

Prevention, Retention and Contingency Plan

Effective October 1, 2019

Revised February 5, 2020

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Introduction

The Allen County Department of Job and Family Services acting, under Ohio Revised Code (ORC) Chapter 5108, established a Prevention, Retention, and Contingency program effective September 23, 1997. Effective October 1, 2019, the PRC Plan is hereby amended.

The PRC Program is intended to assist Allen County families by providing specific services to address urgent needs in an effort to prevent unemployment/job loss, assist in obtaining employment and/or to address urgent emergency needs with a long-term goal of enhancing or maintaining a family's self-sufficiency.

ACDJFS is able to modify, terminate, establish new policies and temporarily suspend PRC Services as necessary.

Consistent with Am. Sub. H.B. 95, the PRC Plan is first approved by the Allen Family Services Planning Committee and then approved by the Board of Commissioners. The Board of Commissioners certifies that Allen County Department of Job and Family Services complied with ORC Chapter 5108 in adopting the statement of policies. The plan must be updated at least every two years and can be amended at any time.

The Allen County Department of Job and Family Services reserve the right to close PRC program enrollment at any time when it is no longer fiscally prudent to fund the program. Fiscal accountability and planning for PRC usage will be based upon fiscal standards set by the ACDJFS fiscal officer and director.

General Provisions

PRC services are:

1. services that have no direct monetary value to an individual family and that does not involve implicit or explicit income support; or
2. short-term assistance which is limited to the amount required to meet the presenting need, up to the financial limit specified per 12 consecutive month period of eligibility. Any number of payments can be made during this period as long as they are distinct non-ongoing occurrences and do not exceed the financial limits specified for the PRC Assistance Group (AG) over the 12-month period.

PRC services are provided to **prevent** families from reliance on Ohio Works First cash assistance and help people **retain** employment. **Contingency** services are provided to meet a presenting need which, if not satisfied, threatens the safety, health or well-being of one or more minor members of the AG. Assistance is limited to the amount and type of services required, not to exceed the parameters established herein.

ACDJFS will continue to evaluate funding to determine if it is feasible to provide the contingency category, which includes rental assistance, utility assistance, appliances, or services that will, at the discretion of ACDJFS serve the goal of self-sufficiency. ***The PRC Plan focuses on assisting families for job-related expenses and/or job retention services.***

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. Contingency services or payments will be authorized with the expectation that the PRC AG will then be able to maintain without additional Agency help.

The ACDJFS reserves the right to:

- deny PRC services to any applicant who has demonstrated a pattern of PRC actual or attempted misuse or abuse;
- issue an overpayment for misuse of PRC services;
- terminate PRC services to any individual who does not follow the program's policies and procedures and/or appropriately participates in that program.

All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in the OAC section 5101:1-23-70. No medical expenses can be paid using PRC funds except pre-pregnancy and family planning services.

General Eligibility

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

The applicant must be:

1. a U.S. citizen or a "qualified alien,"
2. an Allen County resident, and
3. be part of an AG which:
 - a) Includes a minor child who resides with a parent, caretaker, relative, legal guardian, or legal custodian (as defined in ORC 5107*) or;
 - b) A pregnant individual with no other children (a single pregnant woman, with no other individuals in the assistance group will be considered a AG of two) or;
 - c) A non-custodial parent who lives in Allen county and whose child resides in Ohio is eligible for PRC services as long as they remain active in at least one of the following programs and all other eligibility criteria are met:
 - i) OhioMeansJobs - Allen County programs,
 - ii) Job Readiness/Seekwork Services or
 - iii) Big Brother/Big Sister Mentor Program
 - d) An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian as approved by Allen County Children Services (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.
 - i) Note: A child may be considered in the home if temporarily absent from the home and the absence meets the requirements of OAC 5101:1-3-04 as verified by Allen County Children Services including:
 - (a) The AG member has been absent for no longer than 45 consecutive days;
 - (b) Location of the absent individual is known;
 - (c) There is a definite plan for the return of the absent individual to the home;and

- (d) The absent individual shared the home with the AG prior to the onset of the absence.
- e) For purposes of eligibility for a placement payment only, a child placed through Allen County Children Services, to a family in another county will be considered an Allen County family.

