



# **RICHLAND COUNTY**

## **J O B   &   F A M I L Y   S E R V I C E S**

(RCJFS)  
Prevention, Retention and Contingency Plan  
(PRC)

**2023 Biennial Plan**  
October 2023

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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, as it relates to this Plan, is defined as the following:

- Nonrecurring, short-term benefits that are designed to deal with a specific crisis 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;
- 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 application 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/application of need may not exceed \$2,000.00 for such services as payments of rent/mortgage or utilities and may not exceed \$2,000.00 for car repair services. Additionally, on a case-by-case basis, an AG may be eligible for “wrap-around/bundled” services that may not exceed \$3,000.00 per episode. Wrap-around/bundled services are designed to offer the AG an opportunity to become current on multiple, delinquent bills. An example of a wrap-around/bundled service might be payment of delinquent rent, a delinquent gas bill and the purchase of tires for a car used for employment; for which, the total of all services will not exceed \$3,000.00. Another example of a wrap-around/bundled service might be the repair of two vehicles in a two-parent AG; for which, the total of all repairs will not exceed \$3,000.00.

For the purpose of this PRC Plan, an assistance group (AG) 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 AG for the purposes of Prevention, Retention, and Contingency. An AG may include parents/caretakers, legal guardians or custodians, or specified relatives with minor children (other, non-related household members living at the same address may be excluded from the AG). Additionally, a non-custodial parent who is cooperating with CSEA at the time of the application is considered a legitimate member of an AG and may be eligible for direct services. Pursuant to section 5107.10 of the Ohio Revised Code and rule 5101:1-3-04 of the Ohio Administrative Code, an AG including a “temporarily absent” child may still qualify for PRC benefits/services. Within a household, all income and resources for members of the AG as defined above will be considered in determining financial eligibility for payment.

**Note: When determining eligibility for PRC, liquid resources (to include, but not be limited to, money in a savings account, savings certificates, and lump-sum payments and excluding federal tax credits and refund payments) and non-liquid resources (to include, but not be limited to, personal property, land, recreational properties, and boats) may be considered as part of the household income. Liquid resources with a value of \$400 or less will not be considered when determining emergent need. Non-liquid resources with an equity value which exceeds \$400 may be included as part of the household income when determining emergent need. This will be assessed on a case-by-case basis.**

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

- 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.

## **Civil Rights Laws**

The following civil rights laws apply to states, counties and other public and private entities that receive federal financial assistance and provide funds, training and other TANF-funded services and benefits. The laws require that federally assisted programs be administered in a manner that does not discriminate or have the effect of discriminating, on the basis of race, color, national origin, disability, sex, age, religion or political belief. RCJFS, in its administration of the PRC program, adheres to the following:

- a) Section 504 of the Rehabilitation Act of 1973;
- b) Title II of the Americans with Disabilities Act of 1990 (ADA);
- c) Title VI of the Civil Rights Act of 1964; and
- d) The Age Discrimination Act of 1975.

Any PRC/TANF applicant or recipient who believes he/she has been discriminated against may file a discrimination complaint with:

The Ohio Department of Job and Family Services  
Bureau of Civil Rights  
30 East Broad Street, 30<sup>th</sup> Floor  
Columbus, Ohio 43215-3414  
(614) 752-6381 (Fax)

The Bureau of Civil Rights (BCR) staff is available to offer assistance with writing and filing a complaint. For assistance, call BCR at (614) 995-7770/toll free at 1-866-227-6563; TTY at (614) 995-9961/toll free at 1-866-221-6700.

## **Employment Laws**

RCJFS, in its administration of the PRC program, adheres to the following employment laws as they pertain to PRC/TANF recipients involved in federally required work activities:

- a) Fair Labor Standards Act (FLSA);
- b) Occupational Safety and Health Act (OSHA);
- c) Unemployment Insurance (UI); and
- d) Anti-discrimination laws.

## **Legislatively Defined Eligibility Components**

### **Social Security Number**

All PRC applicants must provide social security numbers or demonstrate they have applied for social security numbers as a condition of receipt of TANF, as required under Section 1137(a) of the Social Security Act. The applicant's social security number will 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) for felony warrant matches;
- d) for parole or probation violation matches by law enforcement agencies; or
- e) for purposes of investigations, prosecutions, and criminal or civil proceedings within the scope of law enforcement agencies' official duties.

The applicant's social security number may be used to verify information provided when determining eligibility.

### **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; Attorney General (AG) Order No. 2049-96, 61 FR 45985 (August 23, 1996); and 64 FR 17819 (April 12, 1999).

### **Residence**

Pursuant to the ruling in U.S. Supreme Court case, *Saenz v. Roe*, 526 U.S. 489 (1999), the length of time a person has lived in a place cannot be the basis to deny government assistance benefits. Therefore, durational residency is not a factor used to determine eligibility for PRC benefits/services.

### **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/or PRC programs until a 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.

### Voter Registration

Pursuant to Ohio Revised Code, Section 329.051, voter registration applications as prescribed by the Secretary of State must be made available to individuals applying for PRC benefits/services. RCJFS will 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.

### 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. Pursuant to Ohio Revised Code Section 5108.09, PRC hearing decisions will be based upon the county PRC plan in effect at the time of the adverse action.

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, 45 CFR 260.34, 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. Further guidance is provided in ODJFS Legal Brief 04-01, "Charitable Choice and Faith-Based Initiatives" and Office of Family Stability Letter #22 "Charitable Choice and Faith-Based Initiatives".

## **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 200% 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, or Food Assistance group including a pregnant woman or minor child(ren) is not eligible for direct PRC services unless substantially employed or meeting federal work participation requirements. However, the Medicaid, OWF, or Food Assistance group including a pregnant woman or minor child(ren) may be eligible for indirect PRC services. In all other circumstances, PRC assistance will be authorized with the expectation that the PRC AG is substantially employed or meeting OWF/CCMEP participation 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 Innovation and Opportunity Act (WIOA)/ CCMEP 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 5101:1-24-20, income that is excluded includes the following:

- a) child support payment distributions made by ODJFS;
- b) all income that is federally excluded in the determination of eligibility for federal needs-based programs;
- c) 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



- d) 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 the individual's electronic record. PRC benefits and services are documented in OIES and processed in the PRC Reporting Tool.

**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 denied 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. In the event of a disaster or state of emergency declared by the Governor and the issuance of supplemental funding for disaster-related PRC assistance and services, elderly and disabled individuals may be eligible to receive PRC assistance and services through non-TANF funds.

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 in past due or delinquent status. The RCJFS 508 - Past Due Rent Letter from Landlord must be completed to document the amount of rent that is delinquent, the amount required to stop the eviction or the amount requested for payment of a deposit. The 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. 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.

