

Fairfield County Job & Family Services  
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# PRC

## Prevention, Retention & Contingency Program

### **Previous Submissions**

Modified and Effective September 1, 2015  
Modified and Effective September 1, 2017  
Modified and Effective April 1, 2019  
Modified and Effective September 2, 2019  
Modified and Effective May 22, 2020  
Modified and Effective April 9, 2020  
Modified and Effective May 5, 2021

# FAIRFIELD COUNTY JOB AND FAMILY SERVICES (FCJFS) PREVENTION, RETENTION AND CONTINGENCY (PRC) PLAN

May 5, 2021

## A. Preamble

Fairfield County Job and Family Services acting, under Ohio Revised Code (ORC) Chapter 5108, established a Prevention, Retention, and Contingency program effective September 23, 1997. Effective April 16, 2021, the PRC Plan is hereby amended. Although funded under the same TANF Block Grant, and subject to the federal restrictions, PRC is a county-designed program separate and apart from the state Ohio Works First program. The PRC Program is intended to assist individuals 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. PRC services and assistance are contingent upon funding constraints of Fairfield County Job and Family Services (FCJFS). Certain types of assistance and services may be eliminated based upon the financial situation of FCJFS.

Consistent with Am. Sub. H.B. 95, the PRC Plan is first approved by the Fairfield County Family Services Planning Committee and then approved by the Board of Commissioners. The Board of Commissioners certifies that Fairfield County 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.

## B. 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 below 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 below for the PRC AG over the 12-month period. A PRC Assistance Group (PRC AG) is a group of individuals containing at least one minor child and treated as a unit for the purpose of determining eligibility for the PRC Program. (See ORC 5108.01). In Fairfield County the general guideline to follow in creating a PRC AG is the OWF standard filing unit guidelines found in OAC rule 5101:1-23-10 with exception to the rule of pregnant women. PRC eligibility includes any woman verified to be pregnant by a doctor. For income eligibility purposes, single pregnant women are considered an AG of one. In a Kinship AG, eligibility would be determined based on child only income and not caretaker or household income.

PRC assistance is only available to members who have not received PRC assistance above the monetary cap (with respect to the type of service) during the previous 12 consecutive months. PRC AG's containing members receiving assistance from other programs but meeting all current eligibility criteria for PRC shall be eligible for PRC services.

The total maximum amount of PRC funds which can be allocated cannot exceed \$2,000.00 in a twelve-month period of eligibility. This amount does not include short-term training funds awarded through the Fairfield Works Program or Kinship Caregiver Program or PRC Kinship Childcare Employment reimbursement.

### **Contingency Funding**

Fairfield County Job and Family Services will continue to evaluate funding to determine if it is feasible to provide the contingency category, which includes rental assistance, utility assistance, appliances, school clothing/supplies, or services that will, at the discretion of Fairfield County Job and Family Services serve the goal of self-sufficiency. The PRC Plan will focus 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. However, the fact that an ongoing Medicaid or OWF assistance group is active is not a determining factor in the consideration of eligibility for the PRC Program. In addition, FCJFS must inform individuals about other programs (i.e., Medicaid and Supplemental Nutrition Assistance Program, SNAP) that are available and hearing rights that are applicable.

Services are provided to an assistance group to **prevent (P)** them from reliance on, and divert them from, ongoing cash assistance and guide them to self-sufficiency by helping them through the presenting crisis. Services are also provided to a PRC AG to help members **retain (R)** employment and, thereby, to achieve or continue self-sufficiency. In addition, services are provided to a PRC AG to meet a presenting or **contingent (C)** need that, if not satisfied, threatens the safety, health, or well-being of one or more PRC AG members. Contingency services or payments will be authorized with the expectation that the PRC AG will then be able to function without additional agency help. Consistent with the goal of self-reliance for Fairfield County families, assistance through the PRC program may require a 50% customer co-pay towards the total amount needed. The customer co-pay may apply to prevention, retention, and contingency categories.

Households are expected to use their own resources in meeting the presenting need. In Fairfield County the term resources shall be interpreted to mean liquid assets. Liquid assets are those resources that are in cash or readily convertible to cash on demand. Common examples of liquid assets are cash on hand, savings accounts, checking accounts, stocks, bonds, cash app, Direct Express, PayPal and mutual funds. This list is not all inclusive.

### C. General Eligibility and Application

The PRC Program replaces the former Family Emergency Assistance (FEA) programs and policies. ALL PRC hard services are required to be entered into the PRC Reporting Tool. The data collected by the PRC Reporting Tool will allow information to be streamlined for the annual PRC evaluation.

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services. FCJFS in its sole discretion will determine if the provision of PRC will satisfy the need. In order for the PRC AG to be found eligible, the PRC AG's income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect April 1 and updated annually (to be effective on April 1 of each year assuming that the new FPG has been released).

1. The PRC AG must complete the Fairfield County JFS Application for the Prevention, Retention and Contingency Program. (Appendix A)
2. The PRC AG must contain at least one minor child or a pregnant woman and be a resident of Fairfield County.
3. The PRC AG gross income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect April 1 and updated annually (to be effective on April 1 of each year assuming that the FPG has been released (Appendix E))
4. *The PRC AG must provide proof of income.*
  - a. Verification of income must be provided. If verification is verbal there must be clear documentation in the PRC AG record concerning:
    - i. Name and position of the supplier of the information
    - ii. The date the information was obtained
    - iii. The amount of the verified income
    - iv. The name of the individual who obtained the verification
  - b. Countable income is determined by: (1) looking back 30 days from the date of application, (2) Anticipating income for the next 30 days when there has been a significant change in household circumstances (involuntary loss of employment or other source of income).
  - c. The total gross income, both earned and unearned, of all adult and minor head of household PRC AG members, must be counted. The following types of income are excluded as income and resources in determining financial eligibility for PRC benefits and services:
    - i. Child support payment distributions made by ODJFS
    - ii. Drug discounts received under the Medicare Prescription Act
    - iii. Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000
5. The PRC AG must provide a current banking statement (checking, saving or certificates of deposits) for any AG member in the household.
  - a. If the PRC AG is applying for Retention or Prevention Service, their resources must be less than \$500.00.
  - b. If the PRC AG is applying for Contingency Service, their resources must be less than \$100.00.

6. The PRC AG must provide disconnect notice and/or estimate of needed assistance upon completing PRC application.
7. The PRC AG may be required to pay at least a 50% co-pay of the requested assistance amount unless waived by the director or designee.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 10 business days from the date on the PRC application.

- Issuance of a PRC voucher within 10 business days of the PRC application will serve as the notice of approval of benefits.
- If the PRC application is denied, the PRC Specialist /Success Coach will issue a denial notice via the Filemaker system (software program) in Fairfield County. The denial notice will include reason for denial, information regarding the state hearing process, and referral to other social services agencies if appropriate.

### **Voter Registration**

Fairfield County Job and Family Services provides all customers with the opportunity to register to vote. 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 3503.10).

### **8. INELIGIBLE ASSISTANCE GROUPS**

Applicants who are ineligible include:

- a) AG's without a minor child, unless the AG includes a pregnant woman.
- b) Fugitive felons, probation and/or parole violators
- c) Pursuant to section 5101.83 of the Ohio Revised Code and rule 5101:1-23-75 of the Ohio Administrative Code, PRC benefits and services may not be provided to a family that fraudulently receives assistance under the OWF and PRC programs until a member of the AG repays the cost of the fraudulent assistance in full.
- d) Unmarried, non-graduate minor parent, with a child more than 12 weeks old, and not attending high school or participating in activities aimed at enabling the teen to receive an equivalency degree
- e) Unmarried minor parent or pregnant minor not living in an approved adult supervised setting
- f) PRC AG which consist of a household member that is currently serving a sanction
- g) When the sanction imposed was due to a Work Activity failure.
  - i. If the original sanction was imposed on OWF, the AG must live the OWF sanction out before they will be considered eligible for PRC.
  - ii. If the original sanction was imposed for reasons other than a Work Activity failure (i.e., CSEA or CPS refusal to cooperate) the AG must live the sanction out before they will be considered eligible for PRC. Depending on the nature of the original sanction, the other agency/division must release sanction.