*“Minor child” means either of the following:

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

All assistance group members will be treated as a unit for the purpose of determining eligibility for the PRC program. Receipt of services by one PRC AG does not preclude providing help to another PRC AG even if they both contain the same child. A non-custodial parent receiving PRC services, for example, will not affect the custodial parent’s receipt of PRC benefits. Once an application has been approved and a customer begins receiving PRC services, the customer may finish the program (as determined by the end date of service on the approval/denial notice and/or on the service plan) regardless of continued eligibility. However, should the customer apply for other PRC services, eligibility must be determined based on current eligibility criteria. The County is responsible for approving or denying the application in a fair and equitable manner.

For Contingency Services only: If a client participates in shared parenting, the first parent who applies and is approved will receive the service. Shared parenting must be documented and verified.

AGs with more than one adult member will have their PRC tracked based upon the children who are members of the AG. If the adults later decide to live in separate AGs, only the adult who lives in the same AG as the children shall be eligible for any remaining PRC funds not used prior to the AG dividing. If the adults each take children to live in their homes, each new AG will only be eligible for the balance of any PRC payments not used by the former combined AG. All other time limits and benefit amounts will be applicable to both “new” AGs. An adult child with minor children who was formerly a part of another assistance group will be considered a new assistance group once he/she has established a residence of his/her own and would be eligible for PRC if all other criteria are met.

Auto Eligible Assistance Groups

AG’s approved for OWF cash assistance or food assistance, shall automatically be income eligible for PRC Short Term and Ongoing Services. AG must show proof of income for Contingency Service. ACDJFS may, at its discretion, elect to use the applications for these programs as the PRC application, using the most recent application for those services.

Ineligible Assistance Groups

Applicants who are ineligible include:

- Fugitive felons and probation and parole violators.
- Individuals with any outstanding OWF fraudulent overpayments or PRC fraud overpayment balance. A PRC AG that is discovered to have fraudulently received or

improperly disposed of PRC benefits or services will be required to reimburse the ACDJFS the full cost of the benefits or service and may be subject to prosecution.

- Individual's ineligible for other public assistance programs due to deliberate non-compliance with the terms of their assistance, including LEAP, **(CSEA non-compliance is excluded)** are ineligible for **ALL SERVICES**.
- An unmarried, non-graduated parent under 18 years of age, not attending high school or equivalent.
- An unmarried parent under 18 years of age not living in an adult supervised setting.
- A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for 10 years.
- An applicant refuses to use available resources or excess income to help meet their need.
- An applicant or assistance group member is on strike.
- An applicant is not a U. S. Citizen or a qualified alien or a resident of Allen County.
- An applicant or AG member not cooperating with Allen County Children Services.
- Non-compliance with these will not make an applicant ineligible for services through the Allen County Children Services.
- AGs who are under a sanction in the OWF or SNAP programs are ineligible. *(Unless supportive services are required for OWF individuals to meet compliance requirements and have the sanction cleared. Supervisor approval is required.)*
- **AGs that have liquid resources at or above \$2,500 are not eligible for all PRC Services as such resources shall be used to meet PRC request.**

Income

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

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

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

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

- Income as stated in OAC 5101:1-24-20
- RSDI benefits
- Alimony and child support
- Workers' Compensation
- Unemployment Benefits
 - **Pandemic Unemployment Assistance (PUA) Benefits (\$600/weekly)**
- OWF and SSI payments

ACDJFS is responsible for determining, using its best judgment, whether income available to the applicant should be, or should have been, used to pay for the need. All gross income of the adult

AG members received during the previous 30 days will be used in the computation of financial eligibility. For **Contingency** services only, the income of **all household members** will be considered with the exception of minor children attending secondary school full time.

The applicant is responsible for providing all written or verbal verifications. For any verification obtained by phone, there must be clear documentation in the ACDJFS record concerning the name, position of the supplier of the information, the date verification was obtained, the amount of the verified income or asset and the name of the individual who obtained the verification. Self-declaration of income may be used when all verifications have been exhausted.

