

**LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
COUNTY PLAN FOR USE OF PREVENTION/RETENTION/CONTINGENCY
FUNDS (PRC)**

Federal Fiscal Years 2014-2015 (Effective October 1, 2013)

In accordance with section 5108.04 of the Ohio Revised Code (ORC), each county department of job and family services shall establish benefits and services to be provided under Title IV-A funds (Temporary Assistance to Needy Families-TANF). The Prevention, Retention and Contingency Program (PRC) program is a critical tool for Lucas County to provide benefits and services needed to overcome immediate barriers to help families become and stay self-supporting. The PRC program provides for nonrecurring, short-term, crisis-oriented benefits and ongoing services that are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) program which are:

- Purpose 1: "To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives"
- Purpose 2: "To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage"
- Purpose 3: "To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies"
- Purpose 4: "To encourage the formation and maintenance of two-parent families"

The services and benefits provided under the PRC program fall into three categories:

- Prevention services: designed to divert families from ongoing cash assistance by providing short term non-assistance.
- Retention services: provided to assist an employed member of the family in maintaining employment.
- Contingency services: provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

Federal law differentiates between "assistance" and "non-assistance" programs under TANF. This is an important distinction because if a family receives TANF "assistance," there are many additional federal requirements that apply to the family which include:

- Federal time limits on how long the family can receive assistance;
- Work requirements;
- Cooperation with child support; and
- Additional detailed data reporting to the federal government

PRC/non-assistance includes non-recurrent, short-term benefits that:

- Are designed to deal with a specific crisis situation or episode of need;
- Are not intended to meet recurrent or ongoing needs; and
- Will not extend beyond four months;

- Work subsidies (i.e. payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
- Supportive services such as child care and transportation provided to families who are employed;
- Refundable earned income tax credits;
- Contributions to, and distributions from, Individual Development Accounts (IDAs);
- 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; and
- Transportation benefits provided under a Job Access or Reverse Commute

Assistance granted must not exceed the expenditure cap per PRC twelve-month cycle for LCDJFS PRC services. These non-reoccurring benefits and services may encompass more than one payment a year, as long as the payment provides short-term relief and addresses a discrete crisis situation. The benefits and services are not to meet ongoing or reoccurring needs.

Services are offered to an assistance group (AG) to divert them from the dependant need of ongoing cash assistance and guide them to self sufficiency during their presenting crisis. PRC services, in combination with Food Assistance, Medicaid and Child Care, are to be offered to LCDJFS' customers as a package of services that may be an effective alternative to accessing Ohio Works First cash benefits. Such services may help members retain employment and thereby achieve or continue self-sufficiency. PRC services are also provided to strengthen families through a continuum of community-based employment and social services.

The following paragraphs outline the eligibility requirements necessary to determine financial need for PRC. Age, residence, living arrangement and income requirements must be met in order to have a financial need for PRC. A description of LCDJFS PRC services offered through this Plan is provided in the Lucas County PRC Program Chart below.

Eligibility

Certain eligibility requirements must be met in order to determine financial need for assistance under PRC. These eligibility requirements are age, residence, living arrangement, and income. Certain resources in excess of fifty dollars must be considered toward the co-payment for which the family is responsible. The assistance group must have both an emergent need and a financial need. Therefore, if the assistance group has an emergent need but does not meet one of the eligibility conditions, there is no eligibility for PRC.

Verification of the eligibility requirements is required only for income and resources. For PRC purposes, it is important to evaluate the income and resources available at the time of application which may be used towards meeting the emergent need. The eligibility requirements of age, residence, and living arrangement may be verified for PRC purposes if the situation indicates clarification is needed. Due to the nature of the PRC program, the determination of what should be subject to verification should be construed to the benefit of the assistance group.

Recipients of Aid for Dependent Children (ADC) or Disability Assistance (DA) are considered automatically to meet the eligibility requirements of age, residence, and living arrangements. However, eligibility for ADC or DA does not constitute automatic eligibility for PRC. The factors of income and resources must be evaluated and a determination made of whether financial need exists.

Recipients of Medicaid (Aged, Blind or Disabled), SSI, and food stamps do not automatically meet any eligibility requirements. Eligibility must be determined as for any other applicant of PRC.

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process.