- h) Illegal aliens and/or aliens not authorized to work
- i) AG which consist of an individual(s) who knowingly provided false information, withheld information, or otherwise attempted to, or actually obtained PRC benefits under false pretense of any type as determined by FCJFS staff, will be ineligible to obtain PRC assistance for a minimum of one year from the date the determination that a fraudulent application was made.

**D. Exploring Community Resources**

Fairfield CDJFS recognizes that the CDJFS is a primary source of flexible funding for social service needs. As such, the Fairfield CDJFS shall be the primary point of contact for families in need. If the family is not eligible for benefits, or the type of service needed is not covered by TANF funds, or is known to be available from other agencies or sources, referrals to other local area agencies shall be made.

Fairfield County JFS staff will refer customers to the following programs when appropriate.

1. The Percentage of Income Plan (PIP) shall be considered an available community resource. In any appropriate situation, eligibility for the PIP shall be explored.
2. Annual HEAP program administered through Lancaster Fairfield Community Action. This program assists families with utility bills.
3. The Neighbor to Neighbor program administered through the Dollar Energy Fund and American Electric Power (AEP) offers utility assistance for AEP customers. Customers can apply at Lancaster Fairfield Community Action.
4. Fairfield County Veteran Affairs office. The AG must contain a veteran before referring to Fairfield County VA office.
5. Fairfield County 2-1-1 Information & Referral
6. Any other program that may be available in the community.

**E. Specific Categorical Requirements**

AG groups are limited to \$2,000.00 total PRC assistance in any given 12-month period. The Prevention and Retention categories are the primary focus of Fairfield County's PRC program. Emphasis shall be placed on those employment-related goods and services needed to aid the applicants in their quest for self-sufficiency. Any item or service that is an eligible expense under the federal TANF Block Grant shall be allowed as potentially eligible item under either the Prevention, Retention or Contingency categories.

**1. Prevention and Retention Categories**

**Job-Related Support Services and/or Expenses**

Short-term job-related counseling, clothing required for employment, short-term education expenses, transportation expenses, tools, safety equipment, work incidentals, training needs, car repair or car insurance.

**These programs meet TANF purpose 2:** End the dependency of needy parents by promoting job preparation, work and marriage.

## Incentive-Based Training and Certification Programs

- a) **S.T.A.R.S.** is an acronym for Skills, Training, Attitude, and Readiness for Success program for OWF eligible individuals or eligible non-custodial parents. Participants will complete an application for Ohio Works First. The Certification program is 12 days and includes the curriculum from the evidence-based *Getting Ahead In A Just Getting By World* by Phil Devol which examines poverty, self-assessment of resources and setting SMART goals to move out of poverty. Other modules include Interviewing, Job Search, and Lifeskills. The program is taught by staff who have been certified as facilitators.
- b) Fairfield Works; Skills, Training and Education Program is a program developed to provide training and incentive payments to TANF eligible individuals. Individuals that complete the S.T.A.R.S. program are eligible to attend short-term certifications programs and receive incentive payments paid through PRC funding. These incentives will also include customers who obtain a GED or high school diploma.
  - i. Individual must successfully complete the STARS Certification program prior to attending a specified short-term certification program.
  - ii. Individuals who complete the S.T.A.R.S. program may be eligible for a \$200.00 incentive payment.
  - iii. Individuals who apply and then enroll in a short-term approved training program may be eligible for tuition assistance.
  - iv. Individuals who successfully complete that training or certification may be eligible for a \$500.00 incentive payment once employment in that field is obtained
- c) Approved certification programs offered will be Workforce Investment Opportunity Act approved sites.
- d) Fairfield Works is based on availability of state funding and may be reduced or eliminated at any point in time. Priority will be given to those individuals receiving OWF cash assistance.

### b) Car Repair Assistance

- i. Individual must be working at least 25 hours per week making at least federal minimum wage.
- ii. Individual must have a valid driver's license.
- iii. Title to the car must be in the name of the individual or spouse of the individual completing the PRC application.
- iv. Individual must provide proof of insurance.
- v. Individual must provide two estimates of repair.
- vi. PRC will not be used for general maintenance such as oil changes and tune-ups.
- vii. Bodywork is allowable if it is necessary for the safety and drivability of the vehicle.
- viii. The estimate for new tires must state that the old tires were unsafe.

- ix. PRC car repairs will only be issued to an approved car repair dealer who will accept the CDJFS voucher.
- x. Car repair PRC is approved only if it is cost effective; the mechanic will make that determination.
- xi. AG has no other operating vehicles titled to their name.

**c) License Reinstatement Fee**

- i. Individual must be working at least 25 hours per week making at least federal minimum wage, or actively participating in a Federally Approved Work Activity and the CDJFS has determined the reinstatement a necessity to help the individual continue to work toward self-sufficiency.
- ii. If the individual had any other violation (i.e. OMVI/DUI, 12 point violation, reckless operation and etc. they are not eligible for assistance.) Reinstatement fee will only be paid for the following.
  - a) Driving without insurance;
  - b) Medical Suspension (A physician's note approving driving privileges is also necessary.)
- iii. No court fines will be paid by PRC.

**d) Transportation Assistance**

- i. Transportation assistance under the PRC Program may be authorized for employment-related activities only. These activities include FCJFS Federally Approved Work Activities and actual paid employment. Transportation for Work Activity Required Customers will only be provided to those individuals who have demonstrated willingness to follow-through with their Self-Sufficiency Contract or SNAP Education and Training Employability Plan. Transportation may also be provided to TANF eligible individuals participating in the Fairfield Works Program. Transportation assistance is limited to the following:
  - a) Gasoline Vouchers (only approved if not in current receipt of Work Allowance) or gas fuel cards.
  - b) Transportation secured through contracted vendors
  - c) Direct Transport through FCJFS Transportation Team.
- ii. Services will be prioritized in the above order. Depending on the method of issuance, transportation assistance may be considered soft or hard services. Gas vouchers are hard services and count toward the monetary cap. Contracted transportation vendors and Direct Transport are soft services and do not count toward the monetary cap.
- ii. Transportation assistance is only available for a total of four months in any rolling calendar year.

**2. Contingency Category**



The focus of the contingency category is to be somewhat of a replacement of the former Emergency Assistance program. That is not to say that it is a duplicate of the former program. It is a realization that some funding is needed to address short term unplanned emergencies that occasionally occur. As defined earlier, the contingency category addresses those emergencies that threaten the health, safety, or well-being of one or more PRC AG members.

The financial limit for contingency services is \$2,000.00 per 12-month period. Assistance under contingency may include: rent deposits or rent payment, utility expenses, emergency food assistance, household appliances, and any other assistance that will serve the goal of self-sufficiency.

**These services meet TANF purpose 1:** Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives.

**a) Rental/Mortgage Assistance - Contingent upon funding**

- i. Rental/mortgage assistance will only be available to families one time per 12 month period. Families can utilize up to \$1,000.00.
- ii. An individual must be in threat of homelessness.
- iii. Individual is currently a resident in a homeless shelter or domestic abuse shelter (this requirement may be waived if it is verified that all shelters in the area are full).
- iv. Individual is in threat of foreclosure
- v. Uninhabitable living conditions as determined by the Health or Fire Department.
- vi. Individual has recently been approved for a Metropolitan Housing Voucher.
- vii. Budget sheet is completed, and PRC AG is able to establish that the ongoing household expense can be met the following month.
- viii. Late fees, legal fees and pet fees will not be covered by PRC and are the responsibility of the individual. All other fees will be evaluated on a case by case basis.
- ix. Individual has a 3-day notice that can be verified by landlord.
- x. New landlord will accept PRC voucher from Fairfield County.
- xi. Complete W-9 form.
- xii. Complete Ohio New Hire Reporting Form.
- xiii. Complete OPERS Independent Contractor/Worker Acknowledgment if applicable.

**b) Utility Assistance - Contingent upon funding**

- i. Individual must have a disconnection notice or have a request for new services.
- ii. Families can utilize up to \$1,000 in a 12 month period.
- iii. Customer must show personal responsibility to maintain self-sufficiency. There must be self-pay between PRC payments. Discretion will fall on the agency to determine the required amount based on the household income.

