Richland County Job & Family Services
(RCJFS)
Prevention, Retention and Contingency Plan
(PRC)

2011 Biennial Plan
Submitted November 9, 2011

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Prevention, Retention, Contingency (PRC) Services

Prevention, Retention, Contingency (PRC) services are services to assist families in moving toward self-sufficiency. Services and benefits made available through this plan meet the Federal definition of "non-assistance". Non-assistance is defined as the following:

- Nonrecurring, short-term benefits that are designed to deal with a specific crisis situation or episode of need;
- Nonrecurring, short-term benefits that are not intended to meet recurrent or ongoing needs;
- Nonrecurring, short-term benefits that will not extend beyond four months;
- Work subsidies (i.e. payments to employers or third parties to help cover the costs of employer wages, benefits, supervision and training);
- Supportive services such as transportation provided to families who are employed or in training to become employed;
- Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment related services that do not provide basic income support.

The maximum allowance for Richland County PRC services/benefits is **one PRC request within a period of 12 consecutive months**. Within the 12-month period, services may be authorized to cover **a single PRC request per household** to assist families with basic needs such as food, clothing, shelter, utilities, personal care items, and general incidental expenses. **PRC benefits for the single request/episode of need may not exceed $500.00.**

For purposes of this PRC Plan, an assistance group applying for and which may receive services/benefits is defined as a group of individuals treated as a unit. The unit must contain a minor child (under the age of 18 or under the age of 19 if attending high school on a full-time basis). A pregnant woman is considered a legitimate member of an assistance group for the purposes of Prevention, Retention, and Contingency. An assistance group may include parents/caretakers, legal guardians or custodians, or specified relatives with minor children and all other household members living at the same address. Pursuant to section 5101.10 of the Ohio Revised Code and rule 5101:1-3-04 of the Ohio Administrative Code, an assistance group including a "temporarily absent" child may still qualify for PRC benefits/services. Within a mixed household, all income and resources will be considered in determining financial eligibility for payment.

Note: Household resources amounting to $400 or less will not be considered when determining emergent need. Households having greater than $400 in resources will be expected to utilize those resources to offset the cost of the emergent need. This will be assessed on a case-by-case basis.

The following groups are not eligible to receive direct PRC services under the Richland County Job & Family Services Prevention, Retention, and Contingency Plan. Direct services are defined as those provided by RCJFS staff and include shelter costs, deposits on shelter and utilities, car repairs, utility payments, and clothing/uniforms for employment:

- Fugitive felons and probation and parole violators;

- Individuals with an outstanding fraud overpayment balance or involved in an Intentional Program Violation (IPV);
- Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance;
- Assistance Groups (AGs) that are under sanction through the Ohio Works First (OWF) and/or Food Assistance (FA) program and that are not employed or do not need PRC services/benefits to maintain or accept bona fide employment;
- An unmarried, non-graduate parent under 18 not attending high school or an alternative high school program;
- An unmarried, non-graduate parent under 18 not living in an adult supervised setting;
- A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states (ineligible for ten years);
- Families who do not use their own resources to help meet their need;
- PRC AGs that indicate a pattern of requesting assistance and/or non-payment of expenses;
- Individuals who falsify a PRC application;
- Individuals who fail to cooperate with any service plan connected to their PRC assistance; and
- Individuals who are on strike.

Prevention, Retention, Contingency benefits/services are not entitlements and are subject to availability of funding. PRC benefits and services are subject to regulations as set forth in Ohio Administrative Code 5101:1-23-70 regarding Ohio Works First (OWF) erroneous payments. Therefore, PRC applicants and/or recipients determined to have fraudulently received or improperly disposed of PRC benefits or services will be required to reimburse the full costs of the benefits or services and may be subject to prosecution.

The PRC program is designed to help individuals overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. RCJFS staff will inform individuals seeking PRC assistance about other programs such as Food Assistance, Child Care and Medicaid, which may assist the individuals in becoming self-sufficient.

RCJFS, in its administration of the PRC program, does not discriminate on the basis of race, color, national origin, disability, sex, religion, or political belief.

Legislatively Defined Eligibility Components

Privacy Laws

All PRC applicants must provide social security numbers or demonstrate they have applied for social security numbers in order to determine eligibility for assistance. The applicant's social security number may be used for the following:

a) to check information provided against information held by other federal, state, or local governments; computer matching systems and program reviews or audits;

b) to monitor compliance with program regulations and for program management;

c) to verify information provided;

d) for felony warrant matches;

e) for parole or probation violation matches; or

f) for purposes of investigations, prosecutions, and criminal or civil proceedings within the scope of law enforcement agencies' official duties.

Citizenship

A member of the applicant AG must be a citizen of the United States or a qualified alien as defined in section 5101:1-2-30 of the Ohio Administrative Code and further clarified in section 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 in order to receive PRC benefits/services. Additional clarification and exceptions can be found in 64 FR 41657 (August 4, 1998); sections 401(b) and 411(b) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996; AG Order No. 2049-96, 61 FR 45985; and 64 FR 17819 (April 12, 1999).

