

PREVENTION, RETENTION & CONTINGENCY PLAN



EFFECTIVE DATE
October 1, 2019

Reviewed by Huron County DJFS and Huron County Commissioners

**HURON COUNTY PREVENTION, RETENTION, CONTINGENCY PLAN
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General Guidelines

Eligibility for Prevention, Retention and Contingency (PRC) Services is contingent upon the availability of PRC funding and the PRC assistance group's demonstration and verification of an economic crisis resulting in a specific financial need or service and the HCDJFS' determination that PRC services will satisfy that need. An economic crisis will not be required for veterans or kinship care assistance groups.

Huron County Department of Job and Family Services shall inform applicants about other programs that are available in the agency. TANF funds must be used "in a manner reasonably calculated to accomplish" any of the four purposes of the TANF program.

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by providing job preparation, work and marriage;
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;
4. To encourage the formation and maintenance of two-parent families.

Applications shall require face to face interview, unless otherwise specified by HCDJFS. All applications for PRC must be approved or denied within ten days from the date the application was received into the agency. However, HCDJFS may extend the ten-day period for consideration of a PRC application for reasons determined in its' sole judgment, to constitute good cause for delay in the provision of needed information/verification. Good cause must be documented in the case record when the application remains pending beyond ten days. Every effort will be made to approve or deny applications as soon as all necessary eligibility information is received by the agency. The approval or denial of the application will be done in a fair and equitable manner. The denial of a PRC application may be overruled by the Director of HCDJFS.

Eligibility Requirements

The following section explains the requirements and procedures used to determine eligibility. If a service or benefit has a different eligibility requirement it will be specified within the program explanation. Receipt of assistance from programs such as Ohio Works First, Medicaid and Food Assistance does not preclude eligibility for PRC services. When other federal, state or community programs are available to meet the AG's needs, those programs must be explored and utilized prior to issuance of PRC. If the program cap is not sufficient to meet the AGs existing need, the AG must verify other community resources that will pay the difference. The amount must be paid prior to the approval of the application.

Privacy Laws

Each person applying for PRC must provide HCDJFS with a social security number, or apply for a social security number. Providing a number is a condition of receipt of assistance.

The collection of this information, including the social security number of each household member, is authorized under Section 1137(a) of the Social Security Act.

The social security number will 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 program. Such information may affect household eligibility.

The social security number may be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

Citizenship

In order to receive PRC benefits and services, a member of the 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.

Voter Registration

The CDJFS must make a voter registration application available to persons applying for or participating in the PRC program.

AG Composition

PRC benefits and services are available to Huron County residents. An eligible assistance group must 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);
- A pregnant individual with no other children; or
- A parent with shared custody who lives in the county and sometimes lives in the same household with the minor child is considered one assistance group.
- A non-custodial parent who lives in the county or whose borders are contiguous with Huron County, but does not live in the same household as the minor child is considered an assistance group.
- An 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.

A minor child means either an individual who has not attained the age of 18, or an individual who has not attained age 19 and is still a full time student in a secondary school or the equivalent level of vocational or technical training.

Applicants who are ineligible for PRC are:

- Fleeing felons and probation and parole violators;
- Individuals ineligible for TANF and/or Food Stamp programs due to deliberate non-compliance with the terms of their assistance;
- Applicants or AG members who are on strike;

- Individuals with outstanding OWF, Food Stamp or PRC fraud (Intentional Program Violations – IPV) and/or balances;
- Applicants who are not cooperating with Children Services;
- Any applicant who has caused their own crisis by a) not complying with TANF(OWF) and/or Food Stamp and/or PIPP requirements and/or b) quitting employment without just cause (as defined by Food Assistance Guidelines).

Community Resources

The availability of resources within the local community shall be explored first. Three community resources should be contacted prior to application for PRC to assist with meeting the emergent need.

Economic Need

Assistance group income must be equal to or less than 200% of Federal Poverty Level as the basis for eligibility.

Countable Income

The total gross income, both earned and unearned, of all members of a PRC AG are counted when determining PRC eligibility. All income that is federally excluded in the determination of eligibility for federal needs based program is excluded for PRC.

Verification of Income

Verification of income received in the past 30-day budget period and reasonably anticipated to continue is considered when determining financial need.