- iv. FCJFS will not pay partial bills, the entire disconnect either has to be paid by the customer or community agency before the PRC portion can be pledged.
- v. Prior to exploring PRC eligibility, the individual must utilize the HEAP program during HEAP season. If the AG provides a denial from Community Action for HEAP the AG may be eligible for PRC.
- vi. The Percentage of Income Plan (PIP) shall be considered an available community resource. In any appropriate situation, eligibility for the PIP shall be explored.
- vii. If the utility bill is in an individual's name (other than the applicants name) they will be responsible for a portion of the bill at the County's discretion.

**c) Necessary Household Items**

- a. **All necessary items will be basic versions and meet the essential needs of the family. County has the discretion to limit the amount of PRC funds that can be used in this area.**
  - i. Stoves, refrigerators, fans, and air conditioners are the appliances deemed necessary for the purpose of the FCJFS PRC program.
  - ii. Beds, mattresses, box springs and cribs are the furniture deemed necessary for the purpose of the FCJFS PRC program.
  - iii. Child car seats are deemed necessary for the purpose of the FCJFS PRC program.

**d) School Clothes/School Supplies**

- i. When funding is available, school clothes and school supplies may be provided to eligible families. Fairfield County Job and Family Services may partner with community agencies to obtain additional funding and school supplies for Fairfield County families.
- ii. Payments for these items will not count toward the family's contingency cap of \$2,000.00.
- iii. A separate application for school clothes will be utilized, see Appendix D.
- iv. The amount provided for school clothes will be determined on an annual basis, depending upon the PRC budget. TANF eligible customers would be eligible based on receiving Ohio Works First, SNAP or Medicaid and would have to complete an application but would not have to turn in income verifications

TANF eligible customers who are not in receipt of Public Assistance will have to complete an application and provide needed verifications.

**Other**

- i. When funding is available, winter coats may be purchased and distributed or a voucher given to purchase the items to TANF eligible families.
- ii. When funding is available, baby diapers and wipes may be purchased and distributed to TANF eligible families.
- iii. Services that will, at the discretion of the CDJFS, serve the goal of self-sufficiency.
- iv. Payments for these items will not count toward the family's contingency cap of \$2,000.00.
- v. TANF eligible customers would be eligible based on receiving Ohio Works First, SNAP or Medicaid and would have to complete an application but would not have to turn in income verifications
- vi. TANF eligible customers who are not in receipt of Public Assistance will have to complete an application and provide needed verifications.

#### F. Non-Custodial Parent

For Non-Custodial Seek Work Services, the AG is defined as the non-custodial parent and all such minor children residing in Ohio for which the non-custodial parent is required to provide financial support, as verified by CSEA. These children would not be residing with the non-custodial parent.

To be eligible, the PRC AG must be at or below 200% of the Federal Poverty Level and are ordered into an employment program by the court or referred by the Child Support Enforcement Agency. The non-custodial parent must be cooperating with child support and have a current child support order and the intent to meet their financial obligation. PRC payments for employment and training purposes under Seek Work Services are limited to the amount required to meet the presenting need up to a total maximum of \$2,000.00 per 12 consecutive month period of eligibility.

Services include:

- Vehicle repairs and/or insurance for employment and training purposes
- Employment-related expenses such as uniforms, tools, equipment, etc.
- Short-term certification programs

Non-Custodial Parents can also participate in S.T.A.R.S. (Skills, Training, Attitude, Readiness for Success), a work readiness program is provided at Fairfield County Job and Family Services and is not subject to a maximum reimbursement level.

**This program meets TANF purpose 2:** Reduce the dependency of needy parents by promoting job preparation, work and marriage.

#### G. Disaster Services

In situations where the governor or the Ohio Department of Job and Family Services declares Fairfield County as a disaster area and/or provides supplemental and/or additional disaster-related PRC funds outside of Fairfield County's current allocations the following criteria shall apply:

- The PRC Plan shall conform to any mandated Ohio Department of Job and Family Services rules and regulations specified in the disaster services assistance supplement.

- In the absence of any mandated state limitations, the Fairfield County PRC Plan will be followed regarding Assistance Group definition, Federal Poverty Guidelines, eligibility determination.

Services, unless limited by the State of Ohio/Ohio Department of Job and Family Services, include all service categories listed under Contingency and Employment Support Services. Disaster Services payments will not count towards the family's contingency cap of \$2,000.

Expenditure limitations, unless limited by the State of Ohio or waived by the CDJFS Director or his designee are limited to a maximum total of \$1,500.00. Disaster Service payments are made independently from other PRC payments and shall not affect the AG's eligibility for non-disaster related PRC services.

**This program meets TANF purpose 1:** Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives.

#### H. Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but are not limited to: meals, transportation, housing referral services, housing assistance, utility assistance, shelter costs, supportive services, and other services to victims of domestic violence and their dependents. Payments for shelter costs will not count toward the family's contingency cap of \$2,000. For this category of assistance, the applicant's resources may be more than \$100.00 based on County discretion.

**This service meets TANF purpose 1:** Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives. ; or **TANF purpose 2:** End the dependency of needy parents by promoting job preparation, work and marriage.

#### I. CDJFS Projects and Services Through Contracts with Other Providers

A wide continuum of services may be offered to families by the county or through vendor contracts to build family capacity, to assist families in becoming self-sufficient, or to maintain or stabilize family functioning. Such programs are **contingent on funding** and may include, but are not limited to: Work Experience and Readiness programs, Employment Retention incentives, Kinship support services, IDA programs, Afterschool Programs, family support activities, youth

enrichment programs, Summer Employment Program for Youth and/or School Readiness Resource Centers, and screening and assessment of mental, physical or learning disabilities.

### **Employment Integration**

Mental, physical, and learning disabilities are significant barriers to employment. Many individuals have previously unidentified or undisclosed disabilities that present barriers to employment. Contracts with appropriate providers for screening tools and assessments to identify disabilities and the impact on employability will assure effective supports and services to this unique population. Programs that address this type of strategy offer services directly related to employment, including vocational assessment, vocational training, job training, job search and placement assistance and transitional employment support.

**This service meets TANF purpose 2:** End the dependency of needy parents by promoting job preparation, work and marriage.

### **Child Protective Services**

For CPS Family Preservation and Reunification Services the income guidelines are at or below 200% of the Federal Poverty Level. (Appendix B). A specific application is utilized to determine eligibility for this type of service. (Appendix C).

**This service meets TANF purpose 1:** Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives. ; or **TANF purpose 2:** End the dependency of needy parents by promoting job preparation, work and marriage.

### **Kinship Support Services**

These services provide information, referral and supportive services for relative caregivers, legal guardians or court-ordered legal custodians responsible for the day-to-day care of a minor child (not their biological child) residing with the caregiver. The Kinship Support Coordinator provides services such as identification of kinship caregivers, assessing needs, facilitating access to services, facilitating a kinship support group and information and referral to appropriate providers (e.g., legal services, child care services, respite care services, training, support groups and financial assistance.)

**This program meets TANF purpose 1:** Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives.

### **Kinship Caregiver Program**

The Kinship Caregiver Program (KCP) was created by amendments to section 307.25 Substitute House Bill 541 of the 132<sup>nd</sup> General Assembly. The purpose of the KCP is to provide reasonable and necessary relief of child caring functions so that kinship caregivers can provide and maintain a home for a child in place of a child's parents. **This program meets TANF Purpose 1:** Provide assistance to needy families so that children can be cared for in their own homes or in

the homes of relatives.

Fairfield County Job and Family Services is a combined agency and our Protective Services (PCSA) and Community Services (CDJFS) will work together to design and implement the program. It is the intent to use the PRC allocation to expand the Kinship Caregiver program to employed, Kinship Caregivers. Both of these programs will be based on continued funding through the Kinship Caregiver Program and TANF/PRC allocations. See Appendix F.

### **Summer Youth Employment Program**

The TANF Summer Youth Program shall only serve persons from a TANF-eligible family. The types of persons that may be served are:

- Youth age 14-18 enrolled in secondary school, if the youth is in a needy family and in school.

The youth served may be non-custodial parents if they are considered “needy” and have a minor child. “Needy” is determined in Fairfield County as being under the 200% federal poverty level.

Family is defined in federal and state law and regulations as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lies in the state, but does not reside with his/her minor child(ren).

Foster Care: Youth in a foster care setting age 14 to 18 years of age if they are a full-time student in a secondary school may be served under the TANF Summer Youth Employment Program. This is only applicable to the TANF Summer Youth Employment Program and no other TANF or PRC Program.

