

Fairfield County Job & Family Services
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PRC Plan

Prevention, Retention & Contingency Program

Previous Submissions

Modified and Effective October 1, 2021
Modified and Effective March 1, 2022
Modified and Effective May 8, 2023
Modified and Effective October 1, 2023
Modified and Effective March 3, 2025

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

March 3, 2025

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 March 3, 2025, 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 per 12 consecutive month period of eligibility. 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. PRC 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.

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.

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.

See Appendix A – Benefit Matrix for a summary of services.

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 verifications 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). *See Appendix B – Standards Help Sheet*

1. The PRC AG must complete the Fairfield County JFS Application for the Prevention, Retention, and Contingency Program. *(Appendix C)*
2. The PRC AG must contain at least one minor child or a pregnant woman and be a resident of Fairfield County.
 - a. If a shared parenting agreement exists, eligibility would go to the named residential parent or the parent who has the child more than 50% of the time.
3. The PRC AG must contain at least one US Citizen or qualified alien as defined in O.A.C. 5101:1-2-30.
4. If the children in the home have been removed by CPS, the PRC AG may be eligible if the PRC application is received within 45 days from the date of the Safety Plan or 6 months from the date the child was placed on a Reunification Plan. There must be a reunification plan in place. Caretaker must be in cooperation with CPS and their case plan.
5. *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.
6. 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.
7. The PRC AG must provide disconnect notice and/or estimate of needed assistance upon completing PRC application.
8. The PRC AG may be required to pay at least a 50% co-pay of the requested assistance amount based on current funding, 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).

INELIGIBLE ASSISTANCE GROUPS

Applicants who are ineligible include:

- a) AG 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 5101:1:1-23-75 of the Ohio Administrative Code, PRC benefits and services may not be provided to a family that fraudulently receives assistance under the OWF or PRC programs until a member of the AG repays the cost of the fraudulent assistance in full.
- d) AG which consists of an individual who has an outstanding Public Assistance Overpayment and is not in a current repayment agreement with the exception of Agency Error Overpayments.
- e) 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.
- f) Unmarried minor parent or pregnant minor not living in an approved adult supervised setting.

- g) PRC AG which consists of a household member that is currently serving a sanction 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 consists of an individual(s) who knowingly provided false information, withheld information, or otherwise attempted to obtain PRC benefits under false pretense of any type as determined by FCJFS staff, an Intentional Program Violation will be sought by the agency. If an Intentional Program Violation is received, the AG will be ineligible to obtain PRC assistance until those benefits are repaid.

D. Exploring Community Resources

FCJFS recognizes that the agency is a primary source of flexible funding for social service needs. As such, FCJFS 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, or car repair.

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

a) Incentive-Based Training and Certification Programs

Fairfield Works; Skills, Training and Education Program is a program developed to provide training and incentive payments to TANF eligible individuals. Individuals could be 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. Individuals must be enrolled in OWF, SNAP Employment and Training Program or Benefit Bridge. Individuals who apply and then enroll in a short-term approved training program may be eligible for tuition assistance.
 - i. Individuals who successfully complete that training or certification may be eligible for a \$500.00 incentive payment once employment in that field is obtained.
- II. Approved certification programs offered will be Workforce Investment Opportunity Act approved sites.
- III. 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.
 - i. Self employed individuals will have work hours determined by taking their net income and dividing it by 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. AG has no other operating vehicles titled to their name.
- iv. The repair cannot already have been completed at the time of application.
- v. Individual must provide proof of insurance.
- vi. Individual must provide two estimates of repair.
- vii. PRC will not be used for general maintenance such as oil changes and tune-ups.
 - i. 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 FCJFS voucher.
- x. Car repair PRC is approved only if it is cost effective; the mechanic will make that determination.

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 FCJFS 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

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. Fuel Cards (only approved if not in current receipt of Work Allowance).
- b. Transportation secured through contracted vendors.
- c. Direct Transport through FCJFS Transportation Team.
- d. Bus passes

Services will be prioritized in the above order. Depending on the method of issuance, transportation assistance may be considered soft or hard services. Fuel Cards 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.

Transportation assistance is only available for a total of four months in any rolling calendar year.

e) Employment related items and clothing

- i. Individual must be working at least 25 hours per week making at least federal minimum wage.
- ii. Individuals need to have written documentation from the new employer to show the equipment/clothing needed and that it will not be provided.