Fraudulent Assistance

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 an assistance group in which a member has fraudulently received assistance under the Ohio Works First and PRC programs until the member of the AG repays the cost of the fraudulent assistance. The assistance repayment procedure is developed in conjunction with the RCJFS Special Investigation Unit.

Notice and State Hearing Requirement

Pursuant to Chapter 5101:6 of the Ohio Administrative Code, PRC applicants are subject to state hearing rights and are to be advised of these rights at the time of application. A copy of the Explanation of State Hearing Procedures, ODJFS 4059, is given to the applicant at the time of application.

As set forth in rules 5101:6-2-02 and 5101:6-2-03 of the Ohio Administrative Code, notice is required to be issued to an applicant when an application for PRC is approved or denied. If it is determined an application for PRC is approved, the JFS 04074, "Notice of Approval of Your Application for Assistance" will be given to the applicant at the time of the appointment or will be mailed at the time of the determination. If it is determined an application for PRC is denied, the JFS 07334, "Notice of Denial of Your Application for Assistance" will be given to the applicant at the time of the appointment or will be mailed at the time of the determination.

Charitable Choice and Faith-Based Initiatives

According to federal regulations, Code of Federal Register (CFR) 260.43, assistance groups have the right to request alternative providers when TANF benefits and services are provided by faith-based organizations. Assistance groups are to be notified of this right.

PRC applicants approved for benefits/services are given a copy of the Notice of Right to Request Another Worksite or Provider of Service form at the time of approval of the application.

Voter Registration

Pursuant to Ohio Revised Code 3503.10, voter registration applications as prescribed by the Secretary of State must be made available to individuals applying for PRC benefits/services. RCJFS will be make voter registration applications available to individuals applying for PRC benefits/services. Additionally, individuals receiving PRC benefits/services will receive a voter registration application at the time of a reported address or name change if made within 30 days of the original application.

Eligibility and Application

Eligibility for PRC is dependent upon the PRC AG's demonstration and verification of the need for financial assistance and/or services and whether the county determines that provision of PRC will satisfy the need. In order for the PRC AG to be determined eligible, the PRC AG's income must be at or below a specified percentage of the Federal Poverty Guideline (FPG). PRC assistance to an eligible AG is determined using a rolling 12-month period that begins when assistance is first issued. Changes or restrictions in the plan will apply to new PRC applications and to new requests on active PRC cases. For direct services issued at RCJFS, the income limit must be at or below 175% of the FPG.

Applicants for PRC benefits/services must reside in Richland County or must be in the process of applying for residency in Richland County at the time of the application. Applicants who have received PRC in another county and move to Richland County may be eligible to receive benefits. The benefit/service issued in another county will count as the single episode of service for a consecutive 12-month period. The beginning date of PRC in the other county will be used as the beginning of the 12-month time period in Richland County.

The County is responsible for using objective criteria when determining eligibility and approving or denying an application. All applications will be approved or denied within ten business days upon receipt of all verifications. The application process will be completed in a fair and equitable manner and eligibility will be carefully evaluated on a case-by-case basis. If verifications cannot be obtained due to loss from disasters such as fire or flood, good cause may be granted and a client statement used as a statement of fact. RCJFS will determine whether an immediate need exists and whether the PRC program will benefit the individual or assistance group. Under this program, an AG, which includes at least one minor child and meets the program's eligibility requirements, may receive customized assistance, goods, or services, as determined by RCJFS. An active Medicaid, OWF, Food Assistance or DA assistance group including a pregnant woman or minor child(ren) is not eligible for direct PRC services unless substantially employed, meeting OWF participation or meeting Food Assistance Employment and Training requirements. However, the Medicaid, OWF, Food Assistance or DA assistance group including a pregnant woman or minor child(ren) may be eligible for indirect PRC services. PRC assistance will be authorized with the expectation that the PRC AG is substantially employed, meeting OWF participation requirements, or meeting Food Assistance Employment and Training requirements. Substantial employment is defined as earning at least $175.50 per week.

***Note: If an AG includes an individual who is on an employer's active payroll as being on paid or unpaid medical leave with a return to work date, the AG will be considered to have**

met the definition given for active pay status of this rule. Individuals on Worker's Compensation are not eligible under this rule unless they have a return to work date on file with the employer.

****Note: Income received through short-term, subsidized employment under the Workforce Investment Act (WIA) will be disregarded income. If there is no other income in the PRC AG household to determine "substantial employment", the AG will be determined to be ineligible for PRC services.**

All income that has been received during the 30-day budget period by any member of the PRC AG (with the exception of a minor in the household) is considered when determining financial need. Pursuant to Ohio Administrative Code Chapter 5101:1-24, income that is excluded includes the following:

a) child support payment distributions made by ODJFS and

b) all income that is federally excluded in the determination of eligibility for federal needs-based programs:

- drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act (Section 1860D-31(g)(6) of the Social Security Act), and
- monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000.

Anticipated income is that which is received in a typical month. Weekly income will be converted to a monthly amount by multiplying by 4, bi-weekly income will be converted to a monthly amount by multiplying by 2, and semi-monthly income will be converted to a monthly amount by multiplying by 2. If the AG will receive less than the normal number of pays in the month of application, the actual income will be used.

