my Notice of Right to Request Another Worksite or Provider of Services, or it has been read to me, and I understand it.

Signature of Applicant/Authorized Representative	Signature Date