If the amount requested by the AG for rent/mortgage and/or deposit exceeds the PRC maximum allowable amount (\$2,000.00), the client will need to pay the balance exceeding the maximum allowable amount prior to PRC approval. Amounts exceeding the PRC maximum allowable amount can be verified as paid through copy of a receipt, verbal verification from a landlord, or verification from a community agency.

### **Special Housing Situations:**

**Subsidized Housing** - Consideration will be given to paying rent and/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 as indicated by documentation (police report, shelter statement/case plan, etc.).

**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 other medical provider to have high lead levels in his/her blood or the existing shelter has been determined to be uninhabitable due to lead. Additionally, consideration will be given to paying rent or a deposit on a new apartment or house for an assistance group if the existing shelter has been determined to be uninhabitable due to mold.

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 and/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.

**Employment** – Consideration will be given for paying rent and/or a deposit for an AG moving out of county or state for employment (employment must be verified).

### **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. Only past due amounts will be considered when determining the amount to be paid through PRC. PRC payment amounts will not exceed the maximum allowable amount of \$2,000.00. 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 past due account must be in the applicant's or spouse of the applicant's name to be considered for payment. The agency may assist the applicant or spouse of the applicant in transferring services to his/her name.

The agency may pay the minimum amount necessary to restore service and any past due amount up to the PRC maximum allowable amount (\$2,000.00) in an effort to prevent a disconnection in the immediate future; 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.

## **Car Repairs**

Consideration will be given for assistance with car (vehicle) repairs when an applicant needs the vehicle for transportation to and from work. The applicant must provide verification of vehicle registration in his/her name, a copy of a valid driver's license and current proof of liability insurance which must be in effect prior to the PRC application date.

Car repairs may not exceed \$2,000.00 unless the applicant pays the difference between the PRC maximum allowable amount and the total cost of repairs prior to the PRC payment being made and provides verification of the payment. Additionally, PRC funds will not be used for repairs on vehicles deemed inoperable or unsafe by the automotive vendor.

**\*Note: Every effort will be made to use local vendors for car (vehicle) repairs.**

## **Wrap-Around/Bundled Services**

Consideration will be given for assistance with multiple, delinquent issues when the assistance will serve to bring the AG current and in a better position to maintain expenses on an ongoing basis.

On a case-by-case basis, an AG may be eligible for "wrap-around/bundled" services that may not exceed \$3,000.00 per application. Wrap-around/bundled services are designed to offer the AG an opportunity to become current on multiple, delinquent bills. An example of a wrap-around/bundled service might be payment of delinquent rent, a delinquent gas bill and the purchase of tires for a car used for employment; for which, the total of all services will not

exceed \$3,000.00. Another example of a wrap-around/bundled service might be the repair of two vehicles in a two-parent AG when at least one vehicle is used for employment purposes; for which, the total of all repairs will not exceed \$3,000.00. When car repairs are bundled, there can be no more than two vehicles in the household and the registration must be in the applicant's name and the applicant must be identified as a primary driver on the insurance with no additional vehicles listed on the insurance.

Required documentation and the required co-pay for wrap around/bundled services will remain the same as identified under each service category.

### **Amounts and Types of Assistance**

PRC payments are limited to the amount actually required to meet the presenting need per single application per consecutive 12-month period of eligibility. Payment for the single episode may not exceed the \$2,000.00 maximum. Payment for wrap-around/bundled services may not exceed \$3,000.00.

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".

<b>Chart of Services</b> <b>List of Services &amp; Benefits for Agency Issued Direct PRC Services</b>					
Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<b><u>Job Preparation Services &amp; Benefits</u></b> [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 driver's license  Occupational training for computer literacy  Short-term education expenses (books, manuals, tuition)  Financial Literacy classes  Suitable attire for job interviews  Skill training	Per single episode up to \$2000.00 maximum within a consecutive 12-month period  Non-recurring, short-term benefits – single episode, up to \$2000.00 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	200% FPG  Income of parents/ specified relatives, married or unmarried, and step-parents is included	Employed individuals  Individuals meeting OWF/CCMEP participation requirements

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<u><b>Work Support/Retention Services &amp; Benefits</b></u> [TANF Goals 1 & 2]					
Job Mentoring	Non-recurring, short-term benefits – single episode, up to \$2000.00 maximum, per consecutive 12- month period for all services except Employer Subsidy services	Parents with minor children	Parents of minor children	200% FPG	Employed individuals
Financial Literacy classes		Specified relatives with minor children	Specified relatives of minor children	Income of parents/ specified relatives, married or unmarried, and step-parents is included	Individuals meeting OWF/CCMEP participation requirements
Supplies for a new job (mechanics’ tools, beautician equipment, etc.)		Pregnant individuals	Pregnant individual		
Employer mediation & intervention services		Earned income received by minor, dependent children is exempt			
Job skill development & training					
Employer Subsidy Program	Employer subsidy maximum is up to \$1500.00 per eligible employee per consecutive 12- month period			200% FPG (IDAs)	Employers participating in the Employer Subsidy Program

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<u><b>Transportation Services &amp; Benefits</b></u> [TANF Goals 1 & 2]  Bus passes  Taxi services  Driver's education classes  *Car repairs  *Gasoline vouchers  <b>*Note: Applicants applying for car repairs and/or gasoline vouchers must verify the registration is in the applicant's name and the applicant has current liability insurance coverage and a valid driver's license.</b>	Non-recurring, short-term benefits – single episode, up to \$2000.00 maximum, per consecutive 12- month period  *Car repairs – single episode, up to \$2000.00 maximum, per consecutive 12- month period (maximum for “bundled services including car repairs is \$3000.00)	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	200% FPG  Income of parents/ specified relatives, married or unmarried, and step-parents is included	Employed individuals  Individuals meeting OWF/CCMEP participation requirements



Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<p><b><u>Family Disaster Assistance</u></b> [TANF Goal 1]</p> <p>Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by Governor</p>	Cap based on amount allocated by ODJFS	<p>Parents with minor children &amp; individuals living in the household</p> <p>Specified relatives with minor children &amp; individuals living in the household</p> <p>Pregnant Individual</p> <p>Elderly or disabled individuals (meeting specific eligibility criteria for non-TANF funded services)</p>	<p>Parents of minor children &amp; individuals living in the household</p> <p>Specified relatives of minor children &amp; individuals living in the households</p> <p>Pregnant Individual</p> <p>Elderly and disabled individuals meeting specific eligibility criteria to receive services/assistance through non-TANF funds</p>	200% FPG	Families and elderly and disabled individuals who have sustained 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
<p><b><u>Relocation Assistance</u></b> [TANF Goal 2]</p> <p>Moving expenses to relocate out of county or state</p> <p>Moving expenses to relocate to a lead free or mold-free environment</p>	Actual cost up to \$2000.00, not to exceed a single episode within a consecutive 12-month period	<p>Parents with minor children</p> <p>Specified relatives with minor children</p> <p>Pregnant individual</p> <p>Earned income received by minor, dependent children (under age 18 or under age 19 if full-time, high school student) is exempt</p>	<p>Parents of children</p> <p>Specified relatives of minor children</p> <p>Pregnant individual</p>	200% FPG	<p>Employed individuals</p> <p>Victims of domestic violence</p> <p>Families with a minor child or children determined to have high lead levels in the blood</p> <p>Families in shelters deemed to be uninhabitable due to lead or mold</p>

Service or Benefit	Cap	AG for Counted Income	AG for Tracking Only	Economic Need Standard	Targeted Group
<p><b><u>Contingency Services</u></b> [TANF Goals 1 &amp; 2]</p> <p>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.</p> <p>Utility shut offs</p> <p>Purchase of bulk fuel for heating</p> <p>Security deposits for rent</p> <p>Three-day Intent to Evict/Notice of Foreclosure/Letter of Default</p> <ul style="list-style-type: none"> <li>• Must be at least 7 days delinquent</li> <li>• RCJFS 508 – Past Due Rent Letter from Landlord/Notice of Foreclosure/Letter of Default required</li> <li>• Payment of at least \$50 must have been paid on rent or mortgage in the previous 30 days (or previous billing cycle)</li> </ul> <p>Special housing situations-subsidized housing, domestic violence, uninhabitable/condemned</p> <p>Repair or purchase of furnace or water tank</p> <p>Home repairs affecting basic structure (roof, plumbing, walls)</p>	<p>Non-recurring, short-term benefits – single episode, up to \$2000.00 maximum, per consecutive 12- month period (maximum for “bundled” services \$3000.00)</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p> <p>Earned income received by minor, dependent children (under age 18 or under age 19 if full-time, high school student) is exempt</p>	<p>AG Name for family requesting services</p>	<p>200% FPG</p>	<p>Individuals meeting OWF/CCMEP participation requirements</p> <p>Employed individuals</p> <p>Victims of domestic violence</p>

## 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 direct services, the total gross countable income of all members of the assistance group must be equal to or less than 200% 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	200% of Monthly 2023 Federal Poverty Guidelines
1	2430
2	3287
3	4143
4	5000
5	5857
6	6713
7	7570
8	8427
9	9283
10	10140
11	10997
12	11853
13	12710
14	13567

### To Qualify for PRC Indirect Services:

Assistance Group Size	200% of Monthly 2023 Federal Poverty Guidelines
1	2430
2	3287
3	4143
4	5000
5	5857
6	6713
7	7570
8	8427
9	9283
10	10140
11	10997
12	11853
13	12710
14	13567

## Richland County's PRC Plan-At-A-Glance

PRC AG:	1) See <i>Definitions</i>
Income Limits:	<b>Prevention:</b> 200% FPG 01-19-23 <b>Retention:</b> 200% FPG 01-19-23 <b>Contingency:</b> 200% FPG 01-19-23
Benefit Issuance Limit:	1) Single episode of need per consecutive 12-month period 2) \$2000.00 maximum for a single episode/event within a consecutive 12-month period and wrap-around/bundled services which may not exceed \$3000.00 per consecutive 12-month period
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 <i>Chart of Services</i>
Income Verifications:	1) Phone <ul style="list-style-type: none"> <li>• Name and position of person supplying information</li> <li>• Date obtained</li> <li>• Amount of income</li> <li>• Name of person who obtained the information</li> </ul> 2) Written (pay stubs, payroll report, employer statement) 3) Must be clarified in Journal Notes (application)
Processing:	1) Applications will be approved or denied within ten (10) business days or no later than 30 days from the date of application 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, 200% of the FPG 3) Employed applicants 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
<b>Success Unlimited</b> [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% FPG	GED Instruction; Life Skills Instruction; Work Experience; Support Groups; Driving Instruction; Parenting; Career Exploration
<b>Richland County Transit - Transportation</b> [TANF Goals 1 & 2]	Transportation services for OWF required participants	200% FPG	Provision of bus passes; bus tickets; other transportation services as needed
<b>Richland County Children Services Auxiliary</b> [TANF Goal 1]	Assistance with school clothing (shoes and undergarments, included) and supplies	200% FPG	Assistance with School Clothes and Supplies
<b>WIOA/Short-Term Training Services</b> [TANF Goals 1 & 2]	Assistance with costs associated with short-term training	200% FPG	Provision of tuition, books, uniforms, equipment, etc., required for training
<b>Kinship Caregiver Program</b> [TANF Goal 1]	<i>Stabilization Services:</i> One-time emergent kinship care payment <b>AND</b> <i>Caregiving Services:</i> Temporary relief of child caring functions	200% FPG	Assistance with unexpected needs as a result of caring for children in their homes, including child care functions

Chart of Indirect Services			
Service	Description	Eligibility	Types of Assistance
<b>Academy for Leadership Abilities</b> [TANF Goal 2]	Youth development activities to promote leadership, career and job readiness and independence	200% FPG	Activities targeted to youth ages 12-22 to promote social, ethical, emotional, physical, and cognitive competencies in preparation for career/job readiness
<b>TANF Emergency Supply Closet</b> [TANF Goal 1]	Assistance with emergency personal items to assist families with personal hygiene	200% FPG	Provision of personal hygiene items such as diapers, laundry soap, formula, shampoo, toiletries, etc. to assist parents who might be awaiting a first paycheck, receipt of public assistance benefits, etc.
<b>Overcoming Barriers to Family Stability</b> [TANF Goals 1 & 2]	Assistance to help individuals/families maintain stability	200% FPG	Provision of services to help families/individuals maintain stability and maintain employment
<b>Richland County TANF Subsidized Youth Employment Program</b> [TANF Goals 1 & 2]	Subsidized employment opportunities for youth ages 14-24	200% FPG	Subsidized employment, supportive services related to employment and case management services
<b>Richland County Employer Subsidy Program</b> [TANF Goals 1 & 2]	Employer subsidy services to assist employers in moving individuals/families from entry level/lower wage positions into higher paying positions and to maintain employment	200% FPG	Employer subsidized services/incentives to help individuals maintain employment and grow with the company
<b>Richland County Employment Incentive Program</b> [TANF Goals 1 & 2]	Employment incentives to encourage individuals to seek and maintain employment	200% FPG	Employment incentives



## **PRC Addendum #1 Success Unlimited**

**Purpose**—Meets TANF Goals 1 & 2

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

**Program Description**—A collaborative program offered through Catalyst Life Services. 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); re-entry programming; opioid education prevention; and subsidized and unsubsidized Work Experience opportunities.