There are certain eligibility components of a county agency PRC plan which are legislatively required; these include:

A. Social Security Number

Each person applying for PRC must provide the county agency (or third party providing agency) with a social security number, or apply for a social security number. Providing a number is a condition of receipt of TANF and is required under Section 1137(a) of the Social Security Act.

The social security number will be used to check information provided by the individual against information held by other federal, state, and local governments; computer matching systems; and program reviews or audits to ensure eligibility for PRC or, to the extent permitted by federal law, to assist in determining eligibility for any other state, federal, or federally assisted program that provides cash or in-kind assistance or services directly to individuals based on need or for the purpose of protecting children. This information will also be used to monitor compliance with program regulations and for program management.

The social security number may be used when contacting appropriate persons or agencies to determine eligibility and verify information that has been provided for the PRC program; for example, income, financial resources, disability benefits or other similar benefits and programs. Such information may affect household eligibility.

The social security number will be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies, as these individuals are not eligible for PRC services. The social security number will also be used for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

B. Citizenship

In order to receive PRC benefits and services, at least one member of the PRC assistance group (AG) must be a citizen of the United States or a qualified alien as defined in rule 5101:1-2-30 of the Ohio Administrative Code (OAC). See also Section 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

Section 403(a) of PRWORA states that:

Notwithstanding any other provision of law...an alien who is a qualified alien...and who enters the United States on or after the date of the enactment of this Act is not eligible for any federal means-

tested public benefit for a period of five years beginning on the date of the alien's entry into the United States with a status within the meaning of the term 'qualified alien.'

As a general matter, the five-year bar does not affect an individual who entered the United States before enactment.

Under PRWORA, aliens who are not qualified aliens are not eligible for any "federal public benefit" unless the "federal public benefit" falls within a specified exception. HHS has provided its interpretation of "federal public benefit" in 64 FR 41657 (August 4, 1998). TANF benefits are generally considered "federal public benefits" and therefore the five year bar on receipt of federal public benefits would apply to newly-arrived aliens who do not meet one of the statutory exceptions. A use of TANF funds that might not be considered a "federal public benefit" might include pregnancy prevention services that are available to individuals regardless of financial need.

Certain benefits may be provided regardless of immigration status. Sections 401(b) and 411(b) of PRWORA state that States may provide certain non-cash Federal or state and local public benefits to any alien. Such benefits are those necessary for the protection of life and safety and include those specified by the Attorney General in a notice dated August 23, 1996 (AG Order No. 2049-96, 61 FR 45985). In the notice, the Attorney General specified the kinds of non-cash government-funded community programs, services or assistance that are necessary for protection of life or safety and for which all aliens continue to be eligible. None of the benefits or services which are available to all aliens may be conditioned on the individual recipient's income or resources. 64 FR 17819 (April 12, 1999). Services that are provided by shelters for homeless or battered individuals that are available to anyone who needs their help would be an example of services that might be funded in part under the TANF program and could be provided to anyone regardless of immigration status.

C. Residence

The U.S. Supreme Court, in *Saenz v. Roe*, 526 U.S. 489 (1999), has held that the length of time a person has lived in a place cannot be the basis to deny government assistance benefits. Therefore, durational residency requirements are discouraged in county PRC programs. Eligibility for LCDJFS's PRC services requires residency in Lucas County.

D. Fraudulent Assistance

Pursuant to ORC section 5101.83 and OAC rule 5101:1-23-75, PRC benefits and services may not be provided to a family that fraudulently received benefits under the OWF and/or PRC programs until a member of the assistance group repays the cost of the fraudulent assistance.

Exception: Contracted services as described in the PRC Program Chart below, may be available to sanctioned families. Services and eligibility are specific to the terms of each individual contract.

Assistance Group Composition

In Ohio, all families are served through defined assistance groups. Assistance groups participating in the OWF program may be defined differently from those obtaining services under the PRC program. Based upon Title IV-A federal regulations and state law, a TANF eligible family must, at a minimum, consist of a:

- Minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met);
- Pregnant individual in her third trimester with or without other minor children; or
- Non-custodial parent who lives in the Lucas County, but does not reside with his/her minor child(ren).