Notice and State Hearing Requirement

When a PRC application is approved, the HCDJFS or contract agency will mail or otherwise deliver a **JFS 04074, Notice of Approval of Your Application for Assistance** to the applicant. When a PRC application is denied, the HCDJFS or contract agency will mail or otherwise deliver a **JFS 07334, Notice of Denial of Your Application for Assistance** to the applicant.

At the time of application, individuals are to be afforded an explanation of their right to request a state hearing. This will be done by providing a copy of the **JFS 04059, Explanation of State Hearing Procedures**.

Once eligibility for PRC is established, HCDJFS will generate payment for the assistance, goods, and/or services. Vouchers shall be made to an individual or vendors according to the established procedures of Huron County Department of Job & Family Services. HCDJFS ensures that its policies meet all auditing requirements.

Huron County Department of Job and Family Services has the right to collect all overpayments of PRC funds that were received fraudulently or in error. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in the Ohio Administrative Code Section 5101:1-3-75 & 5101:1-23-70.

PRC information shall be entered into the statewide PRC Reporting Tool for statewide tracking of hard services, soft services and for auditing purposes to ensure that no duplication of benefits are issued.

Contractual Services

Services that are provided with local TANF/PRC allocations or State designated TANF pass through programs are administered by entering into agreements with other public, non-profit, and private for profit vendors. Eligibility for contractual PRC services may have different requirements from the agency PRC services which will be specified in the contract or noted in the plan.

Prevention, Retention & Contingency – Purpose # 1 & 2

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verifications and Eligibility	Services
<p>* The custodial parent(s) or specified relative and the minor child(ren) shall be treated as one assistance group.</p> <p>All income and needed verifications will be required for all individuals in the assistance group</p>	<p>* Where minor children are residing with parents or legal guardian and are in need of assistance of maintaining or obtaining self-sufficiency.</p> <p>*Underemployed</p> <p>*Unemployed.</p> <p>*Displaced worker</p> <p>*Individuals between jobs</p> <p>*Individuals recently employed and awaiting wages</p> <p>*Veterans</p>	<p>*200% FPL</p>	<p>*\$1,000.00</p> <p>*Over a consecutive 12 month period</p>	<p>*Must provide SS# or apply for a SS#</p> <p>*Past 30 day income from the date of application</p> <p>*Verification of earned and unearned income</p> <p>*No resource limit</p> <p>*Must be a resident of Huron County</p> <p>*In legal guardian situation verification of custody</p> <p>*Checklist and budget sheet required</p> <p>*If requesting utility assistance during HEAP season (Nov.-March), provide letter approving or denying HEAP assistance as one of the 3 community resources</p> <p>*3 quotes needed for automobile repairs not to exceed Kelly blue book value, trade in value good condition</p> <p>*Payment of a particular service will not be duplicated in a 12 month period</p>	<p>*Rent/mortgage (excl. security deposits)</p> <p>*Utilities (Current)</p> <ul style="list-style-type: none"> ▪ Gas ▪ Water ▪ Electric ▪ Fuel/Propane (minimum fill) <p>*Home Repairs</p> <p>*Emergency Shelter</p> <p>*Education Fees (K-12 not homeschooled)</p> <p>*Job Related Expenses</p> <p>*Transportation Services for Job Seeker(s) and/or higher education</p> <p>Retention services are provided to help retain employment and to achieve or continue self-sufficiency.</p> <p>Contingency services are provided to meet a presenting or contingent need which, if not satisfied, threatens the safety, health, or well-being of one or more AG members. For contingency services the applicant must demonstrate a verifiable personal or economic crisis which resulted in the need for services.</p> <p>The PRC program is developed to assist people in becoming self-sufficient and responsible; therefore applicants applying for contingency services must demonstrate income or resources to support the AG once the crisis is over.</p>

Non-Custodial Parents Court and Administrative Ordered to Pay Child Support Purpose # 1