Unemployed Participants

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

Non-Custodial Parents

- A non-custodial parent who lives in the county and whose child resides in Ohio is eligible for PRC services as long as they remain active in at least one of the following programs and all other eligibility criteria are met: 1) OhioMeansJobs - Allen County programs, 2) Job Readiness/Seekwork Services or 3) Big Brother/Big Sister Mentor Program.
- The non-custodian's children will not be included as part of the household size composition for eligibility purposes.
- The earned income of a current spouse/significant other of a non-custodial parent shall be disregarded income to the AG for Prevention and Retention Services only.
- All assistance group members will be treated as a unit for the purpose of determining eligibility for the PRC program. Receipt of services by one PRC AG does not preclude providing help to another PRC AG even if they both contain the same child. A non-custodial parent receiving PRC services, for example, will not affect the custodial parent's receipt of PRC benefits.

Application Process

Applicants are required to complete an appropriate ACDJFS PRC application form which **includes a budget** for all PRC services. ACDJFS reserves the right to determine the appropriate application forms for each service, or may designate multiple forms of applications acceptable for each service. Applicants will be provided the Explanation of State Hearing Procedures, by providing a copy of the JFS 04059. At the time of application, ACDJFS will make a voter registration application available to the applicant. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for, receiving assistance from, or participating in the PRC program (reference ORC 329.051).

As part of the application process for PRC Short-Term Expenses and Contingency Services, applicants must view the Agency financial literacy video and review the information sheet with a PRC Caseworker. The Caseworker must be able to verify that the applicant can maintain

household expenses with available resources. When this is complete, the application will be expedited to five working days.

Every effort must be made to explore the availability of community resources prior to the authorization of PRC. An applicant is required to apply for and utilize any program, benefit, or support system that may reduce or eliminate the request for financial assistance and/or services. This may include a requirement to attend budget counseling, make contacts or keep appointments with another agency prior to approval of services. County personnel determining eligibility for PRC are aware of resources that may be contacted, or otherwise utilized, to help meet the need. If such a resource exists, county personnel shall direct the applicant to seek such assistance. Any applicant who refuses to explore or utilize available resources shall have his/her application for PRC services denied.

Generally, those applying for PRC benefits must provide the social security numbers only of those persons for whom they are seeking benefits. However, there may be instances where the social security numbers of other members of the household may be needed to verify income or other eligibility criteria to determine eligibility even though they are not seeking benefits themselves. ACDJFS may decide that certain members of the AG 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 eligible for PRC if they are otherwise eligible. Social Security numbers may be used when contacting appropriate persons or agencies to determine eligibility and verifying information given for PRC; for example, income, disability benefits or other similar benefits and programs. Such information may affect the household's eligibility for PRC.

Applications may not be accepted more than 30 days prior to the date service is to begin, unless it is necessary to take the application earlier to ensure the applicant can receive the service. In order to be financially eligible for PRC, the assistance group's gross combined incomes, both earned and unearned, shall be considered. The earned income of all minor children in the AG who are attending school (twelfth grade or lower) full-time shall be disregarded income to the AG. The earned income of a current spouse/significant other of a non-custodial parent shall be disregarded income to the AG for Prevention and Retention Services only.

An AG that objects to a faith-based provider will be provided with an alternative provider of services within a reasonable period of time. The alternative provider will be reasonably accessible and provide comparable services. AG's will be given notice of their right to request an alternative provider. All AG's will receive a copy of the Information regarding PRC Benefits (Form 1006), which includes information on use of Social Security Card, Fraudulent Assistance, Charitable Choice and Voter Registration.

The determination of all applications shall be made within seven (7) working days after all verifications are received. If all verifications are not received within seven (7) working days of the application, the application may be denied. No application shall remain pending more than 30 days from the date the signed application is received to the Agency for lack of documentation unless the client has been given additional time to provide the documentation. The application and all information gathered during the determination process will be kept in a PRC file for the

AG. Any subsequent PRC applications for that AG will be added to that file unless it has been purged and destroyed according to record destruction policies.

