

CHAMPAIGN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

PREVENTION, RETENTION AND CONTINGENCY (PRC) PLAN



1512 S. US Hwy 68, Suite N100
Urbana, OH 43078
937-484-1500

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***Applications on pages 35 & 36 updated on 1/24/24
to reflect new FPL guidelines**

Contact Information:
Stacy Cox, Director
937-484-1500 Ext. 2746

SECTION I INTRODUCTION

The Prevention, Retention and Contingency Program (PRC) is designed to assist families in overcoming immediate barriers to achieving or maintaining self-sufficiency and personal responsibility. This is accomplished by providing necessary benefits and services that will enable individuals to obtain employment, keep employment, and improve their overall economic circumstances and stability.

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. To ensure fair and equitable treatment of the families applying for PRC, the program shall be continuously in operation according to the standards and procedures as set forth within this document. The services and benefits provided under the PRC program fall into three categories:

There are three separate categories for the PRC Program:

- PREVENTION:** Services are employment-driven, designed to divert the PRC assistance group from any type of cash assistance, initial or on-going, and direct them toward self-sufficiency.
- RETENTION:** Services are employment driven, designed to allow the PRC assistance group to obtain or maintain employment for those assistance groups (AG's) currently receiving cash assistance.
- CONTINGENCY:** Services are provided to a PRC assistance group to meet an emergent need that threatens the health or well-being of one or more assistance group members.

The PRC program provides flexibility for funding a wide variety of employment and training activities, supportive services, and benefits that will enable individuals to get a job, keep a job, and improve their economic circumstances. PRC funds must be to meet one of the four purposes of TANF (Reference 45 C.F.R. 260.20) which are:

Purpose 1:

- To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives;

Purpose 2:

- End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;

Purpose 3:

- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and,

Purpose 4:

- Encourage the formation and maintenance of two-parent families.

PRC services are not considered 'assistance' and does not count toward a family's OWF time limit, unless services exceed four months. PRC services are not intended to meet ongoing or recurrent needs.

In all cases, the amount of the PRC benefit issued must meet, but may not exceed the emergent need of the AG and fall within the established caps of the program which are detailed in Exhibit 1. If the amount of PRC available cannot prevent the onset or continuation of the emergent situation, there is no eligibility for payment. Any PRC assistance received by any member of that assistance group during that period will count toward the total twelve-month cap for the entire assistance group (unless otherwise specified).

This program is made of three distinct components, each addressing a family or assistance groups self-sufficiency and meeting one of the four TANF purposes identified earlier. The attached exhibit will give more detail on the services available through these components, and any limits that apply.

Eligible Assistance Groups

Self-Sufficiency for the entire assistance group is the program goal. A PRC assistance group is defined as one of the following:

1. an 18-year-old or older who is pregnant (unborn counts as an assistance group member);
2. minor child living with birth or adoptive parents, specified relative as defined by Ohio Works First (OWF) rules, or legal guardian, non-custodial parent (as defined below), and treated as one unit for determining eligibility.

A PRC assistance group can consist of non-custodial (or non-residential) parent, living in Champaign County, with a child that resides in Ohio. Consumers who fit under this category can participate under the group umbrella or as an individual AG. A non-custodial parent may be eligible for assistance through PRC if they meet program eligibility as well as the following conditions:

1. are currently cooperating with child support enforcement agency;
2. have made child support payments in the past 30 days.

Should a member of a PRC assistance group leave that unit and join a new PRC assistance group or become a separate PRC assistance group, the total amount of assistance they benefited from in a previous PRC assistance group, if within twelve months of application, will be counted toward their current PRC assistance group cap.

Voter Registration

All PRC applicants will be given the opportunity to complete voter registration forms or update their address if they have recently moved. The registration application as prescribed by the Secretary of State under section 3503.10 of the Ohio Revised Code (ORC) will be made available to persons who are applying for, receiving assistance from, or participating in the PRC program (reference ORC 329.051).

SECTION II **ELIGIBILITY AND APPLICATION**

Eligibility for PRC is dependent upon the PRC assistance groups demonstration and verification of the need for financial assistance and/or services, and whether the county determines that provision of PRC will satisfy that need. PRC may be approved once in a twelve-month period. If an assistance group finds that they need to apply for additional assistance within the twelve-month period, they can do this

understanding that they will not be eligible for any more than the cap during a rolling twelve-month period.

For the PRC assistance group to be found eligible, the PRC assistance groups income must be at or below 200% of the Federal Poverty Guidelines (FPG) for that size unit on date of application for PRC. Effective date for revision to FPG will be date received by this county from ODJFS. Specialized soft skill services means test may vary by service. Approval of any PRC funded soft services (i.e. Family Stability, 21st Century Groups, etc.) does not automatically qualify an assistance group for PRC Cash or Non-Cash assistance. PRC non-cash assistance is only available to members who have not received PRC non-cash assistance above the monetary cap from any county, during the previous 12 consecutive months. Families receiving assistance under another program may receive PRC assistance. The fact that an ongoing Medicaid, OWF, or disability medical or financial assistance group is active is not a limiting factor in the consideration of eligibility for PRC cash-assistance component. In addition, the CCDJFS will inform individuals about other programs (i.e., Medicaid and Supplemental Nutritional Assistance Program - SNAP) that are available and hearing rights that are applicable.

The CCDJFS will use objective criteria when determining eligibility and approving or denying the completed application within ten (10) business days after its receipt. (Application will be considered complete when both the application and budget worksheet have been finished, and the application has been signed by the primary applicant). Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and if the PRC Program can be of benefit will be determined by CCDJFS staff through discussion with the assistance group. Factors in that determination will include (but not be limited to):

1. the assistance group ability to meet ongoing costs;
2. good cause statement;
3. past work history;
4. past payment history.

If a family is requesting assistance through PRC, but cannot show they have made a good faith effort to resolve the problem on their own, PRC may be denied. All PRC applications will be screened through the PRC web reporting tool for prior authorizations. All PRC recipients/applicants must follow their responsibilities as outlined in their PRC plan.

All income which has been received by any member of the PRC AG during the preceding 30-day budget period is considered when determining financial need for the PRC non-cash component. The 30-day period begins 30 days prior to the date of application and ends on the application date. The income received during this period is used in the computation of financial eligibility. The only exception to this is those AG's failing the stability portion of the PRC program. For any verification that is obtained by phone, there must be clear documentation in the PRC assistance group 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.

For select services, as indicated within the specific service section in the plan, apparent eligibility will be utilized, provided the AG meets the specific TANF purposes of the identified service. Initially the agency will review available information in the Ohio Benefits (OB) system. If the applicant has a current OIES case for SNAP, OWF or Medicaid, the Eligibility Worker will review this information to ensure that the applicant income is currently at or below 200% FPG. While reviewing the application, if the income

listed on the application is inconsistent with the OBWP case information, the worker will follow up with the applicant for clarification.

If there is not an OBWP case or if additional clarification is needed, the agency will require income verification for 30 days prior to the application date. In cases where income is not consistent, (ie: PT employment, irregular hours, seasonal work) the agency will consider income for a 12 month period prior to the date of application.