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verifications & Eligibility	Services
<p>* Non-custodial parent ordered to pay child support and the minor children of that order does not reside in the same household.</p> <p>*Minor child must be a resident of Huron County or there must be a Huron County court order</p> <p>* Non-Custodial parent can be a resident of Huron County or whose borders are contiguous with Huron County (Ashland, Crawford, Seneca Richland, Erie, Sandusky or Lorain).</p> <p>*To receive a retention bonus the applicant must be designated as a seek worker by Child Support prior to applying for PRC.</p>	<p>* Non-custodial parent court or administratively ordered to pay child support</p>	<p>*200% FPL</p>	<p>\$1,000.00</p> <p>*Over a consecutive 12 month period</p>	<p>* Must provide SS# or apply for a SS#</p> <p>*Past 30 day income from date of NCP application</p> <p>*Verification of earned and unearned income</p> <p>*No resource limit</p> <p>*Budget sheet required</p> <p>Retention Bonus- hired worker has successfully completed the probationary period of 90 days or the employer probationary period whichever is greater. The employer is eligible to submit a request and obtain one-time \$500.00 per eligible employee to offset some of the training and wage expense. In addition the employee is also eligible for a one time \$500.00 payment. Employee must be full time (At least 40 hrs. a week) and must earn at least \$8.00 per hour at the end of the probation period.</p> <p>*If requesting utility assistance during HEAP season (Nov.-March), provide letter approving or denying HEAP assistance as one of the 3 community resources</p> <p>*Payment of a particular service will not be duplicated in a 12 month period</p> <p>*To receive rent/mortgage, utility, home repair, emergency shelter, education fee (K-12 no homeschooled) and job related assistance, proof of consistent payments towards a current charging order within 90 days of the PRC application must be obtained by the PRC caseworker from CSEA. A copy of his or her child support payment history for 1 year will suffice.</p>	<p>* Comprehensive assessment of the strengths and barriers to obtaining/ retaining employment</p> <p>* Job readiness skills</p> <p>* Comprehensive case consulting services</p> <p>* Assistance in securing employment</p> <p>* Job coaching services</p> <p>* Employment retention bonus</p> <p>* Assistance in accessing support services</p> <p>* Short term transportation/gas vouchers (not to exceed 6 months)</p> <p>* Automobile repairs – 3 quotes needed not to exceed Kelly blue book value, trade in value good condition</p> <p>* Financial management services</p> <p>* Mediation services</p> <p>* Basic computer skills</p> <p>* Rent/mortgage (excl. security deposits)</p> <p>* Utilities (Current)</p> <ul style="list-style-type: none"> ▪ Gas ▪ Water ▪ Electric ▪ Fuel/Propane (minimum fill) <p>* Home Repairs</p> <p>* Emergency Shelter</p> <p>* Education Fees (K-12 not homeschooled)</p> <p>* Job Related Expenses</p>

Family Preservation & Reunification TANF Purpose # 1 & 4

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verifications & Eligibility	Services
<p>The custodial parent(s) or specified relative and the minor child(ren) shall be treated as one assistance group for the purpose of determining eligibility for Family Preservation & Reunification Services</p>	<p>* Where minor children are residing w /parents or legal guardian and are (at-risk)</p> <p>* Families that are currently working with Children Services to increase the ability of children to be cared for in their own homes</p>	<p>*200% FPL</p>	<p>*\$1,500.00</p> <p>*Annually Per 12 months consecutive period of eligibility per assistance group</p>	<p>*Must provide SS# or/apply for a SS#</p> <p>*Past 30 day Income from date of application.</p> <p>*Verification of earned and unearned income self-declaration</p> <p>*No resource limit</p> <p>*Must be a resident of Huron County, self-declaration</p>	<ul style="list-style-type: none"> * Case Management * Respite Care or child care * Mentoring Programs * Prevention & Reunifications Serv. * Homemaker Services * Domestic Violence * Home Health Aide Services * Family Stability Services * Emergency Housing – (short term not to exceed four months per incidence) * Counseling & Therapeutic Counseling Services (excluding medical expenditures) * Post-Finalization Adoption Services * Unmarried Parent Services * Transportation * In-home Services * Emergency Caretakers * Parent/Child Education Services * Diagnostic/Assessment Services (excluding medical expenditures) * Day Treatment(excluding medical expenditures) *Basic Needs *Rent (incl. security deposits) *Utilities <p>Excluding any Medicaid covered services</p>