An assistance group member may be "temporarily absent" yet the individual and his/her family may still qualify for PRC benefits and services. "Temporary absence" has the same meaning for the PRC program as it does for OWF as set forth under ORC Section 5107.10 and OAC rule 5101:1-3-04. Pursuant to OAC rule 5101:1-3-04, the absence of a member of the AG is temporary if:

- The assistance group member has been absent for no longer than 45 consecutive days;
- Location of the absent individual is known;
- There is a definite plan for the return of the absent individual to the home, and
- The absent individual shared the home with the assistance group prior to the onset of the absence.

OAC rule 5101:1-3-04 also sets forth exceptions to the requirement that the assistance group member be absent for no longer than 45 consecutive days. Most relevant to PRC is the situation where a child is removed from the home by the public children services agency (PCSA) if the agency indicates that there is a reunification plan to return the child to the home within six months.

There is no minimum age requirement for the parent or relative with whom a child lives or for an individual acting as head of a household. Any individual under the age of twenty-one, unless married or head of the household, is considered a child to be included in the family for PRC purposes. There is no requirement for the child under age twenty-one to be attending a school, college, or university, or to be enrolled in a training program. There is also no requirement that the child under age twenty-one be registered for work.

Residence in Lucas County is a requirement for PRC. Residence is established by living in the County voluntarily with the intent to remain here permanently or for an indefinite period of time. Residence is also established by a person who is not receiving assistance from another state and entered the state with a job commitment or seeking employment, whether or not currently employed. A child is a resident of the County in which the caretaker is a resident.

PRC is available to a child under age twenty-one and any other member of the household in which he is living provided the child is now living or has been living with a specified relative within six months prior to the month of application. The term "specified relative" is limited to those individuals outlined in OAC rule 5101:1-3-04.

The term "living with" shall include persons who would be physically in the home except for circumstances that would require temporary absence, such as hospitalization, detention in a juvenile home until a court commitment, attendance at school, visiting, vacationing, and/or trips made in connection with current or prospective employment. Assistance group members must be living in

independent living arrangements. PRC may not be issued to persons living in medical or public institutions.

PRC Benefits and Services:

The following list includes LCDJFS's definitions of eligible assistance groups:

- An eligible assistance group may consist of a minor child residing with a parent, specified relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self sufficiency.
- PRC services may be provided to more than one PRC assistance group even when both PRC assistance groups contain the same child.
**The dollar value provided to one PRC assistance group does not necessarily have to count against the dollar value provided to another PRC assistance group containing the same child.*
- LCDJFS identifies specific sets of services and limitations for employed, non-custodial, and other PRC assistance groups in the PRC Program Chart.

Economic Need

Eligibility for PRC is dependent upon the PRC Assistance Group's demonstration and verification of the need for financial assistance and/or services. The PRC Assistance Group's income must be at or below 200% of the current Federal Poverty Guidelines. All AG income (earned and unearned) is reviewed and is based upon all gross funds received in the 30 days prior to application. PRC assistance is only available to members who have not received PRC assistance above the PRC Plan's twelve-month monetary cap per type of service. The PRC twelve-month cycle begins on the date of the AG's first approved application. LCDJFS will track PRC expenditures by AG and a monthly PRC tracking report will be maintained for internal use. All PRC services are contingent upon availability of funding.

Countable Income:

LCDJFS has the flexibility to specify the income limits it will use when determining eligibility for its PRC program. The total gross income, both earned and unearned, of all members of a PRC AG may be counted when determining PRC eligibility. LCDJFS may opt to include or exclude all income which is normally exempt or disregarded when determining eligibility for OWF or Disability Financial Assistance (DFA), Supplemental Security Income (SSI) and/or Food Assistance. Income limits and countable income will be specified in the PRC Program Chart.

There are some income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility. OAC Rule 5101:1-24-20 addresses the issue of excluded income.

1. Earned Income

The following are examples of earned income which a county agency may count at its discretion. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from self-employment
- Strike benefits (if striker is required to perform services in order to receive them)

- Training allowances

2. Unearned Income

The following are examples of unearned income which a county may opt to consider. This is not intended to be an all-inclusive list (further described under "Application", page 9):

- Retirement, Survivors, Disability Insurance (RSDI) Benefits
- Alimony and child support
- Veteran Administration benefits
- Workers' Compensation benefits
- Lump-sum payments
- Unemployment benefits
- Pension and retirement benefits
- Strike benefits
- Investment income
- Rental income

Use of Income:

All income which is received or expected to be received by any member of the PRC assistance group during the thirty-day budget period is considered when determining financial need. This includes all income which is normally exempt or disregarded when determining eligibility for Aid for Dependent Children (ADC), or Disability Assistance (DA), except income received under the provisions of the Agent Orange Compensation Exclusion Act (Public Law 101-201) received on or after January 1, 1989 and income described in the fourth paragraph of this section. It does not include income which was received prior to the thirty-day budget period or income which will be received after the thirty-day budget period.