Once an assistance group has been found to be below the 200% federal poverty level, the total net income, both earned and unearned of all the PRC assistance group members, will be utilized to ensure the assistance group will be able to maintain their budget if the PRC application would be approved. Written or verbal verification of income source is required.

There are some income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility – Rule 5101:1-24-20 of the Administrative Code addresses the issue of excluded income. The types of income excluded as income and resources when determining financial eligibility for prevention, retention and contingency (PRC) benefits and services are defined as:

- (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 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 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 Children with covered birth defects who are natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975.

For the PRC eligibility, unless indicated differently in Exhibit I, the gross amount of the PRC assistance groups total countable income is compared to 200% of the FPG amount for that PRC assistance group size. If the total PRC assistance group income is equal to or less than 200% of the FPG amount (or the amount established in Exhibit I) for the applicable PRC assistance group size, the PRC assistance group meets the income requirement. Once the PRC assistance group has met the income means test, the following additional eligibility requirements must be met:

- 1.) Assistance group must include a minor child, unless they meet non-custodial parent requirements.
- 2.) An unmarried, non-graduated parent under 18 not attending high school or equivalent is ineligible.
- 3.) An unmarried parent under 18 not living in an adult-supervised setting is ineligible.
- 4.) PRC assistance group must be a Champaign County resident and a U.S. citizen or qualified alien.

- 5.) PRC assistance group must not have any member who voluntarily quit employment or took action to cause their termination within the last 60 days without good cause).
- 6.) PRC assistance group must agree to use personal resources/income to help meet their need.
- 7.) Any PRC assistance group with a member who has committed fraud or demonstrated "intent to fraud" for purposes of receiving any type of public assistance administered by CCDJFS is ineligible until paid in full.
- 8.) An assistance group with any family member who has not established a current payment plan with the benefit recovery unit for any and all identified overpayments of benefits administered by CCDJFS.
- 9.) Anyone under a sanction cannot receive PRC funds while under this sanction.
- 10.) If a PRC assistance group has not followed responsibilities from a previous PRC approval, they must comply with those responsibilities before being eligible again.

Exploring Resources

Every effort will be made to explore the availability of resources within the local community prior to the authorization of PRC as PRC dollars will be considered the 'funding of last resort'. For the purposes of PRC, the 'community' is defined to also include areas beyond the county's boundaries. A PRC assistance group is required to apply for and utilize any program, benefit, or support system that may reduce or eliminate the presenting need. County personnel determining eligibility for PRC will be aware of community resources that may be contracted for or otherwise utilized to help meet the need. The PRC application provides a section for written documentation of the agency's attempt to locate and utilize community resources, including exploration of any PRC assistance group required co-payment.

Assistance Group Responsibilities

The PRC program, like Ohio Works First, is designed to enable the assistance group to become independent of these programs and self-sufficient. Once income eligibility is established, the agency staff and assistance group must jointly agree on the assistance groups' responsibilities to prevent a reoccurrence of need. Responsibilities of the assistance group should be case specific and may be required to be met prior to authorization of funds. The agency assumes responsibility to help assistance groups link/connect with the agreed-upon services if requested.

Services, Definitions and Amount Limits

Authorized services, definitions and limits are detailed in Exhibit 1 of this plan. Assistance may be requested multiple times during a consecutive 12-month period provided:

- 1.) Eligibility is established, and new application is filed at each new request;
- 2.) Overall cap of \$3,000 for PRC assistance group member has not been reached (unless the service allows for a higher cap or does not count towards overall cap-when specified) within the previous twelve continuous months;
Wrap-Around/Bundled Services may be considered on a case by case basis to assist the AG with multiple, delinquent issues that will assist the AG in self sufficiency; and
- 3.) PRC assistance group met or continues to meet self-sufficiency activities as detailed in most recent PRC application/plan.

To cure a failure to meet a previous AG responsibility plan, the applicant must either comply with the previous plan or complete those activities listed in a new PRC plan prior to authorization of PRC payment.

Application Priority

CCDJFS reserves the right to suspend services and/or benefits should there at any time be a change in funding or a lack of funding. Should lack of funding be declared by the Director of CCDJFS, the Priority of Service will be as follows:

- Families with children at risk of removal from the home by Children Services or that have an open case with Children Services.
- Families with \$0 income.
- Families with income at or below 100% of the federal poverty guidelines.
- Families with income between 101% and 150% of the federal poverty guidelines.
- Families with income between 151% and 200% of the federal poverty guidelines.

PRC Process

Once eligibility for PRC is established, the director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. If payment is authorized within the appropriate period, actual payment will be made to vendors or as reimbursement, with proof of payment for the identified eligible item and/or service according to the procedures in place within CCDJFS. The county will ensure that its policies meet all auditing requirements.

NOTICE OF APPROVAL/DENIAL

If it is determined that an application for PRC is approved, the agency shall mail or otherwise deliver the Agency “Notice of Approval of Your Application for PRC”. If it is determined that an Application for PRC is denied, the agency shall mail or otherwise deliver the agency “Notice of Denial of Your Application for PRC.”

If PRC assistance group and CCDJFS staff are not able to agree upon appropriate services, the agency’s Consumer Grievance Review procedure shall be followed. This does not limit the consumer’s right to request a state hearing should the PRC application/request be denied.

Review of PRC Plan

The Family Service Planning Committee and Champaign County Commissioners will review the PRC plan on an annual basis or when an amendment is needed.

AMENDMENTS

The PRC Plan may be amended at any time. Significant changes require:

- 1.) Review by the Champaign County Family Services Planning Committee;
- 2.) County Commissioner certification;
- 3.) Posting a notice within the Champaign County Department of Job and Family Services and on the agency website prior to effective date; and
- 4.) Submission to the Ohio Department of Job and Family Services at JFSProgram-Policy@jfs.ohio.gov.

The Champaign County Department of Job and Family Services agrees to implement this amended PRC plan, in compliance with O.R.C. Sec. 5108, effective on the date of the Director's signature.

Signature on file
Director

Date

Signature on file
Champaign County Commissioners
President

Date

EXHIBIT I

Prevention, Retention and Contingency (PRC) components are authorized with the expectation that the services provided to the assistance group will prevent them from reliance on, divert them from on-going cash assistance, and guide them to self-sufficiency by helping the applicant through the present crisis.

The following services and definitions are to be used as guidelines in assessing what needs the PRC assistance group must have met to enable them to achieve self-sufficiency. The PRC assistance group must complete the required application and include a brief explanation of the need for which they are applying. Also included in the application will be a plan of action agreed upon by the PRC assistance group intended to preclude a reoccurrence of the same need or documentation of the eligibility worker's discussion with the AG on family's plan to prevent reoccurrence of same need will be found in the journal/case notes found in Ohio Benefits.

Unless specifically indicated, each listed service may, independently or in combination, equal the PRC assistance group maximum amount per each twelve-month period.

Shelter expenses must be listed in PRC assistance groups name or, if in the name of a non-PRC assistance group member, PRC assistance group must show written verification that the services being requested will directly benefit their family members.

CONTINGENCY RELATED SERVICES

Many situations occur in a family's life creating an emergency. Contingency services are provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members. Such an event may include an unexpected period off work due to illness, surgery or childbirth. In these situations, should an assistance group be faced with short term health condition preventing them from work, and their employer verifies that they do have their job being held for them upon release from their doctor, this assistance group may apply for PRC assistance to get through the medical emergency.