Reapplication & Goal Planning

Unless specifically listed otherwise, an assistance group may apply for PRC services more than one time per year, as long as the maximum dollar amount for those services has not been reached. For all Ongoing Services, goals will be set and reviewed for progress at service mid-point after approved application. If during the review process, ACDJFS determines that the client is not adhering to his/her plan of reaching self-sufficiency, the service may be terminated unless it is out of the client's control. If re-applying for the same service the following year, the client's previous service year goals will be reviewed to determine progression.

Notice of Approval or Denial

If an application for PRC is approved, the ACDJFS shall mail or otherwise deliver the ACDJFS PRC 703 "Notice of Approval of your Application for Assistance." If an application for PRC is denied, the ACDJFS shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of your Application for Assistance."

Authorization and Payment

Purchases will be made from approved vendors only. Once eligibility for PRC is established, the ACDJFS director/designee will authorize and generate payment for the assistance, goods, and/or services. The item will be purchased from the vendor with the lowest and best price in accordance with ACDJFS procurement policy. Authorization may occur at any time during a period beginning on the date PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the ACDJFS. All PRC payments are made by the ACDJFS to the vendor. The county ensures that its policies meet all auditing requirements.

Types of Services

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

#1 - To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

#2 - To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

#3 - To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.

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

Prevention & Retention: Short-Term Services

- All General Eligibility & Application Requirements apply
- \$1500 per consecutive 12-month period not to exceed the amount required to meet the presenting need or the amount listed below for that service.
- If the application is approved, the consecutive 12-month period shall begin the day the application was signed.
- Contracts between ACDJFS and service providers may exceed caps.
- May reapply any number of times during a 12-month period as long as maximum dollar amount has not been exceeded.
- A budget and the financial literacy program **must be completed** with an ACDJFS worker to document ability to make ongoing payments.

TANF Purpose	Service	Additional Requirements	Cap
#1	A one-time payment per child at the time of placement of a child or children in the home by Allen County Children Services. (placement within the last 90 days)		\$100 ONE Time
#2	Job related expenses: uniforms not to exceed \$100/rolling calendar year, tools and safety equipment (i.e. safety glasses, steel toed work boots, hard hats)	Must work or documented to work at least 25 hours per week earning minimum wage. Three estimates required.	\$100/rolling calendar year for uniforms \$500/rolling calendar year for tools and safety equipment
#2	Identification materials: i.e. driver's license, state identification, birth certificates; EXCLUDES FINES, COURT COSTS, LATE FEES ^{fva}		
#2	Automobile repairs: Not to exceed the presenting need. Repairs covered are those only vital to the functionality of the vehicle. General maintenance is NOT covered. [Tires (if deemed necessary in all three estimates), brakes and rotors are allowable.]	1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Proof of insurance 5. Current vehicle registration 6. Three estimates on letterhead from repair shop that will take ACDJFS voucher. Need to include vehicle make, model and year; and itemized parts list and labor costs. If for tires, need to state old tires are unsafe.	\$750 per 24 months (One time in 24 months)
#2	Car payment: PRC will pay for no more than one month of the actual payment. If applicant is unable to show the ability to pay succeeding months, the application will be denied.	1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Proof of insurance	\$500 per 24 months

		5. Current vehicle registration 6. Must show ability to pay later months 7. Statement from creditor with payment amount, amount behind, and if applicant is in danger of repossession	
#2	Car insurance: If applicant is unable to show the ability to pay succeeding months, the application will be denied. If no lien, only liability will be covered. If loan, will pay what is required from bank up to limit. WILL PAY NO MORE THAN 3 MONTH PREMIUM	1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Current vehicle registration 5. Provide three estimates	\$500 per quarter; (One time in 24 months)
#2	Down payment for a vehicle: PRC will match 200% of applicant's down payment. (Cost of the vehicle not to exceed the value of the car as determined by ACDJFS) If applicant is unable to show the ability to pay succeeding months, the application will be denied.	1. Employed the last 90 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Must show ability to pay later months of car payments and insurance 4. Valid driver's license 5. Proof of insurance 6. Quote from dealer with price of vehicle, make model, year and mileage 7. If vehicle is privately owned, a copy of the owner's title	\$600 ONCE per lifetime
#2	Driver's Education: To allow a parent to obtain a Driver's license		
#2	Testing/certification and licensing fees: To allow a parent to obtain the license/certification required for employment; PRC funds CANNOT BE USED FOR FINES	Completion of two successful pre-tests	
#2 & #3	Pre-pregnancy and family planning services		
#2	Financial Literacy Incentive: One-time payment \$25 direct payment deposited into a new checking or savings account on eligible recipient's behalf at a local credit union or bank (Customer choice on credit union or bank. Entity must be willing to be/become ACJFS vendor and accept voucher on customer's behalf).		
#2	License plates for vehicles	1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. PRC funds are not to be used for fines	
#2	Vehicle Registration fees	1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. PRC funds are not to be used for fines	