When all members of the AG received ADC or DA as their only source of income, the income requirement is considered automatically met. If the AG has other income in addition to ADC, or DA, the income requirement is not automatically met. Eligibility must be determined, and the amount of the ADC, or DA payment is considered unearned income.

When a member of the AG received unearned income, the entire amount received or expected to be received during the thirty day budget period is to be counted. Effective July 1, 1993, all student financial assistance provided under the programs in Title IV of the Higher Education Act or under the Bureau of Indian Affairs student assistance programs shall be disregarded as income and resources in the determination of eligibility and level of benefits in the PRC program. Loans and scholarships, other than those provided under the programs in Title IV of the Higher Education Act or under the Bureau of Indian Affairs student assistance programs, are treated as unearned income; however, when designated for tuition, books, fees, etc., those amounts shall not be counted. Some loans and scholarships, other than those provided under programs in the Title IV of the Higher Education Act or under the Bureau of Indian Affairs student assistance programs, contain a compilation of tuition, living expenses, etc. In these cases, the amount for educational expenses must be determined and shall not be counted.

The gross amount of the unearned income received by any member of the AG during the budget period is counted for emergency assistance purposes. There are no deductions allowed for costs of obtaining this income or for specific expenses such as taxes, insurance premiums, etc.

All types of unearned income received by any member of the assistance group must be counted. "Earned income" is that which the assistance group member must perform some type of labor or service to receive. The gross amount of earned income received or expected to be received during the thirty-day budget period must be considered for emergency assistance.

Deductions from work-related expenses may be allowed from the gross earned income of each employed AG member to arrive at net income. Because of the nature of PRC, it may not always be possible to verify the exact amount of work-related expenses in a timely manner. Therefore, the earned income exclusions shall be limited to ninety dollars for work expenses and one hundred seventy-five dollars per child, or two hundred dollars if the child is under age two for child care costs. The ninety dollar and one hundred seventy-five dollar (or two hundred dollars if the child is under age two) disregards are not adjusted for part-time employment. If verification of work expense is readily available, the actual verified amounts which will be deducted from the gross earnings or paid by the individual during the thirty-day budget period may be allowed.

Following is a list of the earned income exclusions to be deducted from gross earnings of each employed member of the assistance group when allowing the actual verified costs. This list is all-inclusive and may not be expanded:

- Mandatory deductions of involuntarily withheld income taxes (federal, state, and city), social security, compulsory retirement, unemployment and disability insurance contributions.
- Transportation to and from work. A mileage allowance equal to the amount which is reimbursed to state staff is deducted when the individual uses his own vehicle.
- Child care costs.
- Expenses for union dues involuntarily withheld.
- Miscellaneous deductions required by the employer.
- The following types of income are excluded from either earned or unearned income. The amount of the exclusion is limited to the actual verified expense.
- Court-ordered child support and alimony when paid to an individual not included in the eligible assistance group.
- Court-ordered garnished payments.

Verification of income is required for PRC. Written or verbal verification from the employer must be obtained. Phone verification with the applicant's release of information is permissible. Any verification that is obtained by telephone must be clearly documented in the assistance group record as to the name and position of the person supplying the information, the date the verification was obtained, the current amount of the income, and the name of the individual who obtained the verification.

When income to the AG fluctuates from month to month, the eligibility determiner should use the most currently available verification and predict the income for the budget period unless it is indicated the situation will be different. This documentation must be retained in the AG record.

The AG's net unearned income is added to the AG's net earned income in order to calculate the total net income. The total net income is then compared to the financial eligibility standard for the

appropriate assistance group size according to the financial eligibility chart. When the net income is compared with the financial eligibility standard, one of the following results will occur:

- If the net income is equal to or less than the financial eligibility standard, the AG is eligible for PRC on the basis of income.
- If the net income is greater than the financial eligibility standard, the AG may be eligible for PRC on the basis of income. However, the income in excess of the financial eligibility standard will be required to be applied toward the cost of the emergent need as a co-payment.