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. FCJFC will not pay partial bills, the entire bill or past due amount has to be paid and verification provided before a PRC voucher will be issued.

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.
- ii. An individual must be in threat of homelessness within the last 60 days:
 - a. 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).
 - b. Individual is in threat of foreclosure.
 - c. Uninhabitable living conditions as determined by the Health or Fire Department.
 - d. Individual has recently been approved for a Metropolitan Housing Voucher or income-based housing.
 - e. Individual has a 3-day notice that can be verified by landlord.
- iii. Budget sheet is completed, and PRC AG is able to establish that the ongoing household expenses and rent can be met the following month.
- iv. 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.
- v. If past due amount is more than PRC approval, the remaining amount must be paid before voucher will be issued and verification provided.
- vi. New landlord will accept PRC voucher from Fairfield County.
 - a. Complete W-9 form.
 - b. Complete Ohio New Hire Reporting Form.
 - c. 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. Propane and Fuel Oil must be below 25% to be eligible for assistance.
 - a. Quote will be required and will need to show below 25%.
- 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. FCJFS has the discretion to limit the amount of PRC funds that can be used in this area. These items can only be purchased once in a lifetime unless extenuating circumstances can be provided.
 - i. Stoves, refrigerators, washers, dryers, microwaves, 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. For the purpose of Kinship School Clothes applications, only child income will be counted.

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, diapers and wipes may be purchased and distributed, or a voucher given to purchase the items to TANF/kinship eligible families.
- iii. Payments for these items will not count toward the family's contingency cap of \$2,000.00.
- iv. 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.
- v. 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. 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 FCJFS 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 homes of relatives. or **TANF purpose 2:** End the dependency of needy parents by promoting job preparation, work and marriage.

I. FCJFS Projects and Services Through Contracts with Other Providers

A wide continuum of services may be offered to families by the county or through vendor contacts 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

Children who have been abused and neglected face many challenges and are at an increased risk of failure to thrive. There are many causes of abuse and neglect including substance abuse in the home, domestic violence, and a variety of other stressors within families including financial difficulties. Families served by Fairfield County Child Protective Services work together with caseworkers to keep children safe in the least restrictive environment while reducing the need for out of home care.

FCJFS and CPS work closely together to coordinate child safety issues for families that may include PRC services. PRC funds can be provided to prevent the imminent removal of children from their homes or to allow for reunification with their family. PRC services may be incorporated into the family's case plan (1435 or Safety Plan). The case plan should be reviewed on a regular basis to ensure progress and aid in the family's success.

These services may include all previously mention programs, but in addition CPS specific services including but not limited to respite care, day treatment, diagnostic services (but not medical treatment), emergency caretaker services, homemaker services, parent education, in home services, special services for drug and/or alcohol abuse, transportation, unmarried parent services, post-finalization services, placement prevention services, and family reunification services.

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. These may also include Kinship Navigator 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 such as legal services, childcare services, respite care services, training, support groups and financial assistance.

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 eligible for assistance as a one-time emergent need. 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, car repairs, rent or mortgage assistance. The relative kinship caregiver would complete and submit the PRC application, with the children's income as that of the assistance group.

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.

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 aged 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 lives 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 and no other TANF or PRC Program.

Limits for Wage Subsidies

Wages for the TANF Summer Youth Employment Program are determined according to the Family Assistance Letter regarding the allocation for the program. 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.

Employment Incentives Program (EIP)

The mission of the Fairfield County Employment Incentives Program is to emphasize the importance of employment, personal and community responsibility, and self-support. This

program will provide support to Fairfield County individuals in achieving financial independence while strengthening Ohio's workforce.

This program is not funded by TANF and has different eligibility requirements than PRC. (See AppendixE)

J. Scope of Service

All PRC payments are limited to the amount 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 FCJFS 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 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.

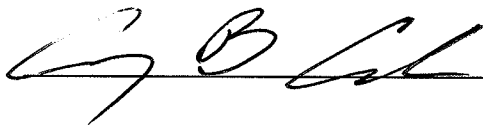
L. Authorization and Notification

Once eligibility for PRC is established, the FCJFS 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 FCJFS for processing through the normal county process. Authorization may occur at any time during a period beginning on the date the PRC is approved. If payment is authorized within the appropriate period, actual payment may be

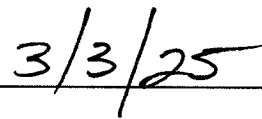
made to vendors according to the procedures in place at the FCJFS. All PRC payments are made by the FCJFS to the vendor or PRC AG. The county must ensure that its policies meet all auditing requirements.