Should non-PRC assistance group members reside in the same home, all shelter expenses will be pro-rated by PRC assistance group size, and non-PRC assistance group members' share must be paid prior to authorization.

Rent: Supports TANF Purpose 1&2

Rent (including lot rent), not to exceed four consecutive months and security deposit, can be approved with a pending notice of eviction and/or documentation of unexpected loss of income (i.e. illness, surgery, childbirth, loss of child support payments, etc), a family is homeless with no alternative living arrangement available, relocation out of county or state is necessary due to a bona fide offer of employment, or the move is required to protect a Domestic Violence victim. In addition, PRC can be approved for situations of overcrowding or uninhabitable living conditions (as determined by CCDJFS staff via a social services home visit/walkthrough). A payment must be made on the bill in the three (3) months prior to the application for PRC. The PRC funds issued, in combination with other resources available, must be sufficient to forestall the eviction.

Mortgage: Supports TANF Purpose 1&2

Mortgage payment(s), not to exceed four consecutive months, can be approved if the foreclosure process has been initiated and/or documentation of unexpected loss of income (i.e. illness, surgery, childbirth, loss of child support payments, etc). The deed and mortgage must be in the applicant's name and must be the primary residence of the AG. A payment must be made on the bill in the three (3) months prior to the application for PRC. The PRC funds issued, in combination with other resources available, must be sufficient to forestall the foreclosure.

Home Maintenance/Repair: Supports TANF Purpose 1&2

A PRC assistance group must own the home for which the repairs are needed and payment from the homeowners' insurance must be explored prior to approval of any funds. Repair or replacement of items affecting the basic structure of the home may be explored (including a wall, roof, flooring, plumbing, electric, heating supply, and water/sewage system). Two estimates from a certified/bonded individuals or companies are required. In a severe emergent situation where repairs/replacement occurred prior to the application for PRC, the application will be considered if received within 5 days of the service.

Utility Assistance (gas/heating fuel, electric, basic telephone service) Supports TANF Purpose 1&2

Time-limited (not to exceed four consecutive months) utility assistance and any required deposit for:

1. Homeless families transitioning to permanent/secured housing;
2. Families with a shut off notice and documentation of unexpected loss of income (illness, surgery, childbirth, loss of child support payments, etc)

The applicant must have first explored and been denied or unable to access necessary assistance through BRIDGES Community Action

The PRC funds issued, in combination with other resources available, must be sufficient to forestall the disconnect, restore or initiate services. The PRC AG does not need to agree to explore Percentage of Income Payment Plan, but must agree to sign up and comply with some type of payment plan offered by the heat fuel supplier. A payment must have been made on the bill in the three (3) months prior to application for PRC.

*For bulk heating fuel requests, payment may be made if the AG has less than a 20-day supply remaining.

**Payment will be made for the minimum amount the supplier will deliver.

Cooking Fuel/Water or Sewage: Supports TANF Purpose 1&2

Cooking fuel must be a separate verifiable source from the heating fuel or utility. This assistance, not to exceed four consecutive months, can be approved when there is a shut off notice and/or documentation of unexpected loss of income (i.e. illness, surgery, childbirth, loss of child support payments, etc). The amount issued in combination with other resources available must be sufficient to forestall or restore cooking fuel, water or sewage service. A payment must have been made on the bill in the three (3) months prior to application for PRC.

Essential Household Items: Supports TANF Purpose 1 & 2

Purchase or repair of essential household items/appliances (cribs/beds, car seats, washer, dryer, refrigerator, stove). Requires a landlord statement or agency worker walk through of owned residence to verify the essential need.

Identification Materials: Supports TANF Purpose 1 & 2

Payment for necessary identification materials (i.e. driver's license, state identification card and birth certificates) for the purpose of obtaining and/or retaining employment or for public assistance (OWF, SNAP, Medicaid) applicant activity. **This service is for payment of replacement identification items not for reinstatement fees for things such as driver's license.

Educational Expenses for Children: Supports TANF Purpose 1 & 2

School fees for children attending a school that requires fees or other payments for academic classes. This includes internet, due to a pandemic and/or remote school situations. The AG for this program is school aged children (K-12) and immediate family members in the household. Immediate family members include biological, adoptive and step parents, specified relatives or legal guardian/custodian, and minor child(ren)

(under 18 or 18 and still attending high school), biological and step siblings. Other household members will not be considered part of the AG.

Service or Benefit Contingency	TANF Purpose	CAP-Amount	Assistance Groups	Economic Need Standard	Other Requirements
<p>Shelter Expenses Rent (including lot rent), not to exceed four consecutive months, and security deposit can be approved with a pending notice of eviction and/or documentation of unexpected loss of income (i.e. illness, surgery, childbirth, loss of child support payments, etc), a family is homeless with no alternative living arrangement available, relocation out of county or state is necessary due to a bona fide offer of employment, or the move is required to protect a Domestic Violence victim. In addition, PRC can be approved for situations of over-crowding or uninhabitable living conditions (as determined by CCDJFS staff via a social services home visit/walkthrough). A payment must be made on the bill in the three (3) months prior to the application for PRC. The PRC funds issued, in combination with other resources available, must be sufficient to forestall the eviction.</p> <p>Mortgage payment(s), not to exceed four consecutive months, can be approved if the foreclosure process has been initiated and/or documentation of unexpected loss of income (i.e. illness, surgery, childbirth, loss of child support payments, etc). The deed and mortgage must be in the applicant's name and must be the primary residence of the AG. A payment must be made on the bill in the three (3) months prior to the application for PRC. The PRC funds issued, in combination with other resources available, must be sufficient to forestall the foreclosure.</p>	Purpose 1 & 2	\$3,000	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS	OWF and /or TANF eligible (200%FPG)	An Assistance Group may be required to complete "Housing Walk -through checklist" or provide documentation of unexpected loss of income Prior to approval
<p>Home Maintenance/Repair A PRC assistance group must own the home for which the repairs are needed and the payment from the homeowners' insurance must be explored</p>	Purpose 1 & 2	\$3,000	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS	OWF and /or TANF eligible (200%FPG)	An Assistant Group may be required to complete "Housing Walk -through checklist" Prior to approval