Prevention & Retention: On-going Services

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

TANF Purpose	Service	Cap
#2	Pre-employment preparation, including literacy and GED programs, job readiness classes, and the Mentor Program as approved by the Agency.	
#2	Job search/Job Readiness/Job Retention	
#2	On-The-Job Training (OJT): Subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers will be reimbursed up to 50% of eligible trainee's wage during the established training period.	\$5,000/rolling calendar year
#2	<p>Employment related transportation expenses for 90 days in a rolling calendar year, may include transportation to and from day care. The first date of service is the begin date of the 90 days. An AG that includes more than one employed individual, each individual is eligible for the 90 days. Required to show verification of need for training. For employment, required verifications include: schedule, pay, hours of employment, name of employer.</p> <p>Must have at least 25 hours per week of working and/or training/education (or combination of both) at time of initial application. If AG applies for services the following year, the work/training requirement is 30 hours or more.</p> <p>REQUIREMENTS for Gas Voucher:</p> <ul style="list-style-type: none"> • Valid driver's license • Current vehicle registration • Current car insurance 	90 days in a rolling calendar year; \$50 per week max for gas vouchers.
#2	Job search, job interview, and job readiness related transportation expenses for 30 days in a rolling calendar year. The first date of service is the begin date of the 30 days.	30 days in a rolling calendar year
#2	OWF applicant's transportation will be provided for participation.	30 days per application
#2	<p>Educational/Training expenses for tuition, lab fees, tools, uniforms, testing fees, certification fees. Participants must be working with the Agency and meet all criteria regarding eligibility and suitability requirements that will ensure a reasonable expectation of employment in the occupation.</p> <p><i>*To ensure PRC funds are used to support training that leads to viable employment opportunities and long-term self-sufficiency for customers, education/training can only be authorized to support in-demand occupations. ACDJFS uses methodology established by the Ohio Department of Job and Family services based on Labor Market Information in compliance with Workforce Innovation and Opportunity Act (WIOA) requirements to determine in-demand occupations.</i></p>	Two (2) sessions (quarters, semesters, etc.)
#2	Transportation to Education/Training for up to 90 days.	90 days in a rolling calendar year

#1 & #2	Child welfare protective services per contract. CSEA services per contract.	
#2	Child Care Provider application fee costs for future daycare providers and start up equipment. Equipment cannot be provided until the licensing number is given from the state of Ohio.	\$500 Maximum/rolling calendar year
#2	Application fees for children for parents starting employment, training or job readiness.	
#2	OWIP incentive payments. Provides incremental incentive payments to OWF recipients who have gained and maintained unsubsidized employment.	\$650 Maximum/lifetime

Method of Transport:

For approved trips, the ACDJFS will determine the most cost-effective means of transportation, taking into consideration the unique circumstances of the customer and their specific transportation needs. Transportation may be provided by a contracted provider or issuance of a gas voucher. ACDJFS will assign the most cost-effective mode of transportation with the following priority given:

1. Clients able to take an RTA bus. (see #4 below)
2. Clients will receive gas vouchers when the client has a vehicle or has someone they can get a ride from.
3. Contracted Services will be scheduled using the most cost effective means available.