Success Unlimited offers coordination of transportation services, driver’s education, referrals to childcare, and Ohio Works First participation case management to ensure participants are successful by overcoming barriers that may hinder ongoing participation and eventual employment. Success Unlimited staff provide assistance and training for the OhioMeansJob Richland Center.

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

**A) Orientation Pathway:**

Referral, client record created, client attends orientation session, assessment of barriers to training/employment; completion

**B) GED/ADP Pathway:**

Client enrolled in GED/Adult Diploma Program; assessment of barriers to training/employment; periodic assessments of academic progress (TABE); completion

**C) Training Pathway:**

Client enrolled in Career Center/College; assessments (TABE, WorkKeys, college readiness); assessment of barriers to training/employment; completion

**D) TREE (Training Readiness Education and Employment) Pathway:**

Client enrolled in TREE; assessment of academic progress (TABE, college readiness); assessment of barriers to training/employment; completion

**E) WEP Community Placement Pathway:**

Placement at an unsubsidized work experience site; placement at a subsidized work experience site; placement in a college or career center training program; completion of academic and/or employment plan; assessment of barriers to education; assessment of progress; completion

**F) One Strike Pathway:**

Intensive, case-management to address the barriers of individuals with compromised backgrounds

**G) Opioid Prevention and Education**

Intensive case management to address issues of the opioid pandemic on individuals and families; to work closely with impacted individuals to address barriers to training and employment; completion (referral service under WIOA)

**Eligibility & Application**— Eligibility & Application – Participants may be referred through RCJFS programs (SNAP E&T, OWF, CCMEP, PRC, Healthier Buckeye, WIOA, etc.) and other

community partners. 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.

Potential participants must complete a TANF application or be referred through RCJFS. The Success Unlimited Director is responsible for acquiring all TANF applications or referrals and issuing Notices of Approval or Denial for TANF Services as required.

**Types of Assistance (Services)**—GED/High School completion; life skills instruction; work experience; support groups, career exploration and development; tutoring for post-secondary training and driving instruction.

***Receipt of indirect services will not count toward the maximum limit of county PRC assistance***

**PRC Addendum #2**  
**Richland County Transit-Transportation**

**Purpose**—Meets TANF Goals 1 & 2

- a) “To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives”
- b) “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 to 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

*Receipt of indirect services will not count toward the maximum limit of county PRC assistance*

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

**Purpose**—Meets TANF Goals 1 & 2

- a) “To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives”
- b) “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 and school supplies for school age children. Eligible children will be provided with outfits, undergarments, gym shoes, and backpacks/supplies. Children and parents will visit The New Store on “dressing days” to select clothing.

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

- 1) School age children will receive needed school clothing backpacks/school supplies;
- 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.

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 and school supplies for school age children

*Receipt of indirect services will not count toward the maximum limit for county PRC assistance*

## **PRC Addendum #4**

### **Kinship Caregiver Program**

**Purpose**—Meets TANF Goal 1

- a) “To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives”

**Program Description**—Non-recurring family stabilization services and caregiving services to assist kinship caregivers who require temporary relief of child caring functions to maintain children in their homes. A kinship caregiver is anyone who is eighteen years of age or older and is caring for a child in the place of the child’s parents and includes the following:

- 1) Individuals related by blood or adoption:
  - a) Grandparents (including grandparents with the prefix great, great-great, or great-great-great);
  - b) Siblings;
  - c) Aunts, uncles, nephews and nieces (including relatives with the prefix great, great-great, great-great-great);
  - d) First cousins and first cousins once removed.
- 2) Stepparents and stepsiblings of the child.
- 3) Spouses and former spouses of individuals named in (1) or (2) above.
- 4) A legal guardian of the child.
- 5) A legal custodian of the child.

#### ***Stabilization Services***

Stabilization services are designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples of stabilization benefits include, but are not limited to, incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e. purchases for basic needs such as cribs/beds, etc.).

For stabilization services, the assistance group shall include the minor child(ren) residing with the kinship caregiver and the kinship caregiver (all members of the household). Household income may not exceed 200% of the federal poverty guideline.

#### ***Caregiving Services***

Caregiving services are designed to provide temporary relief of child caring functions. The child in need of caregiving services must be thirteen years of age or less, or less than eighteen years of age and meets the definition of “special needs” (pursuant to OAC 5101:2-16-01). Richland County kinship caregiving services payments will be paid directly to the child care provider and may not exceed a maximum payment of \$750.00 per month.

To be eligible for kinship caregiving services that provide relief of child caring functions, the kinship caregiver shall be participating in one of the following approved activities:

- a) Paid employment on a full-time or part-time basis.
- b) A training or education activity that prepares the caretaker for paid employment.
- c) Participating in one or more work activities as a condition of eligibility for either Ohio Works First (OWF) or the Supplemental Nutrition Assistance Program (SNAP).

For caregiving services, the assistance group shall include at least one minor child residing with a kinship caregiver and the kinship caregiver. The assistance group's income must not exceed 200% of the federal poverty guideline.

Each member of the assistance group shall:

- a) Have or have applied for a social security number;
- b) Be a United States citizen or non-citizen national or qualified alien as defined in OAC 5101:1-2-30;
- c) Not owe any of the cost of fraudulent TANF assistance paid to the individual; and
- d) Have been afforded the opportunity to register to vote (when applicable).

**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.

Richland County Children Services is responsible for acquiring all PRC applications and documentation to determine eligibility and issuing Notices of Approval or Denial for PRC services. Richland County Children Services will approve/authorize payments for stabilization services and caregiving services. Reimbursements may be made to the kinship caregiver for stabilization services upon receipt of documentation of expenditures or the kinship caregiver may opt to allow Richland County Children Services to make direct payments to vendors to cover stabilization expenditures. Expenditures for stabilization services may not exceed \$1500 per kinship caregiver per 12-month period.

Only certified Child Care Centers or Type B Home Providers will be authorized/approved to provide caregiving services under the caregiving services. Payments for caregiving services will be disbursed upon receipt of a monthly child care invoice from the Child Care Center or Type B Provider that identifies the dates/times of child care provided. The monthly invoice must be signed by the kinship caregiver and Child Care Center or Type B Provider as acknowledgment of the services provided. Unsigned invoices will not be processed for payment. Caregiving service fees will follow the Payment Rates for Providers of Publicly Funded Child Care current chart of rates.