<p>prior to approval of any funds. Repair or replacement of items affecting the basic structure of the home may be explored (including a wall, roof, flooring, plumbing, electric, heating supply, and water/sewage system). Two estimates from a certified/bonded individuals or companies are required. In a severe emergent situation where repairs /replacement occurred prior to the application for PRC, the application will be considered if received within 5 days of service.</p>					
<p>Utility Assistance (gas/heating fuel, electric, basic telephone service); Time-limited (not to exceed four consecutive months) utility assistance and any required security deposit for: 1. Homeless families transitioning to permanent/secured housing; 2. Families with a shut off notice and documentation of unexpected loss of income (illness, surgery, childbirth, loss of child support payments, etc). Utilities or heating fuel assistance can be approved during the Home Energy Assistance Program (HEAP) provided AG has applied for and been denied those HEAP benefits. The applicant must have first explored and been denied or unable to access necessary assistance through BRIDGES Community Action.</p>		\$3,000	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS	OWF and /or TANF eligible (200%FPG)	**For bulk heating fuel requests, payment may be made if the AG has less than a 20 day supply remaining. Payment will be made for the minimum amount the supplier will deliver
<p>Cooking Fuel/Water or Sewage Cooking fuel must be a separate verifiable source from the heating fuel or utility. This assistance, not to exceed four consecutive months, can be approved when there is a shut off notice and/or documentation of unexpected loss of income (i.e. illness, surgery, childbirth, loss of child support payments, etc). The amount issued in combination with other resources available must be sufficient to forestall or restore cooking fuel, water or sewage service. A payment must have been made on the bill in the three (3) months prior to application for PRC.</p>	Purpose 1 & 2	\$3,000	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS	OWF and /or TANF eligible (200%FPG)	A payment must have been made on the bill in the three (3) months prior to application for PRC.
<p>Essential Household Items Purchase or repair of essential household items/appliances</p>	Purpose 1&2	\$2,000	OWF assistance groups or TANF eligible assistance groups with minor	OWF and /or TANF eligible (200%FPG)	Requires a landlord statement or agency worker walk through of residence to verify the essential need.

(beds, washer, dryer, refrigerator, stove).			children or Families working with CPS		
Identification Materials Payment for necessary identification materials (i.e. driver's license, state identification card and birth certificates) for the purpose of obtaining and/or retaining employment or for public assistance (OWF, SNAP, Medicaid) applicant activity.	Purpose 1&2	\$100 per Household member	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS	OWF and /or TANF eligible (200%FPG)	One (1) time per applicant in their lifetime **This service is for payment of replacement identification items not for reinstatement fees for things such as driver's license.
Educational Expenses for Children School fees for children attending a school that requires fees or other payments for academic classes. This includes internet, due to a pandemic and/or remote school situations.	Purpose 1&2	\$500 per student per year	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS	OWF and /or TANF eligible (200%FPG)	School Fees for youth enrolled in primary/secondary education (K-12), paid directly to the school in which the child attends. A full description of what is included in the fees is required prior to approval (i.e. workbooks, technology fees, device fees, consumable art/science supplies, locker and locker rental)--- (TANF funds cannot be utilized for providing public education). The AG for this program is school aged children (K-12) and immediate family members in the household. Immediate family members include biological, adoptive and step parents, specified relatives or legal guardian/custodian, and minor child(ren) (under 18 or 18 and still attending high school), biological and step siblings. Other household members will not be considered part of the AG. This service allows for apparent eligibility

School Clothing/Backpack Voucher: Supports TANF Purpose 1&2

Based on availability of funds, CCDJFS may provide access to school clothes, shoes and/or backpacks for local children (K-12) attending a school outside of the home. To access this benefit, there must be an active vendor willing to accept a voucher from CCDJFS. The service is designed to promote school engagement and truancy prevention and supports TANF Purposes 1& 2.

The AG for this program is school aged children (K-12) attending a school outside of the home and immediate family members in the household. Immediate family members include biological, adoptive and step parents, specified relatives or legal guardian/custodian, and minor child(ren) (under 18 or 18 and still attending high school), biological and step siblings. Other household members will not be considered part of the AG.

Applications will be accepted between August 1 and April 30th of each year.

Service or Benefit Contingency	TANF Purpose	CAP-Amount	Assistance Groups	Economic Need Standard	Other Requirements
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School Clothing /Backpacks Based on availability of funds, CCDJFS may provide access to school clothes, shoes and/or backpacks for local children (K-12) attending a school outside of the home. In order to access this benefit, there must be an active vendor willing to accept a voucher from CCDJFS .	Purpose 1 & 2	\$350voucher	OWF assistance groups or TANF eligible assistance groups with school aged children (K-12) attending a school outside of the home.	OWF and /or TANF eligible (200%FPG)	The AG must meet all other PRC requirements – recipient of public Assistance (OWF, Cash Assistance, Food Assistance, or Medicaid) or have a family income below 200% of poverty. Assistance groups currently sanctioned or serving a fraud penalty are not eligible for PRC. Applications will be accepted between August 1 and April 30 th of each year This service allows for apparent eligibility
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PREVENTION/RETENTION SERVICES

Prevention/Retention services are those services needed by an assistance group adult to obtain or to retain employment and/or provide services needed to the AG’s eligible youth to end the dependency of future needy parents on government assistance programs. For any PRC vehicle services authorized, a valid driver’s license, proof of insurance and credible work or training history is required.

Non-custodial Parents: Supports TANF Purpose 1&2

A PRC AG can consist of non-custodial (or non-residential) parent, living in Champaign County, with a child that resides in Ohio. Consumers who fit under this category can participate under the group umbrella or as an individual AG. A non-custodial parent may be eligible for assistance through PRC if they meet program eligibility as well as the following conditions:

- Are currently cooperating with child support enforcement agency.
- Have made child support payments within the past 30 days.

The AG is subject to the same time and money limits as any other PRC AG. This activity does not affect program eligibility for custodial AG parent.

PRC/TANF On the Job Training Program: Supports TANF Purpose 1&2

On the Job Training Program (OJT) is a subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers who participate in the program will be reimbursed up to 50% of the eligible trainee’s wage during the established training period, not to exceed \$6,000 per eligible recipient.

Assistance group definition for OJT – a child under age eighteen (18) or age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, and biological and step-siblings in the household. Other adult household members will not be considered part of the assistance group for purposes of OJT eligibility.

Job seekers must be determined eligible PRIOR to participation in/hiring by the employer. The employer is expected to hire the job seeker for full time, non-seasonal employment. Employers are required to offer the OJT participant the same compensation and benefits as workers in similar positions within the organization.

* Any moneys spent for this type of service will not count towards an individual's time or money caps for the PRC program.

PRC/TANF Individual Training Accounts: Supports TANF Purpose 1&2

The PRC/TANF Individual Training Accounts (ITA) program will provide TANF eligible individuals an opportunity to receive training (tuition and book assistance) for short term trainings, not to exceed one year in length.

Eligibility must be determined prior to the start date and the training provider must be found under Workforce Inventory of Education and Training (WIET) to ensure the training requested is a qualified education institution.

Total TANF ITA assistance cannot exceed a one-time cap of \$8,000 (lifetime) per eligible individual. If the applicant fails to complete the program (barring good cause) they will be prohibited from entering the program a second time.

* Any moneys spent for this type of service will not count towards an individual's time or money caps for the PRC program.

Vehicle Payment: Supports TANF Purpose 1 & 2

Up to four vehicle payment made on behalf of the PRC assistance group (at least one adult in the AG must be employed or in training needed for employment or have documentation that there is a job to return to, after the applicant recovers from an unexpected illness, surgery and/or child birth) if the lending institution has started processing to repossess the vehicle. Applicant must have shown effort to make payments prior to emergent need.