Kinship Care Services TANF Purpose #1

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verifications & Eligibility	Services
<p>The minor child(ren) who meets a degree of relationship to a kinship caregiver as defined in O.R.C. §5107.02 shall be treated as one assistance group for the purpose of determining eligibility for Kinship Care Services</p>	<p>* Specified relatives, custodians or guardians (as defined by the O.R.C. §5107.02) caring for minor child(ren) who are not their biological or adopted child(ren)</p>	<p>Exempt from FPL because (per O.A.C. §5101:1-23-10(D)(2)) income of the kinship caregiver shall not be considered in determining eligibility of the assistance group</p>	<p>*\$2,000.00 *Quarterly Per 3 months consecutive period of eligibility per assistance group</p>	<p>* Must provide SS# or/apply for a SS# *Past 30 day Income from date of application. *Verification of earned and unearned income self-declaration *No resource limit * Must be a resident of Huron County, self-declaration</p>	<ul style="list-style-type: none"> * Case Management * Respite Care or child care * Mentoring Programs * Legal Services * Homemaker Services * Home Health Aide Services * Family Stability Services * Emergency Housing – (short term not to exceed four months per incidence) * Counseling & Therapeutic Counseling Services (excluding medical expenditures) * Post-Finalization Adoption Services * Unmarried Parent Services * Transportation * In-home Services * Emergency Caretakers * Parent/Child Education Services * Diagnostic/Assessment Services (excluding medical expenditures) *Basic Needs *Rent (incl. security deposits) *Utilities <p style="text-align: center;">Excluding any Medicaid covered services</p>

Youth in Transition Purpose # 1

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verifications & Eligibility	Services
<p>The youth in transition shall be treated as one assistance group for the purpose of determining eligibility for Youth in Transition Services.</p>	<p>* Where minor children are residing w /parents or legal guardian and are (at-risk)</p> <p>* Families that are currently working with Children Services to increase the ability of children to be cared for in their own homes or transition into their own independent living situation (as long as the youth is enrolled in secondary education).</p>	<p>*200% FPL</p>	<p>*\$1,500.00</p> <p>*Annually Per 12 months consecutive period of eligibility per assistance group</p>	<p>* Must provide SS# or/apply for a SS#</p> <p>* Past 30 day Income from date of application.</p> <p>* Verification of earned and unearned income self-declaration</p> <p>* No resource limit</p> <p>* Must be a resident of Huron County, self-declaration</p>	<ul style="list-style-type: none"> * Case Management * Respite Care or child care * Mentoring Programs * Prevention & Reunifications Serv. * Homemaker Services * Domestic Violence * Home Health Aide Services * Family Stability Services * Emergency Housing – (short term not to exceed four months per incidence) * Counseling & Therapeutic Counseling Services (excluding medical expenditures) * Post-Finalization Adoption Services * Unmarried Parent Services * Transportation * In-home Services * Emergency Caretakers * Parent/Child Education Services * Diagnostic/Assessment Services (excluding medical expenditures) * Day Treatment(excluding medical expenditures) * Basic Needs * Rent (incl. security deposits) * Utilities <p>Excluding any Medicaid covered services</p>

Short Term Re- Employment Assistance Plan Purpose #1 & # 2

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verification and Eligibility	Services
<p>*The custodial parent(s) or specified relative and the minor child(ren) shall be treated as one assistance group.</p>	<p>*Job seekers and temporarily unemployed workers who anticipate finding a job or returning to work within 60 days.</p>	<p>*200% FPL</p>	<p>*\$1,000 and/or 60 days</p>	<p>* Must provide SS# or/apply for a SS#</p> <p>*Past 30 day Income from date of application.</p> <p>*Verification of earned and unearned income</p> <p>*Must be a resident of Huron County</p> <p>*If requesting utility assistance during HEAP season (Nov.-March), provide letter approving or denying HEAP assistance as one of the 3 community resources</p> <p>Assessment with HCDJFS Employment Services Counselor Caseworker</p>	<p>*Rent/mortgage (excl. security deposits)</p> <p>*Utilities (Current)</p> <ul style="list-style-type: none"> ▪ Gas ▪ Water ▪ Electric ▪ Fuel/Propane (minimum fill) <p>*Intensive case management</p> <p>*Employment coaching</p> <p>*Short term transportation</p>