The total gross income, both earned and unearned, of all the PRC AG members must be counted. There are no deductions or exclusions allowed from any type of countable income. Written or verbal verification of income is required. Verification that is obtained by phone, must be clearly documented in the PRC AG record and include the name and position of the supplier of the information/verification, the date the verification was obtained, and the amount of the verified income. If the total PRC AG income is equal to or less than the specified percentage of the FPG for the PRC AG size, the PRC AG meets the income requirement.

All PRC recipients require a case plan. The PRC case plan is filed in a separate PRC record. PRC benefits and services are documented in CRISE/CLRC.

Note: PRC applications remain active for 30 days. PRC requests made by the same individual or AG 30 days after an initial PRC application has been made will require the completion of a new PRC application.

Disaster Relief

If the Governor declares Richland County a disaster county and the county is awarded additional TANF funding to address the disaster, Disaster Relief may be available to pregnant women and families with minor children (under age 18 or 19 if attending high school on a full-time basis) who meet eligibility criteria for PRC direct services.

The AG must reside in Richland County, be adversely affected by the emergency condition, and meet the standard of economic need. The economic need for assistance under PRC Disaster Relief will be based on Federal Poverty Guidelines and authorized by the Director. Disaster Relief benefits will not count toward the county's PRC limit per consecutive 12-month period.

If the county is declared a disaster county and is allocated Federal disaster funds, the client must apply for federal disaster benefits at the local agency designated by the State to receive Federal FEMA funds.

Rent/Mortgage Payments/Deposits

Consideration will be given for rent and mortgage payments and/or rent deposits when an applicant has a Three-Day Intent to Evict notice, Notice of Foreclosure, or a Letter of Default (intent to foreclose). The rent/mortgage must be at least 7 days delinquent. The RCJFS 508 - Past Due Rent Letter from Landlord must be completed to document the amount of rent that is delinquent and the amount required to stop the eviction. A statement from the landlord or mortgage company indicating the payment will stop the eviction or foreclosure must be submitted prior to authorization of the PRC payment. A payment of at least $50 must have been paid on the last month's rent/mortgage or for the current month's rent/mortgage (if due at the time of the application) before a rent or mortgage payment will be considered. For deposits, the client must have a signed statement from the landlord indicating the landlord will rent a residence to the client for a specified amount upon receipt of payment or receipt of a voucher from RCJFS. The statement must include the address of the residence.

Special Housing Situations:

Subsidized Housing - Consideration will be given to paying rent or a deposit once the AG has received an approved certificate or a signed rental agreement to obtain lower cost housing through a qualified, subsidized housing authority such as METRO, HUD, or other private, charitable or church organization.

Domestic Violence – Consideration will be given to paying rent or a deposit in a domestic violence situation if the AG has a case plan with the local shelter provider identifying shelter as a need.

Uninhabitable/Condemned – Consideration will be given to paying rent or a deposit on a new apartment or house for an assistance group when a minor child in the household has been determined by the Health Department or upon medical documentation to have high lead levels or the existing shelter has been determined to be uninhabitable due to lead.

Housing situations alleged to be uninhabitable or condemned must be verified with a report from the Richland County Health Department, the Shelby Health Department, the City Codes and Permits Department or another authorizing agency.

Homelessness – Consideration will be given for paying rent or a deposit for an AG residing in a homeless shelter – residing in a homeless shelter is defined as two or more nights in the shelter. The AG is not required to provide an Intent to Evict notice or prove domestic violence if residing in a homeless shelter. All other requirements must be met as listed in the Rent/Mortgage Payments/Deposits section.

Utilities

Consideration will be given for paying utilities if the client has received a shut-off notice or is subject to receiving a shut-off notice. Utilities include gas, electric, water service, or other heating or cooling suppliers. The worker will assist the client in exploring other community resources when the PRC payment will not be enough to meet the need.

Note: Applicants must apply for HEAP assistance during the HEAP heating season. PRC funds will be utilized only after HEAP services are exhausted.

If an AG has applied for and received HEAP services and later receives a disconnect notice for nonpayment of the bill or service has been shut off, the agency will make inquiries to determine if the applicant has paid $50.00 toward the previous month's bill or the current month's bill before PRC eligibility for payment to stop disconnection or restore service will be considered.

The agency may only pay the minimum amount necessary to restore service; need will be evaluated on a case-by-case basis. The authorized payment may include a reconnect fee that is required if service has been shut off at the address at which the applicant currently resides.

Amounts and Types of Assistance

PRC payments are limited to the amount actually required to meet the presenting need per single episode per 12-month consecutive period of eligibility. Payment for the single episode of need may not exceed the $500.00 maximum.

Once eligibility for PRC is established, the worker designated by RCJFS to determine eligibility for PRC will authorize and generate payment for the assistance, goods, and/or services. Payments will be made to vendors according to payment procedures in place at RCJFS. All PRC payments are made to the vendor or PRC AG. The county ensures that its policies meet all auditing requirements.

Notice of Approval/Denial

Refer to Legislatively Defined Eligibility Components, "Notice and State Hearing Requirement".