Vehicle Repair: Supports TANF Purpose 1&2

Vehicle repairs may be necessary for an AG to obtain/maintain employment, and/or education/training services needed to obtain/maintain employment. Vehicle repair assistance will only be provided in those situations where the vehicle is needed to retain employment, meet a work activity requirement, or to assist with transportation for education/training (for up to four months). Towing costs may be included as a part of the repair costs. Approval will not be made when repair costs exceed the NADA Blue Book retail value of the vehicle. In a severe emergent situation where repairs occurred prior to the application for PRC, the application will be considered if received within 5 days of the service. *Two bids are required from a certified auto repair company unless the vehicle is totally disabled and towed to a certified garage and repaired at that location.*

Alternative Transportation Supports: Supports TANF Purpose 1&2

Purchase of a bicycle, motorized scooter or moped, for the AG to travel to and from confirmed employment. The AG must provide proof of employment and secure three estimates. For the purchase of a motorized scooter or moped, the AG must also provide proof of the necessary license. The AG may also access this transportation support for the purchase of a safety helmet and costs associated with any required registration or license fees.

Vehicle Fuel Assistance: Supports TANF Purpose 1&2

Mileage reimbursement for travel to/from a new employment worksite, for the first month/30 days of employment, at the DJFS mileage reimbursement rate from home, to work, and back home.

Employment Services/Work Supports: Supports TANF Purpose 1&2

The AG may need uniforms, shoes, office attire, or fingerprinting to get employment or other essential supplies (where costs are the responsibility of the AG-not the employer) to obtain or maintain employment. The AG must provide a letter from the company offering the employment and the letter must detail that the requested items are needed for employment. or other verifications to confirm supplies are necessary to move the applicant towards employment or help them in maintaining their employment. The AG can also access vehicle fuel assistance supports as outlined above to help with transportation for the first 30 days of employment.

** PRC assistance group meets the definition of employed if at least one adult member of the household is working a minimum of twenty (20) hours per week or is working fewer than twenty (20) hours per week but receives compensation equal in value to working twenty (20) hours per week at minimum wage. If a member of the AG has received a bona-fide offer of employment, the AG must provide verification of hours to be worked and must demonstrate that the employment opportunity is expected to last a minimum of thirty (30) days (e.g. a one-week temporary assignment does not qualify) and provide at least twenty (20) hours per week paid employment (or compensation equal in value to working twenty (20) hours per week at minimum wage).

Testing/Training/Certification Fees: TANF Purposes 1 & 2

Training, testing and/or certification fees required for an adult AG member to obtain or maintain employment. or to complete school or training session. Verification will be required that the training, testing and/or certification will lead to employment.

Fees: TANF Purpose 1&2

Reinstatement or registration and/or license fees for a previous or current licensed driver. Fee statement from license bureau stating reason for loss of license is required (possible counseling needed – DUI). No payment may be authorized for any court fines issued.

Remote Work Start Up/Repair/Maintenance Costs: Supports TANF Purpose 1&2:

The AG may require internet service and/or hardware (i.e. router) to obtain or maintain employment that requires remote work capabilities. The AG must provide a letter from the company offering the employment and the letter must detail that the requested items are needed for employment. or other verifications to confirm supplies are necessary to move the applicant towards employment or help them in maintaining their employment. Those self-employed are not eligible for this assistance.

TANF Specific-Employment Incentives: Supports TANF Purpose 1&2

Employment incentives for those eligible applicants who are or were receiving OWF, SNAP and/or Medicaid at the time of their employment and are at or below 200% of the FPL. The applicant must be able to verify continuous employment, for a minimum of 35 hours weekly. Eligibility is restricted to once in a three-year period. Those who are self-employed are not eligible for this incentive.

Those receiving employment incentives through other CCDJFS programs, such as CCMEP or the employment incentive program found in Appendix A, are not eligible for the same benefit through PRC.

Assistance Group: OWF , TANF, SNAP and/or Medicaid assistance groups with minor children or Families working with CPS or non-custodial parent.

****Note: Request for payment should differentiate between TANF Employment Incentives vs Non-TANF Employment Incentives to track for the appropriate funding source.**

Length of Continuous Employment	Incentive
One Month	\$200

Three Months	\$400
Six Months	\$600
Twelve Months	\$800

Graduate Success Program (MOU based): Supports TANF Purpose 1 & 2

The Graduate Success Program is designed to assist PRC-eligible families with targeted graduation/workforce preparation interventions and supports for their high school youth (grades 9-12), who have no clear post-secondary career path and/or are demonstrating academic challenges and/or other risk factors with the end goal of preparing them for the workforce.

Any moneys spent for this type of service will not count towards an individual’s time or money caps for the PRC program.

Service or Benefit Contingency	TANF Purpose	CAP-Amount	Assistance Groups	Economic Need Standard	Other Requirements
<p>On the Job Training: Payments to employers to help cover up to 50% of the eligible trainee’s wage during a specified period not to exceed \$6,000 per eligible participant/employee; pre-employment assessments as required by the employer; recruitment and development of employers for the program; supervision of the OJT program; case management activities related to the OJT program. PRC funding cannot be used to reimburse employers for medical benefits.</p>	Purpose 1 & 2	Maximum \$6,000 negotiated with employer	Participants must be TANF/PRC eligible which means they must meet family composition and income guidelines PRIOR to entering into an OJT agreement with an employer.	TANF/PRC eligible (200% FPG)	Caps are negotiated through contractual agreements between CCDJFS and participating OJT employers based upon the PRC participants knowledge level, training needs, wages and benefits.
<p>PRC/TANF Individual Training Accounts (ITA) program will provide TANF eligible individuals an opportunity to receive training (tuition and book assistance) for short term trainings, not to exceed one year in length.</p>	Purpose 1 & 2	Maximum \$8,000	OWF assistance groups or TANF eligible assistance groups with minor children or non-custodial parent	200%	Eligibility must be determined prior to the start date and the training provider must be found under Workforce Inventory of Education and Training (WIET) to ensure the training requested is a qualified education institution. If the applicant fails to complete the program (barring good cause) they will be prohibited from entering the program a second time.
<p>Vehicle Payment Up to four vehicle payment made on behalf of the PRC assistance group (at least one adult in the AG must be employed or in</p>	Purpose 1 & 2	\$3,000	OWF assistance groups or TANF eligible assistance groups with minor	OWF and /or TANF eligible (200%FPG)	The vehicle must be owned or leased by the applicant.