Application

Eligibility will be carefully evaluated on a case-by-case basis. Immediate need and whether or not the PRC program can be of benefit will be determined by LCDJFS. Under this program, an AG that includes at least one minor child, or pregnant woman in her third trimester, or a non-custodial parent, and meets the program's eligibility requirements may receive customized assistance, goods, or services as determined by LCDJFS. This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for on-going public assistance. LCDJFS will inform individuals about other programs (i.e., Child Care, Medicaid and Food Assistance) that are available and applicable hearing rights.

Income eligibility:

All income which has been received by any member of the PRC AG during the 30 day budget period is considered when determining financial need. The 30 day period begins 30 days prior to the date of application and ends on the application date. All income received during this period is used in the computation of financial eligibility.

The total gross income, both earned and unearned, must be reviewed. There are no deductions or exclusions allowed from any type of countable income. If all other means to provide income verifications have been utilized, written or verbal third party verification of income or a self-declaration statement is permitted. For any verification which is obtained by phone, there must be a clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income and the name of the individual who obtained the verification. LCDJFS requires the above verifications to be attached to the PRC application.

The gross amount of the PRC AG's countable income is totaled and compared to the amount which is 200% of the current Federal Poverty Guidelines amount for the PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG amount for applicable PRC AG size, the PRC AG meets the income requirement. For self-employment income, the amount counted is not the gross proceeds, but the gross allowable income after verified business deductions are provided (not taxes, or union dues). Business deductions must be within budget period.

The following types of incomes are federally required to be excluded as income as defined in OAC Section 5101:1-24-20 when determining financial eligibility for PRC benefits and services:

(A) Child support payment distributions made by the Ohio department of job and family services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001).

(B) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.

(C) Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.

(D) Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the Veteran's Administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975.

Application form:

The PRC AG must complete the Prevention, Retention and Contingency Program (PRC) Application form to request PRC voucher services. Eligibility processes for PRC/TANF-funded contracted services will be specified in LCDJFS's contracts.

Exploring Community Resources

Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of PRC, community may be defined to include areas beyond the county's boundaries. A PRC AG is required to apply for and utilize any program, benefit, or support system, which may reduce or eliminate the presenting need.

Amounts and Types of Benefits and Services

Vouchers for allowable goods or services already received (within 30 days of the application) may be issued upon approval of the application; this is solely at LCDJFS's discretion. Vouchers will only be made out to the vendor of the good or service, not to the client for reimbursement. In addition, vouchers may be approved under special circumstances that are not specified in the PRC Plan, but are directly associated to maintaining employment and/or increasing wages. The request must be reviewed by the Coordinator and approved by the Executive Director or designee.

Notice of Approval/Denial/State Hearing Rights

Applicants will be notified of their approval or denial for PRC benefits. An individual denied PRC benefits will be afforded hearing rights. Application will be denied if required verifications are not received within the 30 day application period. Vouchers will be voided 90 days from issuance.

Request to Void Voucher

If a client requests that a voucher be voided following issuance of the voucher, the client shall return the unsigned voucher to the agency. If the voucher was already delivered to the vendor, the client shall attempt to retrieve the voucher. If the voucher is not able to be retrieved, the client shall be required to sign an affidavit stating that the good or service was not received and, therefore, no payment should be remitted to the vendor.

Recovery of PRC Payments

LCDJFS will investigate and seek repayment of any PRC issued incorrectly to vendors or clients.

Reporting Requirements

LCDJFS will meet ODJFS PRC reporting requirements.

Caveats

LCDJFS reserves the right to temporarily suspend their PRC program at any time when, in the sole judgment of LCDJFS, it is no longer fiscally prudent to fund the program.

If at any time LCDJFS determines it is necessary to change the terms and criteria involved in operating the PRC program, LCDJFS will not engage in any reconsideration of eligibility determinations made prior to the effective date of the change.

LUCAS COUNTY PRC PROGRAM CHART

LCDJFS will provide PRC funds to support contracted and voucher services. TANF purposes, program-specific caps, assistance groups, economic need standards, target group and guidance information are provided in the Lucas County PRC Program Chart.