For Agency Use Only		
Case Number _____	Application Date_____	Unique ID#_____
☐ Regular PRC	☐ Winter Energy Program	☐ Disaster Assistance _____

PREVENTION, RETENTION AND CONTINGENCY PROGRAM (PRC) APPLICATION

Name of Applicant _____ SS# _____ Telephone Number _____ Message Number _____	Current Address

1. Have you ever received any type of public assistance from a human services department? ☐ Yes ☐ No
   If yes, name the county DJFS, the type of assistance received and the date received.

2. Explain what you need and provide an estimate of the amount you are requesting.

3. List the name(s) of other agencies you have contacted for help.

4. If another agency has helped you with this need, name the agency and explain how the agency helped you.

If you were denied assistance by an agency, name the agency and explain why services were denied.

If you have not contacted other agencies, explain why you have not.

5. Is anyone in your household presently under a sanction or disqualification from any human services program? ☐ Yes ☐ No. If yes, provide the name of the individual(s) and the date(s) of the sanction(s) or disqualification(s).

6. Has anyone in your household quit or refused a job in the last 60 days? ☐ Yes ☐ No If yes, provide the name of the individual, the date of the quit/ refusal and the reason for the quit/refusal.

7. Do you have any cash in reserve such as in a checking account or savings account? ☐ Yes ☐ No
If yes, explain.

8. Complete the chart below listing everyone in the household, including you. You are REQUIRED to verify income for ALL members of your household.

NAME	REL. TO APPLICANT	SS #	DATE OF BIRTH	SOURCE OF INCOME	RESOURCE	MONTHLY INCOME
1.						$
2.						$
3.						$
4.						$
5.						$
6.						$
7.						$
8.						$

If you are eligible, the agency will limit assistance under this program to the actual, documented amount of need or the amount restricted for a specific service, whichever is lower.

WARNING: By my signature below, I declare and state under penalty of perjury that the information on this application is true and complete to the best of my knowledge. I understand that the law provides a penalty of fine, imprisonment or both for any individual convicted of accepting assistance for which the individual is not eligible.

Signature of Applicant	Date

INFORMED DECISION

Income		Public Assistance Income		Available Resources	
Gross Wages/Mo		**OWF Grant Amount**		**Cash**	
				Checking	
				Savings	
Adjusted Gross		**Unearned Income**		**Stocks**	
				Other	
				Total	

Gross Countable	**Date of PRC Application**		
PRC Eligibility Standard For # _____	**30 Day Budget Period**		
	12 month PRC Year	**From**	**To**

☐ **APPROVED** _____ ☐ **DENIED** _____

Caseworker_____ **Date**_____

Supervisor_____ **Date**_____

Ohio Department of Job and Family Services

NOTICE OF DENIAL OF YOUR APPLICATION FOR ASSISTANCE

(Do not use to deny food assistance benefits, or to terminate cash or medical assistance)

Name	Assistance Group	
Street Address	Case Number	Program
City, State, and Zip Code	County	Mailing Date

We denied your _____ application dated _____

The people affected by this action are _____

The reason for this action is _____

The rules that require this action are _____

Caseworker	Worker I.D.	Telephone Number ( )

Your Right to a State Hearing

This notice tells you what we are doing on your case. Contact your caseworker if you do not understand this notice. We can explain it. We also may be able to change what we are doing.

IF YOU DISAGREE WITH THIS DECISION, ASK FOR A STATE HEARING

Ask for a State Hearing: You can ask for a state hearing, if you disagree with the County Department of Job and Family Services' (CDJFS) action or think the CDJFS may have made a mistake. If you want a hearing, the Ohio Department of Job and Family Services (ODJFS) must receive your request 90 days from the date this notice was mailed to you. If 90th day falls on a holiday or weekend, the deadline will be the next work day.

You can ask your local Legal Aid program for free help with your case. Contact your local Legal Aid office by phoning 1-866-LAW-OHIO (1-866-529-6446) or by searching the Legal Aid directory at http://www.ohiolegalservices.org/programs on the internet.

If someone is helping you with your case, ODJFS will need a signed "authorized representative" notice from you saying it's okay for that person to represent you for the hearing process.

AG Name	Case Number	Mailing Date

Step 1: Read, sign, date, and fill in your telephone number. Another person may sign this for you, if they send us your signed "authorized representative" notice.

Sign Here	Date	Telephone Number ( )

Step 2: What is your hearing for? *(Check all that apply.)*

- ☐ OWF (cash assistance)
- ☐ Medicaid
- ☐ Medicaid Waiver Services
- ☐ Medicaid – Prior Authorization
- ☐ Disability Financial Assistance
- ☐ Child Care (Title XX)
- ☐ Medicaid – Disability Determination
- ☐ Provision, Retention, Contingency (PRC)
- ☐ Child Support (Title IV-D)
- ☐ Medicaid – Managed Care

Step 3: Fill out the information, as it applies to your situation.