training needed for employment or have documentation that there is a job to return to, after the applicant recovers from an unexpected illness, surgery and/or child birth) if the lending institution has started processing to repossess the vehicle. Applicant must have shown effort to make payments prior to emergent need.			children or Families working with CPS or non-custodial parent		Applicant must have valid driver's license and valid vehicle insurance.
<p>Vehicle Repair</p> <p>Vehicle repairs may be necessary for an AG to obtain/maintain employment, and/or education/training services needed to obtain/maintain employment. Vehicle repair assistance will only be provided in those situations where the vehicle is needed to retain employment, meet a work activity requirement, or to assist with transportation for education/training (for up to four months). Towing costs may be included as a part of the repair costs. Approval will not be made when repair costs exceed the NADA Blue Book retail value of the vehicle. In a severe emergent situation where repairs occurred prior to the application for PRC, the application will be considered if received within 5 days of the service. <i>Two bids are required from a certified auto repair company unless the vehicle is totally disabled and towed to a <u>certified</u> garage and repaired at that location</i></p>	Purpose 1 & 2	Up to \$3,000 in a 12-month period. CCDJFS has the option to deny repairs based on age, condition, repair needed and/or value of vehicle	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS or non-custodial parent	OWF and /or TANF eligible (200%FPG)	<p>The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and valid vehicle insurance.</p> <p>Note: If car is completely disabled and uninsured due to being inoperable, applicant must show, in their budget, ability to reinstate insurance upon repair and submit verification of reinstated insurance within 15 days of completed repair.</p> <p>Two bids are required from a certified auto repair company unless the vehicle is totally disabled and towed to a certified garaged and repaired at that location</p> <p>Approval will not be made when repair costs exceed the NADA Blue Book retail value of the vehicle.</p>
<p>Alternative Transportation Supports</p> <p>Purchase of a bicycle, motorized scooter or moped for the AG to travel to and from confirmed employment. The AG must provide proof of employment and secure three estimates. For the purchase of a motorized scooter or moped, the AG must also provide proof of the necessary license. The AG may also access this transportation support for the purchase of a safety helmet and costs associated with any required registration or license fees.</p>	Purpose 1 & 2	Up to \$3,000 in a 12-month period.	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS or non-custodial parent	OWF and /or TANF eligible (200%FPG)	AG must be employed and obtain three estimates for the alternative modes of transportation
Vehicle Fuel Assistance:	Purpose 1 & 2	Up to \$500	OWF assistance groups or TANF	OWF and /or TANF	AG must submit proof of newly

<p>Mileage reimbursement for travel to/from a new employment worksite, for the first month of/30 days of employment, at the DJFS mileage reimbursement rate from home, to work, and back home.</p>			<p>eligible assistance groups with minor children or Families working with CPS or non-custodial parent</p>	<p>eligible (200%FPG)</p>	<p>obtained employment, for a minimum of 20 hours each week, earning at least minimum wage. When seeking reimbursement verifications will be required to show that the AG worked on the dates in which reimbursement is being sought. Those who are self-employed are excluded from this benefit. Applicants must attest that they are not receiving travel reimbursement from their employer or provided this benefit through another assistance program.</p>
<p>Employment Services/Work Supports The AG may need uniforms, shoes, office attire, or fingerprinting to get employment or other essential supplies (where costs are the responsibility of the AG-not the employer) to obtain or maintain employment. The AG must provide a letter from the company offering the employment and the letter must detail that the requested items are needed for employment. or other verifications to confirm supplies are necessary to move the applicant towards employment or help them in maintaining their employment.</p>	<p>Purpose 1 & 2</p>	<p>\$750</p>	<p>OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS or non-custodial parent</p>	<p>OWF and /or TANF eligible (200%FPG)</p>	<p>PRC assistance group meets the definition of employed if at least one adult member of the household is working a minimum of twenty (20) hours per week or is working fewer than twenty (20) hours per week but receives compensation equal in value to working twenty (20) hours per week at minimum wage. If a member of the AG has received a bona-fide offer of employment, the AG must provide verification of hours to be worked and must demonstrate that the employment opportunity is expected to last a minimum of thirty (30) days (e.g. a one-week temporary</p>

					assignment does not qualify) and provide at least twenty (20) hours per week paid employment (or compensation equal in value to working twenty (20) hours per week at minimum wage).
<p>Testing/Training/Certification Fees: Training, testing and/or certification fees required for an adult AG member to obtain or maintain employment or to complete school or training session.</p>	Purposes 1 & 2	\$3,000	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS or non-custodial parent	OWF and /or TANF eligible (200%FPG)	<p>AG must pursue WIOA/CCMEP funding first prior to requesting PRC funds for employment needs</p> <p>Verification will be required that the training, testing and/or certification will lead to employment.</p> <p>This service allows for apparent eligibility</p>
<p>Fees Reinstatement or registration and/or license fees for a previous or current licensed driver. Fee statement from license bureau stating reason for loss of license is required (possible counseling needed-DUI). No payment may be authorized for any court fines issued.</p>	Purpose 1 & 2	\$500	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS or non-custodial parent	OWF and /or TANF eligible (200%FPG)	This service allows for apparent eligibility
<p>Remote Work Start Up/Repair/Maintenance Costs The AG may require internet service and/or hardware (i.e. router) to obtain or maintain employment that requires remote work capabilities. The AG must provide a letter from the company offering the employment and the letter must detail that the requested items are needed for employment, or other verifications to confirm supplies are necessary to move the applicant towards employment or help them in maintaining their employment.</p>	Purpose 1 & 2	\$2,000 (not to exceed four consecutive internet service payments)	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS or non-custodial parent	OWF and /or TANF eligible (200%FPG)	Those self-employed are not eligible for this assistance
<p>Employment Incentives: Employment incentives for those applicants who were receiving OWF, SNAP and/or Medicaid at the time of their employment and are no longer receiving this benefit. .</p> <ul style="list-style-type: none"> • One Month: \$200 • Three Months: \$400 • Six Months: \$600 • Twelve Months: \$800 	Purpose 1 & 2	\$2,000 (once in a three year period)	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS or non-custodial parent	OWF and /or TANF, SNAP, Medicaid eligible (200%FPG)	The applicant must be able to verify continuous employment, for a minimum of 35 hours weekly. Eligibility is restricted to once in a three-year period. Those receiving job retention incentives

					through other CCDJFS programs, such as CCMEP, are not eligible for the same benefit through PRC. Those who are self-employed are not eligible for this incentive
<p>Graduate Success Program The Graduate Success Program is designed to assist PRC-eligible families with targeted graduation/workforce preparation interventions and supports for their high school youth (grades 9-12), who have no clear post-secondary career path and/or are demonstrating academic challenges and/or other risk factors with the end goal of preparing them for the workforce. Service not to exceed four months in a 12 month period.</p>	Purpose 1 & 2	As outlined in MOU between CCDJFS and local Educational Service Center	PRC eligible assistance group that includes high school youth	200% FPG-	Any moneys spent for this type of service will not count towards an individual's time or money caps for the PRC program.

SUPPORTIVE SERVICE RELATED EXPENSES

TANF Kinship & Child Protective Conditional Services: Supports TANF Purpose 1

Families actively involved with domestic violence, Children’s Protective Services (CPS) case managers or a Social Services (SS) case manager may access the PRC Program to prevent or alleviate a crisis.

The applicant must meet all eligibility requirements listed on page 3 of the main plan, be at or below 200% of Federal Poverty and have not failed any previous PRC self-sufficiency plans. A team review involving applicable team members from CCDJFS, with input from Domestic Violence or Children Protective Services case manager, will meet to approve expenditures in excess of regular PRC guidelines. Services covered may include: Emergency Shelter, Parent Education, Homemaker Services, Respite Care, Case Management, Home Health Aide and Environmental Services.

Domestic Violence case management will encompass any person who has been the subject of a Domestic Violence report to law enforcement within the past 60 days or who is known to the Domestic Violence case manager as a victim. Services will be authorized for up to 90 days unless extended by a team review process (based on recommendation of domestic violence counselor).

Services provided under TANF Child Protective may require activities to be completed as outlined in the case plan developed with the family. Applications may be denied if the team finds no evidence the family has attempted to avoid the crisis.