Contracted Services or Benefits	TANF Purpose	Cap	Assistance Group	Economic Need Standard	Targeted Group
<p><u>1. Employment & Family Support Services:</u> Services for eligible AG's to promote family stability by providing employment-related services. Services are provided through LCDJFS contracts with community partners and are funded with TANF funds. LCDJFS may act as a referral source, or may offer TANF-funded services onsite to promote family stability and self-sufficiency.</p>	1 & 2	Limited to the availability of funds.	Those who are OWF and/or TANF-eligible. Target populations and specifics related to eligibility are specified in the contract(s) with provider(s).	Up to 200% of current FPL, or AG's who are eligible for and receiving LCDJFS benefits. Specified in contract(s).	Unemployed, underemployed, and those seeking self-sufficiency.
<p><u>A. Employment Services</u> Services for eligible AG's including, but not limited to pre-employment skills; barrier removal; unpaid work experience; subsidized employment; job placement; job retention; career and skills advancement; and occupational skills training.</p>	2	Limited to the availability of funds. Allocations for specific services specified in each contract.	Those who are OWF and/or TANF-eligible. Target populations and specifics related to eligibility are specified in the contract(s) with provider(s).	Up to 200% of current FPL, or AG's who are eligible for and receiving LCDJFS benefits. Specified in contract(s).	Unemployed, underemployed, and those seeking self-sufficiency.
<p><u>B. Transportation Services</u> Provides short-term transportation assistance to eligible AG members to ensure clients have reliable transportation to employment, school or</p>	2	Limited to the availability of funds. Allocations for specific services specified in	Those who are OWF and/or TANF-eligible. Target populations and specifics related to eligibility are specified in the	Up to 200% of current FPL, or AG's who are eligible for and receiving LCDJFS benefits are. Specified in	Unemployed, underemployed, and those seeking self-sufficiency.

other employment-related activities.		each contract.	contract(s) with provider(s).	contract(s).	
<p>2. Social & Developmental Services: These are offered to eligible AG's; these services are intended to promote family stability and support positive child development. Services include, but are not limited to:</p> <ul style="list-style-type: none"> • Domestic Violence Prevention • Teen Pregnancy Prevention • Bridges Out of Poverty • Academic Support Services • Financial Stability Training • Fatherhood Services • Housing Assistance 	1, 2 & 3	Limited to the availability of funds. Allocations for specific services specified in each contract.	Those who are OWF and/or TANF-eligible. Target populations and specifics related to eligibility are specified in the contract(s) with provider(s).	Up to 200% of current FPL, or AG's who are eligible for and receiving LCDJFS benefits are. Specified in contract(s).	Eligible families that include children who are at risk of abuse, neglect, involvement in the juvenile justice system, teen pregnancy or academic failure.
<p>Contracted Services: LCDJFS may enter into contracts and allocate TANF funds to accomplish any of the 4 TANF purposes; purposes 3 & 4 are without regard to income. When clients are not referred by LCDJFS already determined eligible, contract providers are required to verify household composition, income, residency and other specific target population criteria identified in each contract. The span of eligibility will be outlined in each contract; it will generally be for a timeframe greater than the thirty (30) days utilized for vouchered services.</p>					

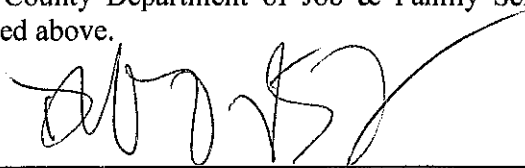
Voucher Services or Benefits	TANF Purpose	Cap	Assistance Group	Economic Need Standard	Targeted Group
<p>Voucher services are to assist with maintaining employment and family stability. Voucher amounts are limited to the annual cap listed and are not to exceed the amount necessary to resolve the emergent situation. All voucher services are contingent upon available funding. The voucher alone, or in combination with other payments, must stop the emergency. LCDJFS will not reimburse clients for services that have already been paid for.</p>	1 & 2	<p>Voucher services may not exceed a total cap of \$1,200 in a 12-month cycle unless otherwise stated in the plan.</p>	<p>Each service category defines the specific assistance group(s).</p>	<p>Up to 200% of FPL.</p>	<p>Each service category defines the specific target group(s).</p>
<p><u>1. Employment Materials:</u> These materials include:</p> <p>A. Uniforms and footwear necessary for employment and/or required by the employer/training program.</p> <p>B. Tools/equipment required by the employer, but not provided by the employer. Applicant must have verification of certification or licensure in his/her filed of employment.</p> <p>C. Professional licensure and testing fees for state</p>	2	<p>\$200 cap for any combination of employment materials.</p> <p>Employment materials are limited to the availability of funds.</p>	<p>Families with minor child(ren) or pregnant women in their 3rd trimester. Applicant must be employed 20 hours per week at State minimum wage and must apply within 30 days of beginning new job, promotion or receipt of state license, board certification or commercial</p>	<p>Up to 200% of FPL.</p>	<p>Employed families who meet the economic need standard and employment requirements.</p> <p>AND</p> <p>Non-custodial parents who have established paternity with CSEA and are in compliance with their support order.</p>