### **Limits for Wage Subsidies**

Wages for the TANF Summer Youth Employment Program are capped at \$10.00 per hour for this allocation. Performance bonuses or lump sum payments are not allowed.

**This service meets TANF purpose 1:** Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives. ; or **TANF purpose 2:** End the dependency of needy parents by promoting job preparation, work and marriage.

## **J. Scope of Service**

All PRC payments are limited to the amount actually required to meet the presenting need. Any payments must also be within the financial limit based on the category of service per 12 consecutive month period of eligibility. Supportive Services under ORC 5107.66 are available for ongoing OWF recipients participating in the work programs.

It is specifically Fairfield County's intent to be as broad as possible under the federal and state TANF guidelines. Within the framework of the Block Grant rules, any goods and/or services deemed by the CDJFS to foster the goal of self-sufficiency shall be a potentially covered item. Individual case files should document why a given decision was made on a case-by-case basis.

It is Fairfield County's intent to cover certain special projects under the PRC program umbrella. The goal of these projects is to enhance the self-sufficiency of the participants. An individual description of each special project will appear as an appendix item. Each appendix item will list any special eligibility or processing standards that differ from or enhance the criteria specified in the overall plan. As with any changes to the plan, ODJFS Central and District Offices will be notified if and when any of these special projects are added to, deleted from, or changed.

**K. Community Outreach**

Certain benefits and services do not require an application or certification for PRC benefits or services as they do not provide a direct service linked to an individual family. FCJFS will conduct an annual family event focused on TANF purpose 4; Encourage the formation and maintenance of two-parent families and conduct outreach to educate families about Medicaid and SNAP programs.

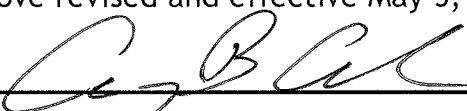
**L. Authorization and Notification**

Once eligibility for PRC is established, the CDJFS director or designee will authorize and generate payment for the assistance, goods, and/or services. The payment process used is by first issuing a voucher that is countersigned by the client and vendor to acknowledge receipt. The completed voucher is then returned to the CDJFS for processing through the normal county process. Authorization may occur at any time during a period beginning on the date the PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the CDJFS. All PRC payments are made by the CDJFS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.

This plan shall be considered approved and effective based upon the resolution adopted by the Fairfield County Board of Commissioners.

---

Fairfield County Job and Family Services agrees to implement the PRC Plan as written above revised and effective May 5, 2021.

  
\_\_\_\_\_  
Corey B. Clark, Director

5/5/21  
\_\_\_\_\_  
Date

# APPENDICES

<b>Appendix A</b>	<b>PRC Application</b>
<b>Appendix B</b>	<b>Child Protective Services</b>
<b>Appendix C</b>	<b>Child Protective Services Application</b>
<b>Appendix D</b>	<b>School Clothes/Supplies Application</b>
<b>Appendix E</b>	<b>Standards Help Sheet</b>
<b>Appendix F</b>	<b>Kinship Caregiver Program</b>
<b>Appendix G</b>	<b>Kinship Caregiver Application</b>
<b>Appendix H</b>	<b>Kinship Child Care Employment Application</b>
<b>Appendix I</b>	<b>Benefit Matrix</b>
<b>Appendix J</b>	<b>Disaster Services Addendum</b>
<b>Appendix K</b>	<b>COVID-19 Disaster Services - PRC Application</b>
<b>Appendix L</b>	<b>CARES Act Income Amendment</b>



Application for PRC Assistance				
Fairfield County Job & Family Services, 239 West Main Street, Lancaster, Ohio 43130 (740) 652-7889 Fax (740) 689-4848 Email: prc23@jfs.ohio.gov This application must be fully completed, along with an Income vs. Expense Worksheet				
First		Last		Middle Initial
Address				
City		State		Zip
Social Security Number		Phone Number		Email:
<b>VOTER REGISTRATION ASSISTANCE AVAILABLE</b>				
<b>If you are not registered to vote where you live now, would you like to apply to register to vote here today?</b>				
<input type="checkbox"/> <b>YES, I want to register to vote.</b>				
<input type="checkbox"/> <b>NO, I do not want to register to vote.</b>				
<b>If you do not check either box, you will be considered to have decided not to register to vote at this time.</b>				
1. Complete the spaces below for <b>all individuals living in your home</b> , including yourself. You are required to verify all income for all members of your household. Please list all social security numbers.				
Name	Relationship	DOB	Social Security Number	Monthly Income
	SELF			
<b>Household Total Monthly Income:</b>				Total Income
2. Does anyone living in your household, including yourself, have any liquid assets such as savings/ checking accounts, PayPal, Cash App, Direct Express, Direct Deposit Card, stocks, bonds or 401K funds: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name	Type of Asset/Resource		Current Balance	
3. Is anyone in the household pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list who?				
Name				
4. Is anyone in your household receiving child support? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s) of individuals receiving child support.				
Name of Child			Amount	
5. What services are you needing assistance with and the amount?				
<b>The information I have provided in this application is accurate to my knowledge. I understand my application is valid for 10 business days.</b>				
<b>Signature of Applicant:</b>				<b>Date:</b>

**Fairfield County Job & Family Services  
Income vs. Expense Worksheet**

Please complete for all members in the household for the past 30 days.

Last 30 Days Income- Household Resources		Amount	
Employment		\$	
Unemployment Compensation		\$	
Workers' Compensation		\$	
SSI/Social Security		\$	
Child Support		\$	
OWF Monthly Cash Assistance		\$	
Food Stamp Direction Card		\$	
Money received from family and friends		\$	
Resources (checking account, savings account, etc.)		\$	
Other (specify)		\$	
<b>Total:</b>		\$	
Household Expenses	Amount Owed	I have paid this	
Rent/Mortgage		Y	N
Rent/Homeowner Insurance		Y	N
Electric		Y	N
Household Gas		Y	N
Water/Sewer/Trash		Y	N
Home Phone/ Cell Phone		Y	N
Grocery (out-of-pocket expense)		Y	N
Cable Television/Internet		Y	N
Other		Y	N
Transportation Expenses	Amount Owed	I have paid this	
Vehicle Payment(s)		Y	N
Auto Maintenance		Y	N
Auto Insurance		Y	N
Gasoline		Y	N
Medical Expenses	Amount Owed	I have paid this	
Doctor Visits		Y	N
Health Insurance		Y	N
Prescriptions		Y	N
Other medical		Y	N
Personal Expenses	Amount Owed	I have paid this	
Childcare		Y	N
Child Support		Y	N
Loans		Y	N
Credit Cards		Y	N
Laundry		Y	N
Cigarettes		Y	N
Legal Fees/Court Fines		Y	N
Other		Y	N
<b>FOR OFFICE USE ONLY</b>	<b>Total:</b>		
	<b>Difference:</b>		

[https://ohiodas-my.sharepoint.com/personal/50006296\\_id\\_ohio\\_gov/Documents/Documents/Sabrina/Compass Forms - 2020/Individual Forms on Compass/88 - Income vs Expense Worksheet/Income vs Expense Worksheet May 2020.doc](https://ohiodas-my.sharepoint.com/personal/50006296_id_ohio_gov/Documents/Documents/Sabrina/Compass Forms - 2020/Individual Forms on Compass/88 - Income vs Expense Worksheet/Income vs Expense Worksheet May 2020.doc)

Case Number:

**This Section is for Agency Use Only: PRC Authorization/Denial Form**

Application Expires \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Case Number \_\_\_\_\_

Date of Application \_\_\_/\_\_\_/\_\_\_ 30 Day Budget Period \_\_\_\_\_ to \_\_\_\_\_

PRC issued within previous 12 rolling months? Check PRC Reporting Tool  Yes  No

If yes, month, date & category: \_\_\_\_\_

Utility payment history: 

	Month	Amt Paid	Source
	_____	_____	_____

CSEA – SETS checked?  Yes  No Last 30 days received \$ \_\_\_\_\_

Fraud list?  Yes  No If yes, details: \_\_\_\_\_

Currently in receipt of benefits?  Yes  No

If yes, category and amount: \_\_\_\_\_

Currently on sanction?  Yes  No If yes, details: \_\_\_\_\_

Liquid Assets verified?  Yes  No Amount \$ \_\_\_\_\_

Co-Pay Received?  Yes  No Amount \$ \_\_\_\_\_

Completion of S.T.A.R.S  Yes  No Date \_\_\_\_\_

Certification Program Requested Type \_\_\_\_\_ Start Date \_\_\_\_\_

**Household Income**

Name:	Name:	Name:
Gross Income	Gross Income	Gross Income

Total HH Income:  
FPL:

Entered into the PRC Reporting Tool:  Yes  No Date \_\_\_\_\_ Pledge Completed \_\_\_\_\_

**PRC Approved**  **PRC Denied**  **Prevention**  **Retention**  **Contingency**

1. Vendor's Name:		Address	
Account Number		Name on Account	
Voucher Begin Date:	Voucher Ending Date:	Amount:	
Reason for Denial:			

Caseworker Signature	Date	Supervisor Signature	Date
----------------------	------	----------------------	------

# Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink.  
For further information, you may consult the Secretary of State's website at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or call (877) 767-6446.

## Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

**NOTICE:** This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Numbers 1 and 2 below are required by law. You must answer both of the questions for your registration to be processed.

## Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Please see information on back of this form to learn how to obtain an absentee ballot.

## Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

## Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

## Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE**

I am:  Registering as an Ohio voter  Updating my address  Updating my name

1. Are you a U.S. citizen?  Yes  No  
 2. Will you be at least 18 years of age on or before the next general election?  Yes  No  
 If you answered NO to either of the questions, do not complete this form.

3. Last Name		First Name		Middle Name or Initial		Jr., II, etc.		
4. House Number and Street (Enter new address if changed)			Apt. or Lot #		5. City or Post Office		6. ZIP Code	
7. Additional Mailing Address (if necessary)					8. County (where you live)		<b>FOR BOARD USE ONLY</b> SEC4010 (rev. 4/15) City, Village, Twp. Ward Precinct School Dist. Cong. Dist. Senate Dist. House Dist.	
9. Birthdate (MM/DD/YYYY) (required)		10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided)			11. Phone Number (voluntary)			
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street								
Previous City or Post Office		Previous County		Previous State				
13. CHANGE OF NAME ONLY Former Legal Name				Former Signature				

14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.

Your Signature ↓ Date (MM/DD/YYYY)

**TO ENSURE YOUR INFORMATION IS RECEIVED,  
PLEASE DO THE FOLLOWING:**

1. Print this form.
2. Make sure all required fields are complete.
3. Sign and date your form.
4. Fold and insert your form into an envelope.
5. Mail your form to your county board of elections.

For your county board's address please visit [www.OhioSecretaryofState.gov/boards.htm](http://www.OhioSecretaryofState.gov/boards.htm)

If you have additional questions, please call the office of the Ohio Secretary of State at (877) SOS-OHIO (877-767-6446).

**HOW TO OBTAIN AN OHIO ABSENTEE BALLOT**

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or by calling (877) 767-6446.

**OHIO VOTER IDENTIFICATION REQUIREMENTS**

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) or call (877) 767-6446.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A  
FELONY OF THE FIFTH DEGREE.**

## Appendix B

### Child Protective Services

Families served by the Child Protective Services Division of Fairfield County Job and Family Services participate in a process which emphasizes team conferencing and the involvement of family members to keep children safe in the least restrictive environment while reducing the need for out of home care. PRC funds can be provided to prevent the imminent removal of a child(ren) from his/her home or to make possible reunification when (a) such services are provided by, or authorized through, the Child Protective Services division, and (b) when family income is not sufficient to pay the cost of part or all of the goods and/or services that are provided.

All families with children at risk of placement are deemed to have the same characteristics as those that otherwise meet TANF requirements, therefore the income limits for these households shall be 200% FPG. The application for PRC under this section shall be the PRC/ESSA Application, Appendix C. The self-declaration application will be revised annually to incorporate the revised Federal Poverty Guidelines. In these instances, no annual dollar limit per family exists regarding the total monetary value of services that are provided.

These services may include, but are not limited to, respite care, day treatment, diagnostic services (but not medical treatment), emergency caretakers, homemaker services, parent education, in home services, special services for drug and/or alcohol abusers, housing assistance, transportation, unmarried parent services, domestic violence, post-finalization services, general caseworker counseling, placement prevention services, and family reunification services.

Kinship Support Services will include information and referral and supportive services for relative caregivers, court ordered legal guardians responsible for the day to day care of a minor child residing with the caregiver. The Kinship Support Coordinator provides services such as identification of kinship caregivers, assessing needs, facilitating access to services, facilitating kinship support group, and information and referral to service providers such as legal services, child care services, respite care, training and financial assistance.

Available Kinship Services and attached parameters for usage are provided in the table of this Appendix. Under the parameters of this plan, specified relative kinship caregivers caring for children *in the custody of Fairfield County Protective Services* and working with the child welfare system may be provided financial assistance as a "one time emergent kinship care fee". The fee structure is not intended to serve as direct compensation for placement and will allow a maximum payment of \$1,000/child. The assistance may be utilized to assist relative kinship caregivers who are determined to have significant unexpected needs as the result of caring for children in their home. Examples may include increased utility costs, purchase of seasonally appropriate or school clothing, school fees, payment for extracurricular activities, car repairs, rent or mortgage assistance, etc. In this circumstance the kinship caregiver meets eligibility requirements established under TANF purpose one, "assistance to needy families so that children may remain in their own homes or the homes of relatives". The relative kinship caregiver would complete and submit the PRC application, with the child's or

children's income as that of the assistance group. Please see the attached guidelines for specific criteria for each type of assistance in the Protective Services category.

TANF funds **CANNOT** be used for:

1. Placement costs for residential, out of home, emergency shelter, or substitute care. (See OWF/PRC Guidance letter #1 dated 4/15/99)
2. Medical expenses (except for pre-pregnancy family planning) (see H.R. 3734)

## Child Protective Services

<b>Type of PRC</b>	<b>Guidelines and Criteria</b>
<b>General</b>	<p>Provides assistance to families and children to prevent imminent removal of children from the home and/or make reunification possible. Services under this category may be provided to parents or children residing in Fairfield County otherwise may be referred to the county in which they reside. Services may include but are not limited to, Housing assistance, car repair, Rental assistance, food/clothing, school supplies, household items etc. Applications under this category would include all household members and be subject to income limits at 200% of the Federal Poverty Guidelines.</p>
<b>Kinship Support</b>	<p>Available Kinship Services and attached parameters for usage are provided in the table of this Appendix. Under the parameters of this plan, specified relative kinship caregivers caring for children <i>in the custody of Fairfield County Protective Services</i> and working with the child welfare system may be provided financial assistance as a “one time emergent kinship care fee”. The fee structure is not intended to serve as direct compensation for placement and will allow a maximum payment of \$1,000/child. The assistance may be utilized to assist relative kinship caregivers who are determined to have significant unexpected needs as the result of caring for children in their home. Examples may include increased utility costs, purchase of seasonally appropriate or school clothing, school fees, payment for extracurricular activities, car repairs, rent or mortgage assistance, etc. In this circumstance the kinship caregiver meets eligibility requirements established under TANF purpose one, “assistance to needy families so that children may remain in their own homes or the homes of relatives”. The relative kinship caregiver would complete and submit the PRC application, with the child’s or children’s income as that of the assistance group. A separate application should be completed for each child.</p>
<b>Kinship Childcare Program</b>	<p>Provides childcare services to a specified relative (see full PRC plan, Kinship Childcare Program) who may live in another county, but Fairfield County Protective Services <b>has custody</b> of the child and is continuing to provide services to the child and specified relative caregiver. The Kinship Caregiver will complete an application stating they will not apply for, nor are in receipt of this type of child care assistance in any other county.</p> <p><b>Reimbursement</b> of child care costs will be paid to the Kinship Caregiver up to \$1,000.00 per month per child. Payments</p>



## Child Protective Services

made to the Kinship Caregiver will not count toward any PRC cap. The Kinship Caregiver will submit to Fairfield County Job and Family Services documentation of their monthly child care expenses and payments. The relative kinship caregiver would complete and submit the PRC application, with the child's or children's income as that of the assistance group. A separate application should be completed for each child.