- ☐ I want to do my hearing by telephone.
- ☐ I need an interpreter at my state hearing.
- ☐ My preferred days/times for a hearing are: _____
  (Please note: ODJFS may not be able to give you the preferred date.)
- ☐ I want a County Conference. (This is a meeting to discuss your case with your local agency.)
- ☐ This person has agreed to help me with my state hearing (my "authorized representative")

Name	Telephone Number ( )
Address	Fax ( )
City, State, Zip	Email

Step 4: ODJFS must receive your request 90 days from the date this notice was mailed to you. You must choose one of the following ways to send this state hearing request to us. You should keep proof of when and how you sent this hearing request to us.

Please only submit your hearing request one time.

Email – Email the ODJFS Bureau of State Hearings at bsh@jfs.ohio.gov. In the subject, put "State Hearing Request". In the message, put all of the information from the boxes at the top of this page and from Steps 1, 2, and 3; or
Phone – Phone the ODJFS Consumer Access Line at 866-635-3748. Follow the instructions for State Hearings. Mention this notice; or
Fax – Fax both pages of this notice to the ODJFS Bureau of State Hearings at (614) 728-9574; or
Mail – Mail all pages of this notice to ODJFS Bureau of State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.
Contact your caseworker – It is better to send this request using one of the other methods above. But, you may give this page (completed and signed) to your caseworker. Or, you may phone your caseworker. Mention this notice.

On the Day of the State Hearing: You, or someone else helping you with your case, can explain the reason(s) why you don't think the decision is right. ODJFS will explain its reasons. Then, an ODJFS hearing officer will make a decision after the hearing.

Ohio Department of Job and Family Services

NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

(Do not use to approve food assistance benefits)

Name	Assistance Group	
Street Address	Case Number	Program
City, State, and Zip Code	County	Mailing Date

We approved your _____ application dated _____

Starting _____ you will get _____

The people affected by this action are _____

The reason for this action is _____

The rules that require this action are _____

Caseworker	Worker I.D.	Telephone Number

Your Right to a State Hearing

This notice tells you what we are doing on your case. Contact your caseworker if you do not understand this notice. We can explain it. We also may be able to change what we are doing.

IF YOU DISAGREE WITH THIS DECISION, ASK FOR A STATE HEARING

Ask for a State Hearing: You can ask for a state hearing, if you disagree with the County Department of Job and Family Services' (CDJFS) action or think the CDJFS may have made a mistake. If you want a hearing, the Ohio Department of Job and Family Services (ODJFS) must receive your request 90 days from the date this notice was mailed to you. If 90th day falls on a holiday or weekend, the deadline will be the next work day.

You can ask your local Legal Aid program for free help with your case. Contact your local Legal Aid office by phoning 1-866-LAW-OHIO (1-866-529-6446) or by searching the Legal Aid directory at http://www.ohiolegalservices.org/programs on the internet.

If someone is helping you with your case, ODJFS will need a signed "authorized representative" notice from you saying it's okay for that person to represent you for the hearing process.

AG Name	Case Number	Mailing Date

Step 1: Read, sign, date, and fill in your telephone number. Another person may sign this for you, if they send us your signed "authorized representative" notice.

Sign Here	Date	Telephone Number ( )

Step 2: What is your hearing for? *(Check all that apply.)*

- ☐ OWF (cash assistance)
- ☐ Medicaid
- ☐ Medicaid Waiver Services
- ☐ Medicaid – Prior Authorization
- ☐ Disability Financial Assistance
- ☐ Child Care (Title XX)
- ☐ Medicaid – Disability Determination
- ☐ Provision, Retention, Contingency (PRC)
- ☐ Child Support (Title IV-D)
- ☐ Medicaid – Managed Care

Step 3: Fill out the information, as it applies to your situation.

- ☐ I want *to do my hearing by telephone.*
- ☐ *I need* an interpreter at my state hearing.
- ☐ My preferred days/times for a hearing are: _____
  (Please note: ODJFS may not be able to give you the preferred date.)
- ☐ I want a County Conference. (This is a meeting to discuss your case with your local agency.)
- ☐ This person has agreed to help me with my state hearing (my "authorized representative")

Name	Telephone Number ( )
Address	Fax ( )
City, State, Zip	Email

Step 4: ODJFS must receive your request 90 days from the date this notice was mailed to you. You must choose one of the following ways to send this state hearing request to us. You should keep proof of when and how you sent this hearing request to us.

Please only submit your hearing request one time.

Email – Email the ODJFS Bureau of State Hearings at bsh@jfs.ohio.gov. In the subject, put "State Hearing Request". In the message, put all of the information from the boxes at the top of this page and from Steps 1, 2, and 3; or

Phone – Phone the ODJFS Consumer Access Line at 866-635-3748. Follow the instructions for State Hearings. Mention this notice; or

Fax – Fax both pages of this notice to the ODJFS Bureau of State Hearings at (614) 728-9574; or

Mail – Mail all pages of this notice to ODJFS Bureau of State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.

Contact your caseworker – It is better to send this request using one of the other methods above. But, you may give this page (completed and signed) to your caseworker. Or, you may phone your caseworker. Mention this notice.

On the Day of the State Hearing: You, or someone else helping you with your case, can explain the reason(s) why you don't think the decision is right. ODJFS will explain its reasons. Then, an ODJFS hearing officer will make a decision after the hearing.