licenses, board certifications, and/or commercial driver's licenses.			driver's license.		
<p>2. Vehicle Repairs: Repair costs are limited to the value of the vehicle established by NDADguides.com-low retail value.</p> <ul style="list-style-type: none"> • Vehicle must be AG's sole means of transportation. • 2 estimates are required. • Applicant must present valid Ohio driver's license and proof of required insurance. • Must show proof of ownership or lease agreement. • Proof that repair is not covered under warranty. • Applicant must present a copy of registration and title or lease agreement. The title/lease of the applicant's vehicle must be in their name for a minimum of 90 days. • Repairs made to the body of the vehicle are limited to those needed to make the vehicle operable. 	1 & 2	<p>\$500 cap for vehicle repair which may be fully accessed for a single incident or may be distributed across multiple incidents – total must not exceed \$500 per 12-month cycle.</p> <p>Vehicle repairs are limited to the availability of funds.</p>	<p>Families with minor child(ren) or pregnant women in their 3rd trimester. Applicant must be employed 20 hours per week at State minimum wage; must have secured employment for a minimum of 2 weeks to determine eligibility.</p>	<p>Up to 200% of FPL.</p>	<p>Employed families who meet the economic need standard and employment requirements.</p> <p>AND</p> <p>Non-custodial parents who have established paternity with CSEA and are in compliance with their support order.</p>

<ul style="list-style-type: none"> • Vouchers will not be issued for ongoing maintenance requirements of vehicle (oil, air, wipers, filters, tune ups, tire rotation). Tire replacement limited to only flat tires that cannot be repaired. • If the repair cost exceeds \$500, applicant must provide written documentation from the vendor that arrangements have been made for the payment of the balance of the amount due. • Repairs are not subject to sales tax. No payment of tax will be made by the applicant or LCDJFS when LCDJFS is paying all or a portion of the bill. 					
<p>3. G.E.D. Incentive: \$150 upon completion of G.E.D. Must apply within 90 days of receiving valid certificate.</p>	2	<p>One-time payment of \$150 for each eligible applicant.</p> <p>G.E.D. Incentives are</p>	<p>Families with minor child(ren), pregnant women in their 3rd trimester, or non-custodial</p>	<p>Up to 200% of FPL.</p>	<p>Employed families who meet the economic need standard and employment requirements.</p> <p>AND</p>

		limited to the availability of funds.	parents.		Non-custodial parents who have established paternity with CSEA and are in compliance with their support order.
Work Support Options: Up to 4 months of cash payments to assist with basic needs such as rent, utilities, and incidentals. AG will also be encouraged to apply for Food Assistance, Medicaid, and Child Care when applicable.	1 & 2	Each monthly payment will be the equivalent of the OWF payment standard for the appropriate household size. Payment distribution will not exceed 4 consecutive months per qualifying event/ Work Support Options will not apply to the \$1,200 cap.	Parents with minor children who are temporarily unemployable due to a documented medical condition, or mothers in their 3 rd trimester of pregnancy. Also available to two-parent households (ADCU) who voluntarily agree to be assigned to employment-based activities; they will report when they obtain employment, or the status of their employment search prior to the end of their 4 th month of support.	OWF eligible families.	Job ready individuals, displaced workers.

Lucas County Department of Job & Family Services agrees to implement their PRC Program as indicated above.



Executive Director, Lucas CDJFS

9/23, 2013

Date