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 March 3, 2025

A handwritten signature in black ink, appearing to read "C B Clark", written over a horizontal line.

Corey B. Clark, Director

A handwritten date "3/3/25" in black ink, written over a horizontal line.

Date

APPENDICES

Appendix A	Benefit Matrix
Appendix B	Standards Help Sheet
Appendix C	PRC Application
Appendix D	School Clothes/Supplies Application
Appendix E	Employment Incentives Program (EIP)

Effective March 3, 2025
Fairfield County Job & Family Services

PRC Services and Benefits Matrix

Service or Benefit	Provider	Cap	Assistance Group	Economic Need Standard	Targeted Group
Disaster Services					
Disaster Services	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
Child Protective Services					
Services to prevent imminent removal of a child(ren) from his/her home or to make reunification possible	FCJFS	Up to \$2,000 in a 12-month period – when funding allows	Families with minor children	200% FPG	Families with children at risk of placement
Kinship Support Services – Services designed to identify kinship caregivers and assist with accessing community resources	FCJFS	Up to \$2,000 in a 12-month period – when funding allows	Families with minor children, caregivers	200% FPG	Relatives providing care to children
Contingency Services					
Necessary Household Items Stoves, refrigerators, washers, dryers, microwaves, 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
Rent/Mortgage Assistance Short-term housing	FCJFS	Up to \$2,000 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
Utility Assistance AG is eligible for PRC for utility assistance in any 12-month period	FCJFS	Up to \$2,000 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
School Clothes Assistance Assistance with purchasing school clothes/supplies for children K-12 th grade	FCJFS	\$300 per child in the AG – when funding allows	Families with minor children	200% FPG	Families with children attending school
Domestic Violence					
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
Transportation					
Car Repair Assistance with repair is available for individuals who are employed.	FCJFS/Automotive Repair Vendors	\$2,000 in a 12-month period	Employed families with children, non-custodial parents	200% FPG	Working at least 25 hpw with a valid driver's license, insurance and two estimates for repairs.

Assessment Services					
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.	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					
STARS (Skills, Training, Attitude and Readiness for Success) 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
Fairfield Works; Skills, Training and Education Program 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
Employment Related Expenses 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 Incentives/job training and counseling will not count towards the cap	Families with minor children, non-custodial parents	200% FPG	Under employed, unemployed, recently employed, and individuals reaching OWF time-limits
Success Coach Case Management 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
Services Through Contracts					
Summer Youth Employment	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					
Circus Night 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

SNAP AND CASH PROGRAM STANDARDS

Cash			PRC		SNAP Assistance						
AG Size	OWF Initial Elig. Test 7/1/24	OWF PMT STD 1/1/25	OWF Alloc. Allow. 100% 7/1/97	PRC FPG 100% 1/11/24	PRC FPG 200% 1/11/24	SNAP Allot. 10/1/24	130% Gross Std. 10/1/24	Net Std. 10/1/24	165% Gross 10/1/24	200% Gross 10/1/24	Std. Ded. 10/1/24
1	628	372	583	1255	2510	292	1632	1255	2071	2510	204
2	852	507	802	1704	3407	536	2215	1704	2811	3407	204
3	1076	623	980	2152	4304	768	2798	2152	3551	4304	204
4	1300	768	1210	2600	5200	975	3380	2600	4290	5200	217
5	1525	899	1417	3049	6097	1158	3963	3049	5030	6097	254
6	1749	1000	1578	3497	6994	1390	4546	3497	5770	6994	291
7	1973	1118	1761	3945	7890	1536	5129	3945	6510	7890	291
8	2197	1240	1954	4394	8787	1756	5712	4394	7249	8787	291
9	2421	1362	2149	4842	9684	1976	6295	4843	7989	9684	291
10	2645	1485	2345	5290	10,580	2196	6878	5292	8729	10,580	291
11	2870	1605	2532	5739	11,477	2416	7461	5741	9469	11,477	291
12	3094	1729	2727	6187	12,374	2636	8044	6190	10,209	12,374	291

MEDICARE PREMIUM (1/1/25)