Chart of Services

List of Services & Benefits for Agency Issued Direct PRC Services

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
Job Preparation Services & Benefits [TANF Goals 1 & 2] Job readiness assessments (vocational, literacy) Job readiness training (work habits, attitude, dress, literacy tutoring) Adult Basic Education & GED preparation Training for women in non-traditional jobs (construction, manufacturing, etc.) Testing for state licenses, board certification, commercial drivers license Occupational training for computer literacy Short-term education expenses (books, manuals, tuition) Money management classes Suitable attire for job interviews Skill training	Per single episode up to $500.00 maximum within a consecutive 12-month period Non-recurring, short-term benefits – single episode, up to $500.00 maximum, per consecutive 12-month period	Parents with minor children Specified relatives with minor children Pregnant individuals Earned income received by minor, dependent children (under age 18 or under age 19 if full-time, high school student) is exempt	Parents of minor children Specified relative of minor children Pregnant individual	175% FPG Income of parents/ specified relatives, married or unmarried, and step parents is included	Employed individuals Individuals meeting OWF participation requirements Individuals meeting Food Assistance Employment and Training requirements

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<u>Work Support/Retention Services & Benefits</u> [TANF Goals 1 & 2] Job Mentoring Money Management classes Supplies for a new job (mechanics' tools, beautician equipment, etc.) Employer mediation & intervention services Job skill development & training	Non-recurring, short-term benefits – single episode, up to $500.00 maximum, per consecutive 12- month period	Parents with minor children Specified relatives with minor children Pregnant individuals Earned income received by minor, dependent children (under age 18 or under age 19 if full-time, high school student) is exempt	Parents of minor children Specified relatives of minor children Pregnant individual	175% FPG Income of parents/ specified relatives, married or unmarried, and step parents is included	Employed individuals Individuals meeting OWF participation requirements Individuals meeting Food Assistance Employment and Training requirements

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<u>Transportation Services & Benefits</u> [TANF Goals 1 & 2] Bus passes Taxi services Driver's education classes *Car repairs ***Note: Applicants applying for car repairs and/or gasoline vouchers must provide verification of current liability insurance coverage.** *Gasoline vouchers*****	Non-recurring, short-term benefits – single episode, up to $500.00 maximum, per consecutive 12- month period	Parents with minor children Specified relatives with minor children Pregnant individuals Earned income received by minor, dependent children (under age 18 or under age 19 if full-time, high school student), is exempt	Parents of minor children Specified relatives of minor children Pregnant individual	175% FPG Income of parents/ specified relatives, married or unmarried, and step parents is included	Employed individuals Individuals meeting OWF participation requirements Individuals meeting Food Assistance Employment and Training requirements *****Employed individuals*****

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<u>Family Disaster Assistance</u> [TANF Goal 1] Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor	Cap based on amount allocated by ODJFS Difference can be authorized for a single episode of need up to the PRC Plan maximum of $500.00.	Parents with minor children & individuals living in the household Specified relatives with minor children & individuals living in the households Pregnant Individual Earned income received by minor, dependent children (under age 18 or under age 19 if full-time, high school student) is exempt	Parents of minor children & individuals living in the household Specified relatives of minor children & individuals living in the households Pregnant Individual	200% of FPG	Families sustaining disaster related damage or loss upon disaster declaration by Governor

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<u>Relocation Assistance</u> [TANF Goal 2] Moving expenses to relocate out of county or state Moving expenses to relocate to a lead free environment	Actual cost up to $500.00, not to exceed a single episode within a consecutive 12-month period	Parents with minor children Specified relatives with minor children Pregnant individual Earned income received by minor, dependent children (under age 18 or under age 19 if full-time, high school student) is exempt	Parents of children Specified relatives of minor children Pregnant individual	175% FPG	Employed individuals Victims of domestic violence Families with a minor child or children determined to have high lead levels

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<u>Contingency Services</u> [TANF Goals 1 & 2] An emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and marriage. Utility shut-offs Purchase of bulk fuel for heating Security deposits for rent Three-day Intent to Evict/Notice of Foreclosure/Letter of Default • Must be at least 7 days delinquent • RCJFS 508 – Past Due Rent Letter from Landlord/Notice of Foreclosure/Letter of Default required • Payment of at least $50 must have been paid on rent or mortgage for the last month or current month (if payment due at time of application) Special housing situations-subsidized housing, domestic violence, uninhabitable/condemned Repair or purchase of furnace or water tank Home repairs affecting basic structure (roof, plumbing, walls)	Non-recurring, short-term benefits - single episode, up to $500.00 maximum, per consecutive 12- month period	Parents with minor children and all other household members Specified relatives with minor children and all other household members Earned income received by minor, dependent children (under age 18 or under age 19 if full-time, high school student) is exempt	AG Name for family requesting services	175% FPG	Individuals meeting OWF participation requirements Individuals meeting Food Assistance Employment and Training requirements Employed individuals Victims of domestic violence

Monthly Federal Poverty Guidelines

The Monthly Federal Poverty Guideline amount is used to determine income eligibility for PRC.