Eligible services for TANF/PRC Child Protective Services include certain direct services and case management or supportive services. The following services are allowable under the CCDJFS PRC Plan. The following definitions will be used when utilizing TANF Child Protective Services PRC:

Emergency housing: Providing case management or supportive services as it relates to emergency housing needs including: making referrals, arranging for, and planning for emergency housing needs and services.

PRC Child Welfare Family Preservation Activities: Includes activities performed on behalf of a child and their family if all of the following apply: there is not an in-home case or a custody case established, the child and family’s income meets the income eligibility criteria for the county’s PRC plan, and the

county has included these services in its PRC plan. Activities include: screening and assessment of needed services, providing program information and referral and linking to services such as family preservation services, domestic violence services, parenting training, substance abuse treatment, and counseling.

Child Welfare PRC Custody Case Management: A custody case has been established, a reunification plan is in place and the child is expected to be reunified with the family within six months of placement; the child and family's income meets the income eligibility criteria for the county's PRC plan; and the county has included these child protective services in their PRC Plan. Activities include: those related to family preservation to reunite a child with the child's family. If there is a custody case, but any one of the following applies: no reunification plan, placement exceeds six months, family's income exceeds the PRC income eligibility limit, the definition of child welfare PRC custody case management has not been met.

Child Welfare Non-Custody Case Management: An in-home case is established; the child and family's income meets the income eligibility criteria for the county's PRC Plan and the county has included these services in its PRC Plan. Activities include: development and implementation of a regimen of reasonable efforts which are undertaken to prevent the removal of the child into placement, and/or activities related to the development and implementation of a regimen of services for an adopted child and/or the child's family which are undertaken to support the maintenance of the adoption and/or prevent the disruption of the adoption. Such activities include supporting the management of care or services referral to, or arranging for, care services; planning or supervising care or services; supporting access to care or services; assessing results of care or services; and performing a case assessment. If an in-home case is established, but the family's income exceeds the PRC income eligibility limit, the definition of child welfare PRC non-custody case management has not been met.

Domestic Violence Services: TANF/PRC services will be available for victims of domestic violence and will be coordinated with the victim and his/her domestic violence case manager. PRC will be utilized to provide opportunities to protect the victim and children and may include any service available through the CCDJFS PRC plan and identified as a need. Individual service financial limits may be waived based on request from the Domestic Violence case manager and identified as a need for protecting the victim and children.

Home Based Services: Home based services are those services provided to families in their own homes or community which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs – examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, child care and transportation services. Home based services also include direct (face to face) education, referral and linkage to other community services and case management.

Parent Education Services: Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case management, making referrals to, arranging for services, planning, supervising and assessing results of parent education services.

Respite Care Services: Eligible services include case management, making referrals to, arranging for services, planning, supervising and assessing results of respite care activities and the provision of respite care. Respite care services are services designed to provide temporary relief of child-caring functions which includes, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child who continues to reside in his/her own home.

Transportation Services: Transportation Services include arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision of escort assistance.) Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and monitoring visits.

Family Coaching: Supports TANF Purpose 1 & 2

Community based, family centered, non-clinical family coaching services that promote the stability and well-being of children and families with the goal of maintaining the family while providing tools and techniques for building and maintaining relationships. The applicant must have an open children services case .. Approved services cannot exceed four months.

Any moneys spent for this type of service will not count towards an individual's time or money caps for the PRC program.

Household Items/Safety Equipment: Supports TANF Purpose 1 & 2

Repair or purchase of necessary appliances (stoves, fans, refrigerators, or washers/dryer), furniture (beds, mattress, box springs, linens, car seats, cribs, kitchen table, chairs), security/safety equipment, devices and/or systems necessary for the protection of at risk children.

Pest Removal/Treatment: Supports TANF Purpose 1&2

Provide pest removal and treatment services to the AG and/or AG's home, when such treatment is identified as needed to eradicate the infestation leading to the safety/well-being concern.

Shelter Assistance: Supports TANF Purpose 1&2

Rent (including lot rent), mortgage and/or rent deposits, up to four consecutive months, when such assistance is necessary to maintain a child(ren) in their own home or return to their own home. The deed and mortgage must be in the applicant's name and must be the primary residence of the AG.

Vehicle Repair: Supports TANF Purpose 1&2 Vehicle repairs may be necessary for an AG to complete case plan activities to prevent child removal or to promote reunification. Vehicle repair assistance will only be provided in those situations where the vehicle is needed to complete case plan activities. Towing costs may be included as a part of the repair costs. Approval will not be made when repair costs exceed the NADA Blue Book retail value of the vehicle. In a severe emergent situation where repairs occurred prior to the application for PRC, the application will be considered if received within 5 days of the service. *Two bids are required from a certified auto repair company unless the vehicle is totally disabled and towed to a certified garage and repaired at that location.*

Vehicle Payment: Supports TANF Purpose 1 & 2

Up to four vehicle payment made on behalf of the PRC assistance group when transportation is an essential need to meet case plan goals to prevent child removal or promote child reunification.

Vehicle Fuel Assistance: Supports TANF Purpose 1 & 2

Up to four months of mileage reimbursement, at the DJFS mileage reimbursement rate, for travel to/from case plan required activities designed to prevent child removal or promote reunification.

Note: If the child(ren) is placed outside of the home the case plan goal must be reunification.

Family Building Activities: Supports TANF Purpose 1 & 2

Activities such as YMCA memberships, community programs or other activities that would encourage positive interactions amongst family members.

Youth Educational and Socialization Activities: Supports TANF Purpose 1

Activities such as camps and organized recreational groups and/or activities (i.e. sports, music, art, etc) or activities that that encourage education and community participation.

Parent/Peer/Youth Mentoring: Supports TANF Purpose 1 & 2

Mentoring is a developmental partnership through which one person shares knowledge, skills, information, perspective, friendship to foster the personal growth of someone else. It is a relationship between an experienced person and a less experienced person for the purpose of helping the one with less experience by providing wisdom, guidance, and support designed to build/improve parenting, communication, and family stress reduction skills.

Structured Activities to Improve & Strengthen the Provision of Social/Emotional Supports: Supports TANF Purpose 1 , 2, 3 & 4

Structured activities to improve the provision of social/emotional supports are activities that provide skill building opportunities designed to increase social/emotional support for children and/or their families that will aid in the de-escalation of stress and problem behaviors. Activities typically involve togetherness of the family unit. May include participation in community activities.

Legal Custody Transfer: Supports TANF Purpose 1

Representation/Costs in Legal Custody Proceedings to represent parents and/or relative/kinship care providers in legal custody proceedings to resolve child safety and welfare concerns through a private transfer of custody. All parties must be in agreement for the custody transfer. Contested custody disputes are not eligible for this service.

AG for Legal Custody Transfer: A child under age eighteen (18) and immediate family members in the household. Immediate family members include biological parents and stepparents, kinship caregivers (as defined below) who have custody of a minor child, biological and step siblings in the household. Other adult household members will not be considered a separate family member.

Kinship Caregivers include a “Guardian”, “Custodian” and “Specified Relative” as defined in 5107.02 of the Ohio Revised Code.

Kinship Support Payments: Supports TANF Purpose 1

An initial one time \$750 dollar payment, per child, upon initial transfer of temporary custody, at the recommendation of CCDJFS/Child Protective Services, to cover costs associated with incorporating a child for whom they are not the parent, into their home.