Contracted Provider Transportation:

1. Transportation is only provided to and from the place of employment. Transportation cannot be changed unless approved by an ACDJFS Case Manager with a two (2) business days' notice.
2. ACDJFS will only provide transportation to minor children while client is in the vehicle to child care stops only. ACDJFS is unable to transport children to and from school.
3. If client needs to cancel a ride, he/she must follow the ACDJFS cancellation policy. Clients may forfeit their transportation service if they have no-call/no shows.
4. If a client lives on or within a half mile from an RTA bus route and/or the employer is on or a half mile from an RTA bus route (and the times are during RTA operational hours), bus tickets will be provided.

Misuse of Transportation Assistance

If the customer does not accept the ride at the time the driver is at their pick-up location, it will be considered a "No Show." Clients may forfeit their transportation service if they have no-call/no shows.

Clients must abide by a Code of Conduct. Disrespectful conduct and loud/obscene language toward personnel of contracted vendors will not be tolerated. Inappropriate behavior such as threats, physical intimidation or physical violence is not acceptable and will result in termination and/or criminal prosecution.

Contingency Services

Eligibility Requirements

- All General Eligibility & Application Requirements
- Client must provide documentation of a crisis that has occurred in the last 60 days (*with exception of Kinship Caregiver eligible clients; they have a crisis period of 90 days*)
- Payments not to exceed \$750 (except disaster assistance) per consecutive 24-month period, but not to exceed the amount actually required to meet the presenting need. If the application is approved, the consecutive 24-month period shall begin the day the signed application is approved.
- Combined gross income of **all household members** for the month prior to application will be considered with the exception of minor children attending secondary school full time and will be based on all household members excluding the income of minors in secondary school and must be at or below 200% of the FPG.
- May reapply any number of times during the 12-month period as long as maximum dollar amount has not been exceeded. The 24 months begins on the 1st approved application date.
- All liquid assets must be verified and used, before the household is eligible for PRC contingency services. Liquid assets may include: cash, checking and savings accounts (including credit union accounts, Christmas and vacation clubs), dividends and interests, savings certificates (including Certificates of Deposit), trust funds or estates, 401K or retirement accounts, mutual funds, stocks and bonds that are available.
- Client must complete a budget with ACDJFS workers to document ability to make ongoing payments including:
 - Verify how all income within last 30 days was spent by everyone in home. If a client cannot provide **documentation** for the 30 days needed, he/she will be required to account for income on a written statement at the time of application.
 - ~~Income must have letter of support from whomever is assisting with household expenses. Must be signed/dated and include a phone number so information can be verified.~~
 - Must be able to maintain future monthly expenses.
- A budget and the financial literacy program **must be completed** with an ACDJFS worker to document ability to make ongoing payments.
- Consistent with the goal of self-reliance for Allen County families, assistance for Contingency services will require a **10% customer co-pay toward the total amount needed**. This applies to utilities, rent, mortgage, deposit, down payment and appliances. Acceptable means of payment include cash, credit card, cashier's check or money order made payable to Allen County Job and Family Services or receipt of payment made to directly vendor. The dollar amount will be rounded up.

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

Contingency Services

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

Kinship Caregiver Program

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

In accordance with Section 307.100 of Amended Substitute House Bill 166 of the 133rd General Assembly, the Allen County Kinship Caregiver Program was created. This program is intended to provide reasonable and necessary relief of child caring functions so that kinship caregivers, as defined in ORC 5101.85, can provide and maintain a home for a child in place of a child's parents. This is a program that is a joint effort between Allen County Job and Family Services and Allen County Children Services.

As used in sections 5101.851 to 5101.853 of the Revised Code, "kinship caregiver" means any of the following who is 18 years of age or older and is caring for a child in place of the child's parents:

(A) The following individuals related by blood or adoption to the child:

- (1) Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";
- (2) Siblings;
- (3) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand";
- (4) First cousins and first cousins once removed.

(B) Stepparents and stepsiblings of the child;

(C) Spouses and former spouses of individuals named in divisions (A) and (B) of this section;

(D) A legal guardian of the child;

(E) A legal custodian of the child.