**Types of Assistance (Services)**—Stabilization and caregiving costs associated with caring for children as a kinship caregiver

***Receipt of indirect services will not count toward the maximum limit for county PRC assistance***

**PRC Addendum #5**  
**Academy for Leadership Abilities**

Purpose—Meets TANF Goal 2

- a) “To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage”

**Program Description**—Non-recurring assistance to identify and assist transition youth ages 12-22 enrolled in the Ontario Local Schools district (Middle and High School) and GOAL Digital Academy. The Richland County Board of Developmental Disabilities Liaison/Leadership Trainer will assist students to achieve leadership skills that will increase independence and build skills that are needed to be successful in the work environment, in the community and at home. The Richland County Board of Developmental Disabilities Liaison/Leadership Trainer will utilize a curriculum that focuses on activities that recognize youths’ strengths and encourage development through positive encounters rather than addressing risks in isolation. Activities build upon social, ethical, emotional, physical and cognitive competencies.

**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. Potential participants must complete a TANF application. The Richland County Board of Developmental Disabilities Liaison/Leadership Trainer is responsible for acquiring all TANF applications and issuing Notices of Approval or Denial for TANF services.

**Types of Assistance (Services)**—Youth leadership development activities to assist up to 25 students in acquiring the skills necessary to carry out their own goals and fully participate in community life

***Receipt of indirect services will not count toward the maximum limit for county PRC assistance***



**PRC Addendum #6**  
**TANF Emergency Supply Closet**

Purpose—Meets TANF Goals 1 & 2

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

**Program Description**—Non-recurring assistance to assist families with personal hygiene items that may impact the caretakers’ ability to care for children and continue employment and/or training and for children to continue in child care, pre-school or school. Richland County Job and Family Services will stock a TANF Emergency Supply Closet with personal hygiene items such as shampoo, deodorant, laundry soap, paper towels, toilet paper, toothbrushes, toothpaste, etc. in an effort to assist families with hygiene items when the family is awaiting receipt of benefits, awaiting receipt of an employment check and/or struggling between paychecks. Additionally, items such as cleaning items, baby formula, diapers and baby wipes are available to assist families in need.

**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. Potential participants must complete a TANF application unless currently receiving public assistance. Richland County Job and Family Services Employment Services Counselors and Social Service Workers and Success Unlimited Case Managers are responsible for acquiring documentation of receipt of public assistance or TANF applications and issuing Notices of Approval or Denial for TANF services.

**Types of Assistance (Services)**—Personal hygiene items necessary to assist families in maintaining their homes, employment/training and keeping children in child care/pre-school/school settings

***Receipt of indirect services will not count toward the maximum limit for county PRC assistance***

**PRC Addendum #7**  
**Catholic Charities – Overcoming Barriers to Family Stability**

**Purpose--Meets TANF Goals 1 & 2**

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

**Program Description--**Catholic Charities will assist individuals residing in Richland County who are struggling to maintain stability. Services may include assistance with paying delinquent and/or current car insurance payments that are at risk of becoming delinquent, assistance obtaining auto insurance; assistance paying delinquent and/or current car payments that are at risk of becoming delinquent, assistance paying renewal or initial driver’s license fees, assistance paying vehicle registration fees/tags; intake, assessment and case management to provide household budget counseling (individuals seeking assistance with current payments must participate in financial/budget counseling); assistance paying for transportation services outside the scope of county transit (i.e. employment outside Richland County, second or third shift employment, etc.); and assistance paying for auto repairs for individuals who are not eligible for PRC car repairs (Catholic Charities will direct individuals to apply through the Richland County Job and Family Services PRC program prior to assisting with car repairs). Additionally, individuals who meet specific criteria will be assisted with gas cards and/or bus passes available through a grant program offered by Goodwill Industries.

**Eligibility & Application—**Services provided with TANF funds are considered as “non-assistance”. Therefore, objective criteria must be utilized when 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 Federal Poverty Guideline. Additionally, the individual must meet at least one of the following criteria: be the parent or legal guardian of a minor child living in the household; be pregnant; or be a non-custodial parent providing support to a minor child.

An eligible individual/family may receive up to \$1500.00 in supportive service benefits. Potential participants must complete a TANF application, which is a self-declaration of income but which must note all household members (with Social Security numbers) and all household income and must be signed by the applying adult. Catholic Charities, the administrative agent for the project, is responsible for acquiring all TANF applications. Additionally, Catholic Charities must issue the Notices of Approval or Denial and applicant Rights and Responsibilities for TANF services.

**Types of Assistance (Service)—**Supportive services to maintain employment

***Receipt of indirect services will not count toward the maximum limit for county PRC assistance***

**PRC Addendum #8**  
**Richland County TANF Subsidized Youth Employment Program**

**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 governmental benefits by promoting job preparation, work and marriage”

**Program Description**—Richland County will offer subsidized employment opportunities to TANF eligible youth ages 14 – 24. Richland County will provide subsidized employment opportunities for youth and supportive services to assist youth in obtaining employment and maintaining employment. Supportive services may include, but not be limited to, short-term training necessary for job placements; the purchase of uniforms, tools and equipment necessary for the job placement; transportation services to assist youth in getting to worksites; job coaching to assist youth while on-the-job; and case management activities related to the program. Richland County will provide orientation sessions to youth to review workplace etiquette, complete payroll packets, establish bank accounts, etc. Orientation sessions will take place with worksite supervisors to review supervisory and reporting requirements of the program.

Recruitment will begin in May 2024/2025 and application intake will continue through June 2024/2025. Work orientation sessions (completing paperwork) will be scheduled on a weekly basis as recruiting begins through June 30th. Employment placements will begin in May and will be completed by July 31st. Approximately 100 youth will be served. Summer youth will work 10- 12 weeks. Youth will earn no less than state minimum wage per hour and will work from 24 – 30 hours per week.

**Eligibility & Application**—Participants may be referred through Richland Job and Family Services programs (FAET, OWF, PRC, etc.), WIOA 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 will be those with income at or below 200% of the Federal Poverty Guideline as documented on the RCJFS Prevention, Retention and Contingency (PRC) application. Additional guidelines for eligibility include the following:

- a youth aged 14 – 18 (if the 18-year-old is a full-time student in secondary school);
- a youth aged 18 – 24 residing in a family that meets the income guideline and in which a minor child resides; or
- a youth aged 18 – 24 with a minor child of his/her own (may include a non-custodial parent) or a pregnant individual.