In order for the AG to receive Prevention, Retention and Contingency Services, the total gross countable income of all members of the assistance group must be equal to or less than 175% of the Monthly Federal Poverty Guideline amount for the appropriate assistance group size. To receive indirect services, the total gross countable income must be at or below 200% of the Federal Poverty Guidelines.

To Qualify for PRC Direct Services:

Assistance Group Size	175% of Monthly 2011 Federal Poverty Guidelines
1	1588
2	2145
3	2703
4	3260
5	3817
6	4374
7	4931
8	5488
9	6045
10	6602
11	7159
12	7717
13	8274
14	8831

To Qualify for PRC Indirect Services:

Assistance Group Size	200% of Monthly 2011 Federal Poverty Guidelines
1	1815
2	2452
3	3089
4	3725
5	4362
6	4999
7	5635
8	6272
9	6909
10	7545
11	8182
12	8819
13	9455
14	10,092

Richland County's PRC Plan at a Glance

PRC AG:	1) See definitions 2) Pregnant women with no other children are eligible 3) Targeted Assistance Groups	
Income Limits:	**Prevention**:	175% FPG 03-01-11
	Retention:	175% FPG 03-01-11
	Contingency:	175% FPG 03-01-11
Benefit Issuance Limit:	1) Single episode of need per consecutive 12-month period 2) $500.00 maximum for a single episode within a consecutive 12-month period 3) Restrictions apply as indicated in the plan & the Chart of Services	
Application Period:	1) 30 day period begins on the date of application and ends 30 days from the application date	
Income to be Considered & Exemptions:	See the *Chart of Services* for income counted for the service requested	
Income Verifications:	1) Phone • Name & position of person supplying information • Date obtained • Amount of income • Name of person who obtained the information 2) Written (pay stubs, payroll report, employer statement) 3) Must be clarified in CLRC	
Processing:	1) Applications will be approved or denied within ten (10) business days 2) Client "self attestation" will be accepted if good cause has been established (verification cannot be obtained)	
Budget:	1) The total of the gross earned and unearned income of all AG members compared to the FPG standard for the appropriate PRC household size 2) Must be equal to, or less than, 175% of the FPG 3) PRC AG must meet the definition of substantially employed: earn at least $175.50 per week	
Ineligible Members:	If an ineligible individual resides in the household, the entire AG is ineligible for PRC (see details of ineligible members).	
PRC Case Plan:	A case plan will be developed for applicants approved for PRC.	

Chart of Indirect Services

Service	Description	Eligibility	Types of Assistance
Success Unlimited [TANF Goals 1 & 2]	Coordination of services to improve basic literacy skills and assist in GED completion; pre-employment preparation services; Work Experience opportunities; provision of supportive services	200% of FPG	GED Instruction; Life Skills Instruction; Work Experience; Support Groups; Driving Instruction; Parenting; Career Exploration
Richland County Transit—Transportation [TANF Goals 1 & 2]	Transportation services for OWF required participants	200% of FPG	Bus Passes; Bus Tickets; Other Transportation Services as needed
Richland County Children Services Auxiliary [TANF Goal 1]	Assistance with school clothing (shoes and undergarments, included)	200% FPG	Assistance with School Clothes

PRC Addendum #1
Success Unlimited

Purpose—Meets TANF goals 1 & 2

1) "To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives"
2) "To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage"

Program Description—A collaborative program offered through North Central State College and Pioneer Career and Technology Center. Success Unlimited offers job readiness, GED preparation/literacy remediation, pre-employment preparation services, career exploration and development, life skills instruction (family planning, budgeting, and nutrition) and Work Experience opportunities (Ohio Works First WEP sites). Success Unlimited offers coordination of transportation services, driver's education, referrals to childcare, and Ohio Works First participation case management to insure participants are successful by overcoming barriers that may hinder ongoing participation and eventual employment.

The following pathways have been established for the Success Unlimited program:

A) **Entry Program Pathway:**
Referral, client record created, client attends Entry Program, assessment of barriers to training/employment; completion

B) **GED Pathway:**
Client enrolled in GED/High School Completion program; assessment of barriers to training/employment; periodic assessments of academic progress (TABE); completion

C) **North Central State College Pathway:**
Client enrolled at NCSC site; college assessments (TABE, Discover, WorkKeys, Compass Test); assessment of barriers to training/employment; completion

D) **Solutions Pathway:**
Client enrolled in Solutions Program; assessment of academic progress (TABE, Compass); assessment of barriers to training/employment; completion

E) **Training Pathway:**
Enrollment in training program; assessment of barriers to training; assessment of progress; completion

F) **WEP Community Placement Pathway:**
Enrollment in college; completion of academic plan; assessment of barriers to education; assessment of progress; completion

G) **Monitoring Pathway:**
Client participation tracking; periodic reviews of progress and/or re-assessment of barriers to training/employment; completion

Eligibility & Application—Participants may be referred through RCJFS programs (FA-ET, OWF, PRC, etc) and other community agencies. Services provided with TANF funds are considered as "non-assistance". Therefore, objective criteria must be utilized in determining eligibility and delivering services to insure fair and equitable treatment of those applying for services.