Services: There are two types of services available including:

1. **Stabilization Services:** designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples of stabilization benefits include, but are not limited to child care services not to exceed four months; or incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. purchases for basic needs such as but not limited to cribs/beds etc.).
2. **Caregiving Service:** The benefits or services will be directly paid to an ACDJFS approved caregiving service. The care is designed to provide temporary relief of child caring functions. The minor child for who caregiving services are being provided shall be
 - (a) Under age 13 at the time of application and may remain eligible until he/she turns 13;

or (b) Be under age 18 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 he/she turns 18. The kinship caregiver or other member of the AG shall be participating in one of the following approved activities:

- Paid employment on a full-time or part-time basis;
- A training or education activity that prepares the caretaker for paid employment; or
- 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).
- **The AG must inform ACDJFS within 10 days if no member of the assistance group is participating in an approved activity or if the child is no longer residing with the kinship caregiver.**

Eligibility:

ACDJFS is working with Allen County Children Services with this program. ACDJFS will check eligibility once the application is submitted from Children Services.

- AG for Stabilization Services includes only a minor child residing with a kinship caregiver.
- AG for Caregiving Service includes a minor child residing with the kinship caregiver and one kinship caregiver.
- AG has or has applied for a social security number.
- AG must be a U.S. citizen or a "qualified alien."
- AG must not owe any of the cost of fraudulent TANF assistance paid to the individual.
- AG must be afforded the opportunity to register to vote (when applicable).
- Even though eligibility requires AG to have Allen county residency, out-of-county temporary placements will be considered (applies to Stabilization Services only).
- **Qualifying kinship children must be Allen County residents.**
- The AG shall have gross income of less than 200% of the federal poverty level. Income received during the past 30 days shall be used as an indicator of the income that is and will be available to the AG. However, ACDJFS will 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 30-day period alone cannot provide an accurate indication of anticipated income, ACDJFS will take the last 90 days' income if it will provide an accurate indication of anticipated fluctuations in future income.
- A redetermination of TANF eligibility for KCP is required every twelve months from determination of initial eligibility.
- The AG must apply for Publicly Funded Childcare first before requesting those services under the PRC Kinship Caregiver program.

ACDJFS will provide the AG written notice of a denial or its intent to withhold, reduce, suspend or terminate Kinship Caregiver Program Services (JFS 04065).

TANF Purpose	Service	Cap
#1	<p data-bbox="345 331 578 359">Stabilization Services</p> <ul data-bbox="345 380 1222 695" style="list-style-type: none"> <li data-bbox="345 380 1222 438">• Childcare to be paid to a certified provider through ACDJFS if employed, attending training or looking for employment; not to exceed 4 months <li data-bbox="345 443 1222 537">• Respite care for the kinship caregiver through an Allen County Children Services approved facility/program (ex. After School/Summertime programs, camps, one quarter of YMCA membership) <li data-bbox="345 541 607 569">• Homemaker services <li data-bbox="345 573 656 600">• Parent/Education services <li data-bbox="345 604 1222 695">• Supportive Services (including household items, hygiene items, clothing, diapers, exterminator, furnace/HVAC, washer/dryer, school tuition, household repairs, etc.) <p data-bbox="345 720 1195 842">Caregiving Services – one rolling calendar year of child care services while fulfilling requirements for this service (working, in training or participation in required work activity). If AG qualifies for Publicly Funded Childcare, PRC funds will pay AG's co-payment.</p>	\$5,000 annual CAP per child

At any time, KCP families can apply for general Prevention, Retention & Contingency Services, including short-term, on-going and contingency (rent, utilities, mortgage, etc) directly through ACDJFS.

Pregnancy Prevention Services

TANF Purposes 3 and 4

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

Services include the following:

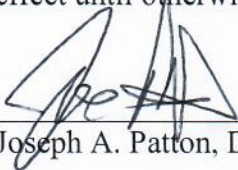
- Family planning support, clinical and follow up services
- Education outreach (including promotional materials)
- Mentoring services
- Community services
- Teen peer support group
- Pregnancy prevention counseling
- Birth control options

Community & Economic Development

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

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

Allen County Department of Job and Family Services agrees to implement the PRC County Program as written above. This plan becomes effective on May 19, 2020 and shall remain in effect until otherwise modified or terminated.



Joseph A. Patton, Director



Date