Potential participants must complete a PRC application and provide verification of income, photo ID, and provide social security numbers for all individuals residing in the household. Richland County is responsible for determining eligibility for the program (acquiring all PRC applications, back-up documentation and issuing Notices of Approval or Denial for TANF services).

**Types of Assistance (Services)** — Subsidized employment, job coaching, and supportive services related to employment

*Receipt of indirect services will not count toward the maximum limit of county PRC assistance*

**PRC Addendum #9**  
**Richland County Employer Subsidy Program**

**Purpose**—Meets TANF Goals 1 & 2

- a) “To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives”
- b) “End the dependence of needy parents on government benefits by promoting job preparation, work and marriage”

**Program Description**—Non-recurring services to provide employment-related incentives to assist individuals in maintaining employment and moving toward greater self-sufficiency.

Individuals who meet program eligibility include the following:

- 1) Individuals who have recently become employed (30 days prior to application) and whose public assistance benefits are being terminated (Ohio Works First and SNAP);
- 2) Individuals who have recently become employed (30 days prior to application) and are receiving Medicaid assistance; and
- 3) Individuals who are employed whose income does not exceed 200% of the Federal Poverty Guideline.

Additional eligibility criteria which must be met, include the following. Each member of the assistance group shall:

- a) Have or have applied for a social security number;
- b) Be a United States citizen or non-citizen national or qualified alien as defined in OAC 5101:1-2-30;
- c) Not owe any of the cost of fraudulent TANF assistance paid to the individual; and
- d) Have been afforded the opportunity to register to vote (when applicable).

***Employer Subsidy Services***

Employer subsidy services are designed to help employers assist individuals as they move from entry-level/lower wage positions into higher paying positions. Employer subsidies are designed to enable employers to offer incentives to reduce employee stress by offsetting the cost of employee-based services/programs. Individuals who meet initial eligibility for the Richland County Employer Subsidy Program may receive ESP services for up to a consecutive 12-month period, contingent upon the continuation of employment.

Richland County Employer Subsidy Program services will include the following:

- 1) *Attendance Bonus*: subsidized bonus paid by the employer to the employee when the employee has maintained quarterly attendance as defined by the employer. The Richland County ESP will pay \$150 per quarterly period when the individual/employee meets the employer’s attendance guidelines.
- 2) *Paid Leave*: a subsidized paid day off when the individual/employee meets a milestone as established by the employer. The Richland County ESP will subsidize the employee’s wages for the day when the employee is granted paid leave for meeting an employer milestone such as “employee of the month” or “highest customer service rating in a three- month period”. The Richland County ESP may cover the cost of up to four paid leave days (one per quarter) per employee.

**Eligibility & Application**— Services provided with TANF and/or PRC related 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.

Richland County Job and Family Services is responsible for acquiring all Employer Subsidy Program/PRC applications and documentation to determine eligibility and issuing Notices of Approval or Denial for services. Richland County Job and Family Services will approve/authorize payments under the Employer Subsidy Program. Payments provided through the Employer Subsidy Program will be paid directly to the employer except for the Wellness Bonus services. Payments associated with the Wellness Bonus will be paid directly to the vendor (entity providing the service).

**Types of Assistance (Services)**—Services to enhance employment sustainability

***Receipt of Employer Subsidy Program services will not count toward the maximum limit for county PRC assistance***

## **PRC Amendment #1 Employment Incentive Program**

**Purpose**—Meets TANF Goals 1 & 2

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

**Program Description**—Richland County Job and Family Services will provide employment incentives to individuals who are currently enrolled and have obtained employment or have stopped receiving SNAP, OWF or Medicaid benefits within the past 90 days as a result of employment.

**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 applicants will include the following:

- a) Individuals who are currently enrolled in, or who have stopped receiving SNAP, OWF or Medicaid benefits in the past 90 days; or
- b) Individuals who are currently employed or starting a job; and
- c) Meet the income eligibility requirement of 200% of the Federal Poverty Level; and
- d) Are employed (will begin employment) at least 32 hours per week.

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. Potential participants must complete a TANF application unless currently receiving public assistance. Richland County Job and Family Services case managers are responsible for acquiring documentation of receipt of public assistance or TANF applications and issuing Notices of Approval or Denial for TANF services. Additionally, case managers will complete an individualized plan with each participant that includes a household budget. Case managers will meet with participants at least quarterly to update the household budget and identify supportive services needed to maintain continued employment. Participants will be required to complete a financial literacy workshop to be eligible to receive the first incentive payment.

Eligible participants may receive up to a total of \$500 in employment incentives paid in three intervals according to the following criteria:

- a) Initial payment of \$100 paid at the time of verified employment, increase in employment hours, or increase in wages per hour;



- b) Second payment of \$200 paid at the end of 60 consecutive days of employment or continued employment at increased hours or hourly rate (verified); and
- c) Final payment of \$200 paid at the end of 120 consecutive days of employment or continued employment at increased hours or hourly rate (verified).

The Employment Incentive Program will remain in effect through June 30, 2025, contingent upon the availability of funding.

***Receipt of Employment Incentive Program services will not count toward the maximum limit for county PRC assistance.***

**PRC Amendment #2**  
**WIOA/Short-Term Training Services**

Richland County JFS will utilize PRC funds to supplement WIOA training funds effective October 1, 2023 through September 30, 2025, 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 WIOA and/or PRC eligibility criteria may receive funding to offset costs associated with a short-term training program. PRC funds may be used for all education related costs covered under WIOA including, but not limited to, tuition, book fees, lab fees, examination fees, training equipment/uniform costs, etc.

Applicants must complete a TANF/PRC application and assessment. WIOA Employment Services Counselors will determine eligibility pursuant to federal, state, and locally approved PRC guidelines.

***Receipt of WIOA Short-Term Training Services will not count toward the maximum limit for county PRC assistance***

**Richland County March 2024 Tornado Damage Disaster Assistance**  
**PRC Plan Amendment #3**  
**Effective April 10, 2024 through April 30, 2024**

Richland County Job and Family Services will operate March 2024 Tornado Damage Disaster Assistance beginning April 10, 2024 through April 30, 2024.

March 2024 Tornado Damage Disaster Assistance is a one-time benefit/service for families and certain childless adults age 55 or older or disabled individuals who were adversely affected by the tornado(s) moving through the county in March 2024.

Families with a minor child or pregnant women may be assisted through the March 2024 Tornado Damage Disaster Assistance program.

Adults who are 55 years old or older, have no minor children, and are not pregnant may be assisted through the disaster program. Additionally, adults with no minor children who are receiving disability payments (Supplemental Security Income – SSI, Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Disability, etc.) may be assisted through the disaster program.