Under the PRC Kinship Child Care program for employed caregivers, monthly self-attestation of current employment and continued living arrangement of the child in their home must be submitted with documentation of their monthly child care expenses. Fairfield County Protective Services staff will share information with Fairfield County Department of Job and Family Services when any child receiving PRC services moves from that specified relative caregiver. Reimbursement of child care costs will be based on hours of employment. Employed kinship caregivers who meet the requirements of a specified relative may be eligible for services for up to 12 months. Unemployed individuals who meet specified relative requirements may be eligible for child care for purposes of respite, medical needs or other applicable purposes as defined in the PRC plan. Applications will be processed by Fairfield County Job and Family Services. It is the responsibility of PCSA staff to provide information, guidance and applications to prospective kinship caregivers.

**PRC Application Form**  
Fairfield County Job & Family Services – Child Protective Services

**Basic Family Information**

<b>Case Name</b>	<b>SACWIS Case Number</b>	<b>Primary Caseworker</b>
<b>Household Address (Street, City, Zip Code)</b>		

**Household Members**

(List everyone residing in the home)

<b>First &amp; Last Name</b>	<b>Social Security Number</b>	<b>Relationship to Case Head</b>	<b>Minor Child?</b>
		Primary Adult Applicant	No

**Income Information**

(Any money received within the household in the last 30 days must be listed)

<b>Type</b>	<b>Recipient</b>	<b>Amount</b>	<b>How Often?</b>

**Services Requested**

**Below, please briefly describe service/item needed and how it will assist with case plan progress**

**Estimated Cost:** \$

**Voter Registration Assistance Available**

**If you are not registered to vote where you live now, would like to apply to register to vote 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.*

By my signature below, I \_\_\_\_\_ verify that the above information is accurate.  
Print First & Last Name

\_\_\_\_\_  
Signature of Primary Adult Applicant

\_\_\_\_\_  
Date

**PRC Application Form**  
Fairfield County Job & Family Services – Child Protective Services

**- To Be Completed by Caseworker/Supervisor -**

Is the service/item requested relevant to the family's case plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the family explored other community resources?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the family or another entity provide partial payment for the requested item/service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details (amount, payee):
Should alternative funding be considered if not PRC eligible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**- For Business Administration/Finance Use Only -**

Request Category	<input type="checkbox"/> Preservation (including post-adoptive families)	<input type="checkbox"/> Reunification	<input type="checkbox"/> Kinship	<input type="checkbox"/> Youth in Transition
------------------	---	--	----------------------------------	--

Household Size		Income Verification Obtained?	<input type="checkbox"/> Y <input type="checkbox"/> N
Total Monthly Income (Gross)	\$	Below Limit?	<input type="checkbox"/> Y <input type="checkbox"/> N

Estimated Cost	\$
Determination	<input type="checkbox"/> Eligible  <input type="checkbox"/> Ineligible/Alternative funding will be used (list): <hr/> <input type="checkbox"/> Ineligible/No payment will be made

Household Size	30 Day Gross Income
1	\$2,082.00
2	\$2,819.00
3	\$3,555.00
4	\$4,292.00
5	\$5,029.00
6	\$5,765.00

## PRC Application School Clothes 2019

Fairfield County Job & Family Services, 239 West Main Street, Lancaster, Ohio 43130

(740) 652-7889 Fax (740) 689-4848

This application must be fully completed.

### Name of Caretaker/Parent (Individual who will redeem the voucher at Walmart)

First	Last	Middle Initial
Address		
City	State	Zip
Social Security Number		Phone Number

#### VOTER REGISTRATION ASSISTANCE AVAILABLE

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.

Name of Child	Age	Please insert SSN for each child below.

The information I have provided in this application is accurate to my knowledge. I understand this voucher is to be used for the purchase of school clothes and/or school supplies for the children listed above who are currently in my care.

Please choose Walmart location:  Lancaster  Canal Winchester

Signature of Applicant:	Date:
-------------------------	-------

**PRC - School Clothes Approved**

Vendor's Name: <b>WALMART</b>		Address	
City	State	Zip	Phone
Voucher Begin Date:	Voucher Ending Date:	Amount:	
Caseworker's Signature/Date:		Supervisor's Signature/Date:	

**PRC - School Clothes Denied.**

Reason for Denial:	
Caseworker's Signature/Date:	Supervisor's Signature/Date:

# CASH/SNAP AND CHILD CARE PROGRAM STANDARDS

Ohio Works First

5775

SNAP Assistance

Child Care

AG Size	OWF Initial Elig. Test 7/1/19	OWF PMT STD 1/1/20	OWF Alloc. Allow. 100% 7/1/97	PRC FPG 100% 1/1/19	PRC FPG 200% 1/1/19	SNAP Allot 10-1-19	130% Gross Std. 10-1-19	Net Std. 10-1-19	165%+ Gross 10-1-19	200% Gross 10-1-19	Std Ded. 10-1-19	Fam. Size	Max Inc. Inf. 130% 10/1/19	Max Inc. Trans 150% 10/1/19	Max Inc. Ongoing 300% 10/1/19
1	521	302	583	1041	2082	194	1354	1041	1718	2082	167				
2	705	412	802	1410	2819	355	1832	1410	2326	2819	167	2	1832	2114	4228
3	889	505	980	1778	3555	509	2311	1778	2933	3555	167	3	2311	2667	5333
4	1073	623	1210	2146	4292	646	2790	2146	3541	4292	178	4	2790	3219	6438
5	1258	729	1417	2515	5029	768	3269	2515	4149	5029	209	5	3269	3772	7543
6	1442	811	1578	2883	5765	921	3748	2883	4757	5765	240	6	3748	4324	8648
7	1626	906	1761	3251	6502	1018	4227	3251	5364	6502	240	7	4227	4877	9753
8	1810	1005	1954	3620	7239	1164	4705	3620	5972	7239	240	8	4705	5429	10858
9	1994	1105	2149	3988	7975	1310	5184	3989	6580	7975	240	9	5184	5982	11963
10	2178	1204	2345	4356	8712	1456	5663	4358	7188	8712	240	10	5663	6534	13068
11	2363	1301	2532	4725	9449	1602	6142	4727	7796	9449	240	11	6142	7087	14173
12	2547	1402	2727	5093	10185	1748	6621	5096	8404	10185	240	12	6621	7639	15278

**MEDICARE PREMIUM (1/1/20)**

\$ 144.60

\*Used only to determine whether elderly and disabled AG members and their spouse who live with others, qualify for separate AG status.

**SSI PMT. (1/1/20)**

Single \$ 783  
Couple \$1175

**SNAP ASSISTANCE 10/1/19**

Standard Shelter Estimate Homeless	\$152
Earned Income Deduction	20%
Excess Medical Deduction	\$ 35
Dependent Care Deduction	No Limit
Minimum Monthly Allotment	\$ 16
Standard Utility Allowance	\$548
Limited Utility Allowance	\$355
Single Utility Allowance	\$ 79
Standard Telephone Allowance	\$ 38
Limit on Shelter Deduction	\$569

To find the Medicaid Standards Help Sheet Link:

1. Click on Medicaid from Inner Web home page.
2. From Medicaid Inner Web home page click on County Resources.
3. Then click on Eligibility Technical Assistance and Compliance and scroll down to **Medicaid Standards Help Sheet**

## Appendix F

### Kinship Caregiver Program

#### PRC Kinship Childcare Employment Program

The Kinship Caregiver Program (KCP) was created by amendments to section 307.25 Substitute House Bill 541 of the 132<sup>nd</sup> General Assembly. The purpose of the KCP is to provide reasonable and necessary relief of child caring functions so that kinship caregivers can provide and maintain a home for a child in place of a child's parents. This program meets TANF Purpose 1, provide assistance to needy families so that children can be cared for in their own home or in the homes of relatives.

Fairfield County Job and Family Services is a combined agency and our Protective Services (PCSA) and Community Services (CDJFS) will work together to design and implement the program. It is the intent to use the PRC allocation to expand the Kinship Caregiver program to employed, Kinship Caregivers. Both of these programs will be based on continued funding through the Kinship Caregiver Program and TANF/PRC allocations.