Employment and Career Advancement Purpose # 2

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verification and Eligibility	Services
<p>*The custodial parents or specified relative and the minor children shall be treated as one assistance group.</p>	<p>*Where minor children are residing with parents or legal guardian and are in need of maintaining or obtaining self-sufficiency</p> <p>* Underemployed</p> <p>* Unemployed</p> <p>*Must actively be participating in WIOA</p>	<p>*200% FPL</p>	<p>12 months consecutive period of eligibility per assistance group</p>	<p>*Must provide SS# or apply for a SS#</p> <p>*Past 30 day income from date of application</p> <p>*Verification of earned and unearned income</p> <p>*No resource limit</p> <p>*Must be a resident of Huron County</p> <p>*Checklist and budget sheet required</p> <p>*Services will not be duplicated in a 12 month period</p> <p>*Birth Certificate</p> <p>*Unemployment Verification</p>	<p>*Short-Term; leading to gaining, keeping and advancing in employment</p> <p>*Testing needed to further education for work purpose, including but not limited to Work-Keys and GED Testing.</p> <p>*Pre-Employment Training</p>

Ex-Offender Re-Entry Employment Program # 2

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verification and Eligibility	Services
<p>*The custodial parents or specified relative and the minor children shall be treated as one assistance group.</p>	<p>*Where minor children are residing with parents or legal guardian and are in need of maintaining or obtaining self-sufficiency</p> <p>Ex-Offender Seeking Employment</p>	<p>*200% FPL</p>	<p>\$1,000.00</p> <p>12 months consecutive period of eligibility per assistance group</p> <p>Retention Bonus- hired worker has successfully completed the probationary period of 90 days or the employer probationary period whichever is greater. The employer is eligible to submit a request and obtain one-time \$500.00 per eligible employee to offset some of the training and wage expense. In addition, the employee is also eligible for a one time \$500.00 payment. Employee must be full time (At least 40 hrs. a week) and must earn at least \$8.00 per hour at the end of the probation period.</p>	<p>*Must provide SS# or apply for a SS#</p> <p>*Past 30 day income from date of application</p> <p>*Verification of earned and unearned income</p> <p>*No resource limit</p> <p>*Must be a resident of Huron County</p> <p>*Checklist and budget sheet required</p> <p>*Services will not be duplicated in a 12 month period</p>	<p>*Interview</p> <p>*Orientation</p> <p>*Targeting Success</p> <p>*Job Search</p> <p>*Career Development</p> <p>*Budgeting Classes</p> <p>*Employment Presentation</p> <p>*One on One Evaluations</p> <p>*Job Readiness</p>

Disaster Relief Program Purpose #1

Assistance Group	Targeted Group	Economic Need Standard	CAP	Needed Verification and Eligibility	Services
<p>*Families and elderly and/or disabled individuals who have sustained disaster related damage or loss upon disaster declaration by the Governor, the news, American Red Cross or other disaster relief organization</p>	<p>*Parents with minor children & individuals living in the household</p> <p>*Specified relatives of minor children & individuals living in the household</p> <p>*Pregnant individual</p> <p>*Elderly and/or disabled individuals meeting specific eligibility criteria to receive services/assistance through non-TANF funds</p> <p>**Note that 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.</p>	<p>*200% FPL</p>	<p>*Cap based on amount allocated by ODJFS</p>	<p>*Must provide SS# or apply for a SS#</p> <p>*Past 30 days of income from date of application including verification of earned and unearned income</p> <p>*No resource limit</p> <p>*Must be a resident of Huron County</p> <p>*Services in this section will not count toward the county's PRC limit per 12 month period</p>	<p>*Rent/mortgage (incl. security deposits)</p> <p>*Utilities (Current)</p> <ul style="list-style-type: none"> ▪ Gas ▪ Water ▪ Electric ▪ Fuel/Propane (minimum fill) <p>*Home Repairs</p> <p>*Emergency Shelter</p> <p>*Basic Needs</p> <p>*Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by the Governor, the news, American Red Cross or other disaster relief organization</p> <p>*Emergency Shelter in all portions of this PRC Plan is defined as shelter required due to damage or loss of the applicant's home or residence because of a natural disaster declared by the Governor, the news, American Red Cross or other disaster relief organization</p>

The HURON County Prevention, Retention and Contingency Policy is hereby approved by:

Lenora Minor, Executive Director
Huron County Department of Job and Family Services

Date

This is to certify that the HURON County Department of Job and Family Services has complied with ORC Chapter 5108 in adopting and amending this policy.

Terry Boose
Huron County Commissioner

Date

Bruce "Skip" Wilde
Huron County Commissioner

Date

Joe Hintz
Huron County Commissioner

Date