Eligible families or adults must have a gross income at or below 200% of the Federal Poverty Guidelines and meet the requirements of Federal and state laws applicable to the PRC program. Assistance through the March 2024 Tornado Damage Disaster Assistance program will not count toward the county 12-month PRC limit.

Eligible families may receive a one-time benefit up to \$1,500 per household. Eligible adults may receive a one-time benefit up to \$750 per household.

Types of benefits/services made available through the March 2024 Tornado Damage Disaster Assistance program are listed below.

Shelter Assistance

- Emergency shelter payments (including hotel costs)
- Moving expenses

Home Repair

- Damage to roof and/or windows caused by the disaster
- Insurance deductible costs for claims associated with the disaster

\*Families/adults requesting assistance with home repair must verify ownership of the residence.

### Vehicle Repair

- Damage to an automobile necessary for employment or transportation to and from medical appointments
- Insurance deductible costs for claims associated with the disaster

\*Families/adults requesting assistance with vehicle repairs must verify ownership of the vehicle.

### Clearing of Debris

- Costs associated with the removal or clearing of debris as a result of the disaster (i.e. tree limbs, unsafe structures, etc.)

\*Families/adults requesting assistance with clearing debris must verify ownership of the property.

The March 2024 Tornado Damage Disaster Assistance Program will be in effect from April 10, 2024 through April 30, 2024. No applications will be accepted after April 30, 2024. The March 2024 Tornado Damage Disaster Assistance Program is intended to meet the specific needs associated with the emergency condition as declared by Governor Mike DeWine.

**MARCH 2024 TORNADO DAMAGE DISASTER ASSISTANCE  
FOR  
ADULTS AND DISABLED INDIVIDUALS**

<b>Disaster Services</b>	<b>Cap</b>	<b>Economic Need Standard</b>	<b>Target Group/ Eligibility Criteria</b>
<p>Benefits to assist with damage or loss sustained as a result of the natural disaster upon declaration by the Governor</p> <p>Shelter Assistance</p> <ul style="list-style-type: none"> <li>Emergency shelter/ temporary shelter (including hotel costs)</li> <li>Moving expenses</li> </ul> <p>Home Repair</p> <ul style="list-style-type: none"> <li>Damage to roof and/or windows caused by disaster</li> <li>Insurance deductible for claims associated with disaster</li> </ul> <p>Vehicle Repair</p> <ul style="list-style-type: none"> <li>Damage to vehicle necessary for employment or transportation to and from medical appointments</li> <li>Insurance deductible for claims associated with disaster</li> </ul> <p>Clearing of Debris</p> <ul style="list-style-type: none"> <li>Clearing of debris as a result of the disaster (i.e. tree limbs, unsafe structures, etc.)</li> </ul> <p>*To receive home repair and clearing of debris services, the applicant must verify ownership of the residence/property.</p> <p>*To receive vehicle repair services, the applicant must verify ownership of the vehicle.</p>	<p>\$750 maximum, one-time benefit per household</p>	<p>200% of FPG</p> <p>Income verification based on past 30 days of income from the date of the application</p>	<p>Individuals sustaining disaster related damage or adversely affected by the emergency condition</p> <p><b>Who Are</b></p> <ul style="list-style-type: none"> <li>Age 55 or older with no dependent children</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>In receipt of disability payments (Supplemental Security Income – SSI, Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung, Benefits, etc.) but have no dependents</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>Residents of Richland County</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>Meet the Economic Need Standard</li> </ul>

**MARCH 2024 TORNADO DAMAGE DISASTER ASSISTANCE  
FOR  
TANF ELIGIBLE FAMILIES**

<b>Disaster Services</b>	<b>Cap</b>	<b>Economic Need Standard</b>	<b>Target Group/ Eligibility Criteria</b>
<p>Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by the Governor</p> <p>Shelter Assistance</p> <ul style="list-style-type: none"> <li>Emergency shelter/ temporary shelter (including hotel costs)</li> <li>Moving expenses</li> </ul> <p>Home Repair</p> <ul style="list-style-type: none"> <li>Damage to roof and/or windows caused by disaster</li> <li>Insurance deductible for claims associated with disaster</li> </ul> <p>Vehicle Repair</p> <ul style="list-style-type: none"> <li>Damage to vehicle necessary for employment or transportation to and from medical appointments</li> <li>Insurance deductible for claims associated with disaster</li> </ul> <p>Clearing of Debris</p> <ul style="list-style-type: none"> <li>Clearing of debris as a result of the disaster (i.e. tree limbs, unsafe structures, etc.)</li> </ul> <p>*To receive home repair and clearing of debris services, the applicant must verify ownership of the residence/property.</p> <p>*To receive vehicle repair services, the applicant must verify ownership of the vehicle.</p>	<p>\$1,500 maximum, one-time benefit per household</p>	<p>200% of FPG</p> <p>Income verification based on past 30 days of income from the date of the application</p>	<p>Families sustaining disaster related damage or adversely affected by the emergency condition</p> <p><b>Who Are</b></p> <ul style="list-style-type: none"> <li>Parents of minor children</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Specified relatives of minor children</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Pregnant individuals</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>Residents of Richland County</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>Meet the Economic Need Standard</li> </ul>

**PRC Amendment #4**  
**Richland County TANF Back-to-School**  
**Bookbag/Clothing Voucher Program**

**Purpose-**Meets TANF Goals 1 & 2

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

**Program Description-**Richland County Job and Family Services will provide school clothing and school supplies for TANF eligible school age children. Eligible children will be provided clothing vouchers and backpacks/supplies. Parent may use the vouchers to purchase school clothing at participating local stores. Backpacks will be provided to the eligible children at distribution. Online applications will be accepted via the agency website during the period April 15, 2024 – April 30, 2024. Applications will be reviewed in chronological order and accepted contingent upon availability of funding. Eligible children/families will receive additional information regarding voucher and bookbag distribution dates (August 2024).

**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 families with income at or below 200% of the FPG with minor, school age children residing in the household (students attending grades K-12 during the 2024-2025 school year). Additionally, participants must be residents of Richland County.

Potential participants must complete an online TANF application and submit supplemental eligibility documentation (verification of income, copies of social security cards for all family members, birth certificates for family members, etc.). Richland County Job and Family Services, as the administrative agent for the project, is responsible for acquiring all TANF applications and documents and issuing Notices of Approval or Denial for TANF services.