Eligible participants are those individuals with income at or below 200% of the FPG with minor children residing in the household. Additionally, participants must be residents of Richland County. Receipt of indirect services will not count toward the maximum limit for county PRC assistance.

Non-OWF potential participants must complete a TANF application, which is a self-declaration of income. The Success Unlimited Coordinator is responsible for acquiring all TANF applications and issuing Notices of Approval or Denial for TANF services.

Types of Assistance (Services) — GED instruction; life skills instruction; work experience; support groups; career exploration and development; and driving instruction.

PRC Addendum #2
Richland County Transit-Transportation

Purpose—Meets TANF goals 1 & 2

1) "To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives"
2) "To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage"

Program Description—The provision of transportation assistance for employment activities.

The **goal** of Richland County Transit is to provide transportation to needy families to enable them to work or participate in assigned Work Activities.

Eligibility & Application—All referrals for services are made by Richland County Job and Family Services utilizing the RCJFS Payment Authorization Form as the application for services. Eligible participants are those at or below 200% FPG as documented on the PRC application.

Types of Assistance (Services) — Bus passes, bus tickets, and purchased transportation services

PRC Addendum #3
Richland County Children's Auxiliary – The New Store

Purpose—Meets TANF goals 1 & 2

1) "To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives"
2) "To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage"

Program Description—The Richland County Children's Auxiliary will provide school clothing for school age children. Eligible children will be provided with outfits, undergarments, and gym shoes. Children and parents will visit The New Store on "dressing days" to select clothing.

The **goals** for The New Store program are:

1) 181 children will receive needed school clothing;
2) Avert cash resources to address other basic needs;
3) Decrease the likelihood children will be "bullied" as a result of not having adequate school clothing;
4) Enhance the educational experiences of participating children; and
5) Increase the likelihood of positive school experiences for participating children.

Eligibility & Application— Services provided with TANF funds are considered as "non-assistance". Therefore, objective criteria must be utilized in determining eligibility and delivering services to insure fair and equitable treatment of those applying for services.

Eligible participants are those individuals with income at or below 200% of the FPG with minor children residing in the household. Additionally, participants must be residents of Richland County. Receipt of indirect services will not count toward the maximum limit for county PRC assistance.

Potential participants must complete a TANF application, which is a self-declaration of income. Richland County Children's Auxiliary, the administrative agent for the project, is responsible for acquiring all TANF applications and issuing Notices of Approval or Denial for TANF services.

Types of Assistance (Services)—School clothing for school age children

WIA Adult Training Services
PRC Plan Amendment Effective July 1, 2011

Richland County JFS will utilize PRC funds to supplement WIA Adult funds effective July 1, 2011 through June 30, 2012, contingent upon the availability of funding.

Applicants with a gross income at or below 200% of the Federal Poverty Guidelines, pregnant or with a minor child in the household, and who meet WIA eligibility criteria may receive funding to offset costs associated with a WIA approved training program. PRC funds may be used for all education related costs covered under WIA including, but not limited to, tuition, book fees, lab fees, examination fees, training equipment/uniform costs, physicals, etc.

Applicants must complete a TANF application and a WIA application and assessment. WIA Employment Services Counselors will determine eligibility pursuant to federal, state, and locally approved WIA guidelines. Additionally, all federal and state laws applicable to PRC will be met.

Prevention, Retention, and Contingency (PRC) Plan
Richland County Job and Family Services

Original Plan Prepared: 04-06-98

Revision Dates

07-02-99	11-09-06
07-01-00	02-23-07
04-03-01	03-15-07
10-09-01	07-01-07
05-16-02	07-20-07
10-24-02	**10-01-07**
07-01-03	02-23-08
11-01-04	09-03-08
01-01-05	**10-01-09**
03-17-05	03-09-10
08-01-05	06-04-10
10-15-05	09-15-10
10-20-05	12-01-10
02-01-06	01-01-11
03-01-06	06-29-11
06-19-06	**11-09-11**
08-10-06	

SIGNATURE PAGE

Prevention, Retention, Contingency Plan updates which include substantive changes in the county PRC plan are authorized by the Richland County Board of Commissioners and are subject to a 30 day public comment period. PRC plan amendments, which do not constitute a substantive change in the county PRC plan, are authorized by the Richland County Job & Family Services Director.

This is to certify that Richland County Job and Family Services has complied with Ohio Revised Code Chapter 5108: Prevention, Retention, and Contingency in updating this policy. A period of public comment was provided for the biennial plan beginning October 10, 2011 and ending November 8, 2011. The effective date of the Richland County Job & Family Services Prevention, Retention, and Contingency Plan is November 9, 2011. The plan will remain in effect through September 2013.

Sharlene Neumann, Director
Richland County Job and Family Services

11/09/11
Date

The Richland County Board of Commissioners certifies that Richland County Job and Family Services has complied with Ohio Revised Code Chapter 5108: Prevention, Retention, and Contingency in adopting and updating this policy.

Edward Olson
Richland County Commissioner

11-10-11
Date

Gary Utt SK
Richland County Commissioner

11-10-11
Date

Timothy Wert
Richland County Commissioner

11/10/11
Date