#### **Definition of Kinship Caregiver (section 5101.85 of the Revised Code)**

Any of the following individuals who are eighteen years of age or older and are caring for a child in place of the child's parents. The following individuals related by blood or adoption to the child:

- Grandparents, including grandparents with the prefix "great", "great-great", or "great-great-great"
- Siblings
- Aunts, uncles, nephews, and nieces, including all of the "great" prefixes
- First cousins and first cousins once removed
- Stepparents and stepsiblings of the child
- Spouses and former spouses
- Legal guardian of the child
- Legal custodian of the child
- Any one of the above specified relatives who may live in another county, but Fairfield County Protective Services **has custody** of the child. The Kinship Caregiver will complete an application stating they will not apply for, nor are in receipt of this type of child care assistance in any other county.

#### **Definition of child**

For the purposes of the Kinship Caregiver Program and the PRC Kinship Child Care Program, a child would be under the age of 13 or 13 years and up to age 18 with special needs. "Special needs" means providing child care services to a child who is under eighteen years old who does not function according to age appropriate expectations in one or more of the following areas of development: social/emotional, cognitive, communication, perceptual-motor, physical, or behavioral development, or the child has chronic health issues. The child's delays/condition(s) affect development to the extent that

the child requires special adaptations, modified facilities, program adjustments or related services on a regular basis in order to function in an adaptive manner.

### **Definition of “reasonable and necessary relief of child caring functions”**

Child care is reasonable and necessary for the following activities:

- Employment of the Kinship Caregiver
- Education and training needed by the Kinship Caregiver
- Respite care for the Kinship Caregiver, determined on a case by case basis

### **Eligibility**

Kinship Caregivers will be encouraged to submit an application for publicly funded childcare prior to applying for KCP. Caregivers will complete a Kinship Caregiver application, Appendix G, for each child that is receiving child-care services. Community Services staff will review the application and determine eligibility for the Kinship Caregiver program. Caregivers will be eligible for 4 months of child care reimbursement. These payments would be from the Kinship Caregiver allocation.

If the Caregiver needs additional child care assistance beyond the 4 months and is employed, they will complete a PRC Kinship Childcare application. If the Kinship Caregiver is employed, payments will be considered a supportive service and, as such, will be considered non-assistance and allowable for more than four months. These payments will be out of the PRC allocation. If the Kinship Caregiver is not employed, the child care payments would be considered assistance and cannot extend beyond four months.

### **Redeterminations**

A redetermination will be completed every 4 months for employed Kinship Caregivers to verify employment, income, and living arrangement of the child. At 3 months, a letter and PRC Kinship Childcare application will be issued explaining the child care assistance will be closing unless they are employed and under the income guideline of 200% of the Federal Poverty Level. A new application must be submitted that identifies all household members and includes income verification., Appendix H, PRC Kinship Child Care Application.

### **Household Formation**

The Kinship Caregiver household or Assistance Group formation will consist of a child only Assistance Group.

The PRC Kinship Childcare household or Assistance Group formation will consist of the kinship family or the kinship caregiver, spouse, and all minor children. Both of the kinship caregivers must be employed to be eligible unless there is an unemployed spouse who is physically unable to care for the child as verified by a physician.

### **Economic Need, Household Formation, and Countable Income**

Economic need will be 200% of the Federal Poverty Level or below for employed kinship families and 200% or below for each child needing services. For the purposes of eligibility determination for the PRC Kinship Caregiver Program, the following types of income will be excluded or disregarded:

- SSI/SSDI payments made for the child
- Child support payments for the child
- Deduction from gross child care expenses

For the Kinship Caregiver program with the child only as the assistance group, all income for the child would be counted.

### **Child Care Services**

Reimbursement of child care costs will be paid to the Kinship Caregiver up to \$1,000.00 per month per child. Payments made to the Kinship Caregiver will not count toward the PRC cap of \$2,000. The Kinship Caregiver will submit to Fairfield County Job and Family Services documentation of their monthly child care expenses and payments.

Under the PRC Kinship Child Care program for employed caregivers, monthly self-attestation of current employment and continued living arrangement of the child in their home must be submitted with documentation of their monthly child care expenses. Reimbursement of child care costs will be based on hours of employment.



## Kinship Caregiver Program

Fairfield County Job & Family Services  
 239 West Main Street, Lancaster, Ohio 43130  
 (740) 652-7889 Fax (740) 689-4848

## Information of Kinship Caregiver

First	Last	Middle Initial
Address		
City	State	Zip
Social Security Number		Phone Number

## Information on the child in your care. Additional children will require a separate application.

Name	Date of Birth	SSN	Relationship

## Child's Income

Income Source (SSI, Child Support, etc.)	Gross Amount	Frequency Received (monthly, weekly, etc.)

The information I have provided in this application is accurate to my knowledge. I understand this information is to be used to determine eligibility for child care payment assistance for the child listed above who is currently in my care. I will be required to submit payment receipts for reimbursement after initial approval. I will not apply for, nor am I in receipt of this type of assistance in any other county. I understand that this assistance is time-limited up to four months within a 12-month period.

Signature of Applicant:	Date:
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## VOTER REGISTRATION ASSISTANCE AVAILABLE

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.

Office Use:

 Kinship Caregiver - Approved

Child Care Provider's Name:		Address	
City	State	Zip	Phone
Date Verification Received:	Amount paid per month:	Amount Reimbursed:	
Caseworker's Signature/Date:		Supervisor's Signature/Date:	

 Kinship Caregiver - Denied

Reason for Denial:
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Caseworker's Signature/Date:	Supervisor's Signature/Date:
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## Kinship Caregiver Program

Fairfield County Job & Family Services  
 239 West Main Street, Lancaster, Ohio 43130  
 (740) 652-7889 Fax (740) 689-4848

## Information of Kinship Caregiver

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Signature of Applicant:	Date:
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## VOTER REGISTRATION ASSISTANCE AVAILABLE

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## Office Use:

 Kinship Caregiver - Approved

Child Care Provider's Name:		Address	
City	State	Zip	Phone
Date Verification Received:	Amount paid per month:	Amount Reimbursed:	
Caseworker's Signature/Date:		Supervisor's Signature/Date:	

 Kinship Caregiver - Denied

Reason for Denial:
--------------------

Caseworker's Signature/Date:	Supervisor's Signature/Date:
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**Effective April 16, 2021**  
**Fairfield County Job & Family Services**

PRC Services and Benefits Matrix

<b>Service or Benefit</b>	<b>Provider</b>	<b>Cap</b>	<b>Assistance Group</b>	<b>Economic Need Standard</b>	<b>Targeted Group</b>
<b>Disaster Services</b>					
<b>Disaster Services</b>	FCJFS	Dependent upon need and funding available	Families with minor children	200% FPG	Families affected by a disaster declared by the Ohio Department of Job & Family Services
<b>COVID-19 Disaster Services</b>	FCJFS	Up to \$1,500 during emergency – when funding allows	Families with minor children	200% FPG	Families affected by a disaster declared by the Ohio Department of Job & Family Services
<b>Child Protective Services</b>					
Services to prevent imminent removal of a child(ren) from his/her home or to make reunification possible	FCJFS	No cap	Families with minor children	200% FPG	Families with children at risk of placement
<b>Kinship Support Services</b> – Services designed to identify kinship caregivers and assist with accessing community resources	FCJFS	n/a	Families with minor children, caregivers	200% FPG	Relatives providing care to children
<b>Contingency Services</b>					
<b>Necessary Household Items</b> Stoves, refrigerators, fans, air conditioners, beds, mattresses, box springs, cribs and child car seats	FCJFS	Up to \$2,000 in a 12 month period – when funding allows	Families with minor children	200% FPG	Families with basic needs that aren't being met within their household
<b>Rent/Mortgage Assistance</b> Short-term housing	FCJFS	Up to \$1,000 in a 12 month period – when funding allows	Families with minor children	200% FPG	Families with urgent needs which, if left unattended could result in the family requiring public assistance
<b>Utility Assistance</b> AG is eligible for PRC for utility assistance in any 12-month period	FCJFS	Up to \$1,000 in a 12-month period – when funding allows	Families with minor children	200% FPG	Families with a disconnection notice, need to have used HEAP and PIPP if eligible
<b>School Clothes Assistance</b> Assistance with purchasing school clothes/supplies for children K-12 <sup>th</sup> grade	FCJFS	\$250 per child in the AG – when funding allows	Families with minor children	200% FPG	Families with children attending school
<b>Domestic Violence</b>					
Providing direct assistance to victims of domestic violence. May include but not limited to: meals, transportation, housing and shelter costs	FCJFS	No cap	Families with minor children	200% FPG	Families that have experienced domestic violence
<b>Transportation</b>					
<b>Car Repair</b>	FCJFS/Automotive	\$2,000 in a 12- month	Employed families with	200% FPG	Working at least 25 hpw with a