**Types of Assistance (Services)-**School clothing and school supplies for school age children

***Receipt of the Back-to-School Bookbag/Clothing Voucher Program will not count toward the maximum limit for county PRC assistance***

**PRC Amendment #5**  
**TANF Summer Youth Employment Program**  
**Effective: May 1, 2024 – September 30, 2024**

**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 governmental benefits by promoting job preparation, work, and marriage”

**Program Description**—Catalyst Life Services will offer summer employment opportunities to TANF eligible youth ages 14-18, targeting foster youth and youth ages 14 – 15. Catalyst Life Services will provide subsidized employment opportunities for youth and supportive services to assist youth in obtaining employment and maintaining employment. Supportive services may include, but not be limited to, short-term training necessary for job placements; the purchase of uniforms, tools and equipment necessary for the job placement; transportation services such as bus passes and gas vouchers to assist youth in getting to worksites; job coaching to assist youth while on-the-job; and case management activities related to the program. Catalyst Life Services will provide orientation sessions for youth to review workplace etiquette, complete payroll packets, referral and coordination, etc., as well as manage performance measures and outcomes. Orientation sessions will take place with worksite supervisors to review supervisory and reporting requirements of the program.

Recruitment will begin on May 1, 2024 and intake/orientation sessions will be scheduled through June 30, 2024. Employment placements will begin June 3, 2024 and continue through August 31, 2024, unless the participant requires additional services and assistance which would be facilitated through referral to the Comprehensive Case Management and Employment Program (CCMEP). Approximately 25 youth will be served throughout the program. Youth will earn \$11 per hour and may work up to 20 hours per week for the duration of the summer (averaging approximately 160 total hours per youth participant).

**Eligibility & Application**—Participants may be referred through Richland Job and Family Services programs, WIOA, and other community agencies, with preference given to youth who are within the foster care system under the care or supervision of Richland County Children Services or youth who are referred by Richland Youth and Family Council. Services provided with TANF funds are considered as “non-assistance.” Therefore, objective criteria must be utilized in determining eligibility and delivering services to ensure fair and equitable treatment of those applying for services.

Eligible participants will be those with income at or below 200% of the Federal Poverty Guideline as documented on the PRC application. Additional guidelines for eligibility include:

- A youth age 14-18 (if the 18-year-old is a full-time student in secondary school).

Potential participants must complete a PRC application and provide verification of income, photo ID, copies of birth certificates for youth applicant and applicable household members and provide social security numbers for all individuals residing in the household. Catalyst Life Services is responsible for determining eligibility for the program (acquiring all PRC applications, back-up documentation and issuing Notices of Approval or Denial for TANF services).



**Types of Assistance (Services)** - Subsidized employment, job coaching, and supportive services related to employment.

***Receipt of Summer Youth Employment services will not count toward the maximum limit for county PRC assistance***

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

***Original Plan Prepared: 04-06-98***

**Revision Dates**

07-02-99	09-03-08
07-01-00	<b>10-01-09</b>
04-03-01	03-09-10
10-09-01	06-04-10
05-16-02	09-15-10
10-24-02	12-01-10
07-01-03	01-01-11
11-01-04	06-29-11
01-01-05	<b>11-09-11</b>
03-17-05	<b>05-15-12</b>
08-01-05	05-01-13
<b>10-15-05</b>	<b>10-01-13</b>
10-20-05	03-10-14
02-01-06	04-29-14
03-01-06	04-29-15
06-19-06	<b>10-01-15</b>
08-10-06	04-29-16
11-09-06	04-13-17
02-23-07	<b>10-01-17</b>
03-15-07	02-01-18
07-01-07	04-19-19
07-20-07	<b>10-01-19</b>
10-01-07	03-25-20
	05-20-20
02-23-08	04-29-21

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

*Original Plan Prepared: 04-06-98*

[illegible]

## CERTIFICATION/SIGNATURE PAGE

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

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 plan. The Richland County Family Services Planning Committee has reviewed the county biennium plan. The effective date of the Richland County Job & Family Services Prevention, Retention and Contingency Plan is October 1, 2023. The plan will remain in effect through September 30, 2025.



Lori Bedson, Director  
Richland County Job and Family Services

9/21/2023  
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.



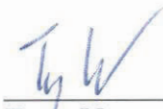
Darrell Banks  
Richland County Commissioner

9/21/23  
Date



Cliff Mears  
Richland County Commissioner

9/21/23  
Date



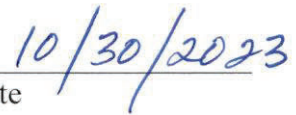
Tony Vero  
Richland County Commissioner

09/21/2023  
Date

## PRC PLAN REVISIONS

PRC Plan revisions will be adopted by notification from the Richland County Job and Family Services Director, including the periodic updates to the Federal Poverty Guidelines. Richland County Job and Family Services agrees to implement the PRC program in accordance with this plan. This agreement can be amended upon recommendation of the Director of the Richland County Job and Family Services. The effective date of the revision will be immediately unless another date is specified in the revision. The effective date of this Richland County Job and Family Services revision is October 30, 2023.

  
\_\_\_\_\_  
RCJFS Director

  
\_\_\_\_\_  
Date

## PRC PLAN REVISIONS

PRC Plan revisions will be adopted by notification from the Richland County Job and Family Services Director, including the periodic updates to the Federal Poverty Guidelines. Richland County Job and Family Services agrees to implement the PRC program in accordance with this plan. This agreement can be amended upon recommendation of the Director of the Richland County Job and Family Services. The effective date of the revision will be immediately unless another date is specified in the revision. The effective date of this Richland County Job and Family Services revision is April 9, 2024.

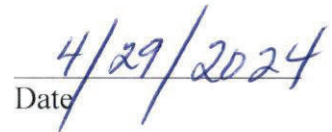
  
\_\_\_\_\_  
RCJFS Director

  
\_\_\_\_\_  
Date

## PRC PLAN REVISIONS

PRC Plan revisions will be adopted by notification from the Richland County Job and Family Services Director, including periodic updates to the Federal Poverty Guidelines. Richland County Job and Family Services agrees to implement the PRC program in accordance with this plan. This agreement can be amended upon recommendation of the Director of the Richland County Job and Family Services. The effective date of revision will be immediately unless another date is specified in the revision. The effective date of this Richland County Job and Family Services revision is May 1, 2024.

  
RCJFS Director

  
Date

## PRC PLAN REVISIONS

PRC Plan revisions will be adopted by notification from the Richland County Job and Family Services Director, including periodic updates to the Federal Poverty Guidelines. Richland County Job and Family Services agrees to implement the PRC program in accordance with this plan. This agreement can be amended upon recommendation of the Director of the Richland County Job and Family Services. The effective date of revision will be immediately unless another date is specified in the revision. The effective date of this Richland County Job and Family Services revision is May 16, 2024.

  
RCJFS Director

  
Date