\$ 185.00

SNAP ASSISTANCE (10/1/24)

SSI Payment (1/1/25)
 Single \$ 967
 Couple \$1450

Standard Shelter Estimate Homeless \$190.00
 Earned Income Deduction 20%
 Excess Medical Deduction \$ 35
 Dependent Care Deduction No Limit
 Minimum Monthly Allotment \$ 23
 Standard Utility Allowance \$746
 Limited Utility Allowance \$466
 Single Utility Allowance \$105
 Standard Telephone Allowance \$ 45
 Limit on Shelter Deduction \$712
 Resource Limit \$3000
 Resource Limit for Elderly/Disabled AG \$4500

APPENDIX C

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
Preferred Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email		
Social Security Number	Phone Number	Email:

1. Complete the spaces below for **all individuals living in your home**, 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			
Household Total Monthly Income:				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: ☐ Yes ☐ No

Name	Type of Asset/Resource	Current Balance

3. Is anyone in your household pregnant?
☐ Yes ☐ No If yes, list who?

Name

4. Is anyone in your household receiving child support?
☐ Yes ☐ No If yes, list name(s) of individuals receiving child support.

Name of Child	Amount

5. Are you involved with Child Protective Services?
☐ Yes ☐ No If yes, what is the name of your caseworker?

--

6. What services are you needing assistance with and the amount?

--

The information I have provided in this application is accurate to my knowledge. I understand my application is valid for 10 business days.

Signature of Applicant:

Date:

Case Number:

**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)		\$
Total:		\$

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

FOR OFFICE USE ONLY	Total:	
	Difference:	

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

Phone: _____ E-mail: _____

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. Certification Program Requested ☐ Yes ☐ No Date _____ Type _____ Start Date _____

Protective Services Worker and Case Status _____

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		Supervisor Signature	
Date		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: VoteOhio.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)		FOR BOARD USE ONLY 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 VoteOhio.gov/Boards

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: VoteOhio.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: VoteOhio.gov or call (877) 767-6446.

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

APPENDIX D

**PRC Application
School Clothes 2023**

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

Phone: (740) 652-7889 Fax: (740) 689-4848 Email: prc23@jfs.ohio.gov

This application must be fully completed and signed.

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

First	Last	Middle Initial	
Address			
City	State	Zip	DOB
Social Security Number	Case 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	Grade	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.

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

☐ **PRC - School Clothes Approved**

Vendor's Name: WALMART		Address: 2687 N Memorial Drive	
City: Lancaster	State: OH	Zip: 43130	Phone: 740-687-0323
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:
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APPENDIX E

Fairfield County Employment Incentives Program

Fairfield County Employment Incentives Program

The mission of the Fairfield County Employment Incentives Program is to emphasize the importance of employment, personal and community responsibility, and self-support. This program will provide support to Fairfield County individuals in achieving financial independence while strengthening Ohio's workforce.

These supports include limited non-recurring, short term, crisis-oriented benefits to assist in retaining employment as well as employment incentives.

Eligibility and Application

- Participant must be a resident of Fairfield County
- Participant must be a work activity required Able-Bodied Adult Without Dependents (ABAWD)
- Eligibility will be determined using income received in the last 30 days and must be under the 300% FPL
- Participants must be working an average of at least 32 hours per week
- Eligibility will be determined during the initial application for ongoing Employment Incentives Program participation for 6 months (180 days)
- Individuals who are ineligible include fugitive felons, probation or parole violators, individuals convicted of residency fraud, individuals with an outstanding SNAP IPV overpayment balance, and individuals with an active SNAP sanction.

Amount of Assistance

- Financial incentives will be awarded to each participant based on maintaining full time employment for targeted intervals. These incentives will help aid employed participants in becoming self-sufficient as they experience reductions in their public assistance benefits. Full time employment for the program is considered 32 hours per week
- Participants will participate for a duration of 180 days
- Participants will receive a \$250 incentive at the 30-day interval and \$500 at the 180-day interval if the participant has maintained full-time employment verified through the employer or last 30 days paystubs
- Participants that change employment during program participation must be able to verify their new employment is deemed as financially beneficial based on the wage and/or total compensation package (wage, benefits, etc) in order to continue participation in the Employment Incentives Program
- Support services may also be provided to help the individual retain employment and eliminate barriers such as gas cards, clothing vouchers, car repair, etc.