Assistance with repair is available for individuals who are employed.	Repair Vendors	period	children, non-custodial parents		valid driver's license, insurance and two estimates for repairs.
Assessment Services					
<b>Contracts with appropriate providers for screening tools and assessments to identify disabilities and the impact on employability will assure effective supports and services to this unique population.</b>	FCJFS/Approved Vendors	No cap	Families with minor children	200% FPG	Individuals with severe mental, physical, and learning disabilities are significant barriers to employment.
Work Support & Retention Services					
<b>STARS (Skills, Training, Attitude and Readiness for Success)</b> Assessment, training, education, and job development to increase employment and/or advancement in the job.	FCJFS	n/a	Families with minor children, Non-custodial parents	200% FPG	Under employed, unemployed, recently employed, and individuals reaching OWF time-limits
<b>Fairfield Works; Skills, Training and Education Program</b> Program to provide incentive payments and training to individuals.	FCJFS/WIOA approved vendors	Dependent upon need and funding available	Families with minor children, Non-custodial parents	200% FPG	Under employed, unemployed, recently employed, and individuals reaching OWF time-limits
<b>Employment Related Expenses</b> Work clothes, equipment, gas cards, incidentals, licensing fees, vehicle repairs, transportation services, job related counseling and certification programs. Contingent upon funding, incentives may be available for successful participants.	FCJFS	\$2,000	Families with minor children, non-custodial parents	200% FPG	Under employed, unemployed, recently employed, and individuals reaching OWF time-limits
<b>Success Coach Case Management</b> 1-on-1 coaching and case management services to individuals who are interested in finding employment.	FCJFS	n/a	Families with minor children, non-custodial parents	200% FPG	Fairfield County residents who are unemployed, underemployed, or seeking a job change
<b>Services Through Contracts</b>					
<b>Summer Youth Employment</b>	FCJFS/Approved Vendors	No cap	Families with minor children 14-18 year old	200% FPG	14-18-year old teens enrolled in school full time
Community Outreach					
<b>Circus Night</b> Community-wide event supporting, celebrating and educating families on services available through FCJFS.	FCJFS	Dependent upon need and funding available	Families with minor children, non-custodial parents	200% FPG	Fairfield County residents

## Appendix J

### Disaster Services Addendum

#### Temporary Assistance for Needy Families Summer Youth Employment Program/COVID-19 Response

In response to the coronavirus (COVID-19) pandemic, county agencies may use the \$10 million in Temporary Assistance for Needy Families (TANF) funding identified previously for TANF Summer Youth and Employment for a TANF Summer Youth and Employment Program and/or for response to COVID-19. Guidance provided in the Office of Family Assistance – Family Assistance Letter # 183-A.

Fairfield County Job and Family Services plans to use the TANF Summer Youth and Employment funding for our COVID-19 Response under our Disaster Services within our current PRC Plan with some additional services based on the pandemic.

#### Eligibility

The COVID-19 Response will follow normal PRC eligibility criteria. The program is limited to 200% of the Federal Poverty Level. The program must serve persons in a TANF-eligible family. More detailed information is within the PRC Plan.

#### TANF Purpose

COVID-19 Response must follow one of the allowed TANF purposes. Fairfield County COVID-19 Response will meet the following criteria:

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

#### Application Details

Customers requesting services for COVID-19 Disaster Services will complete a COVID-19 Disaster Services PRC Application. An application can be completed by the customer or by a FCJFS worker over the phone and a verbal signature will be documented. The customer will self-attest income and family size. The customer will either do that on the paper application or over the phone with a county worker.

Please see the attached COVID-19 Disaster Services PRC Application (Appendix K)

#### COVID-19 Disaster Services

Fairfield County will assist with all services listed under the Contingency and Employment Supportive Services categories of the PRC Plan. In addition to those categories of assistance, Fairfield County is adding additional options to assist those customers that are adversely affected by COVID-19. The

Disaster Services category of assistance does not count toward the customer's PRC Contingency Cap and allows for additional assistance up to \$1,500.

The Contingency Category currently requires a disconnect notice for utilities and threat of homelessness for rent/deposit. The Contingency Category also requires resource verification. COVID-19 Disaster Services will not require any of those for assistance. Assistance will be based on monthly bills and if the customer was adversely affected by COVID-19. Vouchers can be issued as needed up to the cap of \$1,500 during the state of emergency.

Food and necessary items vouchers will be another option provided under COVID-19 Disaster Services. This would allow customers to purchase items at a vendor based on their own needs after being adversely affected by COVID-19. Vouchers will start at \$200 per family and increase by \$50 with the addition of family members past the AG size of 4. Voucher can be issued twice within this state of emergency.

#### Reporting

All information shall be reported within 30 days of issuing the services. COVID-19 Response Services will be reported as Disaster Services on the PRC Reporting Tool.

#### RMS

For Random Moment Sampling (RMS) Activity Code – 110-TANF/PRC Disaster Assistance.

For Project (Direct Charge) Coding – 158-TANF PRC Disaster Assistance.

## Covid-19 Disaster Services - PRC Application

Fairfield County Job & Family Services, 239 West Main Street, Lancaster, Ohio 43130  
(740) 652-7889 Fax (740) 689-4848

This application must be fully completed.

### Name of Caretaker/Parent

First	Last	Middle Initial
Address		
City	State	Zip
Social Security Number		Phone Number

### VOTER REGISTRATION ASSISTANCE AVAILABLE

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.

Name of Household Member	DOB	Social Security Number

Please circle your family size and monthly gross income.

Family Size	Monthly Gross Income
1	\$0-2082
2	\$2083-2819
3	\$2820-3555
4	\$3556-4292
5	\$4293-5029
6	\$5030-5765
7	\$5766-6502

I have been adversely affected by the emergency condition. Yes  No

Please check the reasons you are requesting assistance:

- |   |  |
|---|--|
| <input type="checkbox"/> Job Loss   | <input type="checkbox"/> Increased food and cleaning costs |
| <input type="checkbox"/> Reduction in Working Hours                                 | <input type="checkbox"/> Inability to pay rent             |
| <input type="checkbox"/> Only Income Social Security/SSI with children in home      | <input type="checkbox"/> Unable to pay utility bill        |
| <input type="checkbox"/> Only Income Social Security/SSI with grandchildren in home |  |

The information I have provided in this application is accurate to my knowledge. I understand that if the information is not true that I may have to pay back the assistance received.

### Acknowledgement of Verbal Signature

I, \_\_\_\_\_, hereby acknowledge I spoke with \_\_\_\_\_ on \_\_\_\_\_ to  
Caseworker Applicant Date

complete application. Verbal Signature Approved

**This Section is for Agency Use Only: PRC Authorization/Denial Form**

Application Expires \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Case Number \_\_\_\_\_

Date of Application \_\_/\_\_/\_\_

Disaster Services issued within the last 12 months? Check PRC Reporting Tool  Yes  No

If yes, month, date & category: \_\_\_\_\_

Self-Reported Family Information:

Family Size: \_\_\_\_\_ Household Income Range: \_\_\_\_\_

Fraud list?  Yes  No If yes, details: \_\_\_\_\_

Currently in receipt of benefits?  Yes  No

If yes, category and amount: \_\_\_\_\_

Entered into the PRC Reporting Tool:  Yes  No Date \_\_\_\_\_ Pledge Completed \_\_\_\_\_

**COVID-19 Disaster Services Approved.**

**COVID-19 Disaster Services Denied.**

1. Vendor's Name:		Address	
Account Number		Name on Account	
Voucher Begin Date:	Voucher Ending Date:	Amount:	
Reason for Denial:			
Caseworker Signature		Date	Supervisor Signature
			Date



Appendix L

Fairfield County Department of Job and Family Services  
PRC Plan Amendment

This amendment excludes the income from individual rebates (also referred to as stimulus payments) and pandemic unemployment compensation authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act when determining eligibility for PRC benefits and services.

Andrea Mordle

Director Signature

5/18/2020

Date