Limited to kinship families that live within Champaign County or have an open child welfare case in Champaign County but reside in another Ohio county.

Kinship Permanency Incentive program: Working with eligible families toward making arrangements for children to be placed in kinship placements.

The following services are **NOT** PRC eligible:

- Foster care and out of home maintenance payments
- Juvenile justice services
- Any costs associated with children who do not live with a custodial parent or other adult caretaker relative, legal guardian, or legal custodian (EXCEPT for the 180-day provision or Federal TANF goals #3 and #4)

- Services available through other federal funding sources
- Medical services with the exception of those services allowable under Ohio’s 1996 IV-A state plan.

Service or Benefit Contingency	TANF Purpose	CAP-Amount	Assistance Groups	Economic Need Standard	Other Requirements
<p>TANF Kinship & Child Protective Conditional Services Child Protective Services allowable under the TANF program include: Emergency housing services; domestic violence services; home based services and mentoring programs; parent education and training; respite care services; transportation services; KPIP and case management services. These services provide CCDJFS an opportunity to provide services in assisting family reunification or to prevent children from being removed from their home.</p>	Purpose 1	<p>\$3,000; N/A for soft services provided (i.e. case management)</p> <p>A team review involving applicable team members from CCDJFS and Child Protective Services case manager, will meet to approve expenditures in excess of regular PRC guidelines if needed.</p>	<p>Families must be working with Children Services/Social Services, meet the definition for kinship services and be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.</p>	OWF and /or TANF eligible (200%FPG)	<p>The applicant must meet all eligibility requirements listed on page 3 of the main plan, be at or below 200% of Federal Poverty and have not failed any previous PRC self-sufficiency plans. A team review involving applicable team members from CCDJFS and Child Protective Services case manager, will meet to approve expenditures in excess of regular PRC guidelines if needed. Services covered may include but are not limited to Parent Education, Case Management. No financial cap for case management services provided by Child Protective Services when working with PRC eligible family. (Soft services). Payments will only be made to a licensed provider who is providing respite care services.</p>
<p>Family Coaching Services Community based, family centered, non-clinical family coaching services that promote the stability and well-being of children and families with the goal of maintaining the family while providing tools and techniques for building and maintaining relationships. The applicant must have an open children services case and case plan. Approved services cannot exceed four months.</p>	Purpose 1 & 2	CCDJFS funding contract	<p>Families must be working with Children Services/Social Services, meet the definition for kinship services and be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.</p>	OWF and /or TANF eligible (200%FPG)	<p>Any moneys spent for this type of service will not count towards an individual’s time or money caps for the PRC program.</p>
<p>Household Items/Safety Devices Repair or purchase of necessary appliances (stoves, fans, refrigerators, or washers/dryer), furniture (beds, mattress, box springs, linens, car seats, cribs, kitchen</p>	Purpose 1 & 2	Any number of individual payments to meet a non-recurrent crisis or episode of need up to	<p>Families must be working with Children Services/Social Services, meet the definition for kinship services and be in need of</p>	OWF and/or TANF eligible (200% FPG)	None

table, chairs). ,security/safety equipment, devices and/or systems necessary for the protection of at risk children.		\$1,500 per assistance group per 12-month period.	services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.		
Pest Removal/Treatment: Provide pest removal and treatment services to the AG and/or AG's home, when such treatment is identified as needed to eradicate the infestation leading to the safety/well-being concern.	Purpose 1 & 2	\$3,000	Families must be working with Children Services/Social Services, and be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.	OWF and/or TANF eligible (200% FPG)	None
Shelter Assistance: Rent (including lot rent), mortgage and/or rent deposits, up to four consecutive months, when such assistance is necessary to maintain a child(ren) in their own home or return to their own home. The deed and mortgage must be in the applicant's name and must be the primary residence of the AG.	Purpose 1 & 2	\$3,000	Families must be working with Children Services/Social Services, have an active case plan and be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.	OWF and/or TANF eligible (200% FPG)	A team review involving applicable team members from CCDJFS and Child Protective Services case manager, will meet to approve expenditures in excess of regular PRC guidelines if needed.
Vehicle Repair: Vehicle repairs may be necessary for an AG to complete case plan activities to prevent child removal or to promote reunification. Vehicle repair assistance will only be provided in those situations where the vehicle is needed to complete case plan activities. Towing costs may	Purpose 1 & 2	Up to \$3,000 in a 12-month period. CCDJFS has the option to deny repairs based on age, condition, repair needed	Families must be working with Children Services/Social Services, have an active case plan and be in need of services in order to reunite, maintain or care for children in their home.	OWF and /or TANF eligible (200%FPG)	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and valid vehicle insurance. Two bids are required from a certified auto repair company unless the vehicle is totally disabled and towed

be included as a part of the repair costs. Approval will not be made when repair costs exceed the NADA Blue Book retail value of the vehicle. In a severe emergent situation where repairs occurred prior to the application for PRC, the application will be considered if received within 5 days of the service. <i>Two bids are required from a certified auto repair company unless the vehicle is totally disabled and towed to a <u>certified garage</u> and repaired at that location.</i>		and/or value of vehicle	Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.		to a certified garaged and repaired at that location Approval will not be made when repair costs exceed the NADA Blue Book retail value of the vehicle.
Vehicle Payment: Up to four vehicle payments made on behalf of the PRC assistance group when transportation is an essential need to meet case plan goals to prevent child removal or promote child reunification.	Purpose 1 & 2	Up to \$3,000 in a 12-month period.	Families must be working with Children Services/Social Services, have an active case plan and be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.	OWF and /or TANF eligible (200%FPG)	The vehicle must be owned or leased by the applicant. Applicant must have valid driver's license and valid vehicle insurance.
Vehicle Fuel: Up to four months of mileage reimbursement, at the DJFS mileage reimbursement rate, for travel to/from case plan required activities designed to prevent child removal or promote reunification.	Purpose 1 & 2	Up to \$1,000 in a 4-month period	Families must be working with Children Services/Social Services, have an active case plan and be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.		Must provide verification of attendance at case plan activity and mileage verifications to receive reimbursement. Note: If case plan activities are back to back (i.e. counseling appointment followed by visitation, reimbursement may be sought from case plan activity to case plan activity—provided these are on the same day and back to back times) If the child(ren) is placed outside of the home the case plan goal must be reunification.
Family Building Activities Activities such as YMCA memberships or other activities that would encourage positive interactions amongst family members.	Purpose 1 & 2	\$750 and approved services cannot exceed four months.	Families must be working with Children Services/Social Services, meet the definition for kinship services and	OWF and/or TANF eligible (200% FPG)	None

			be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.		
Youth Educational and Socialization Activities Activities that encourage education and community participation.	Purpose 1	\$750 and approved services cannot exceed four months.	Families must be working with Children Services/Social Services, meet the definition for kinship services and be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.	OWF and/or TANF eligible (200% FPG)	None
Parent/Peer/Youth Mentoring Mentoring is a developmental partnership through which one person shares knowledge, skills, information, perspective, friendship to foster the personal growth of someone else. It is a relationship between an experienced person and a less experienced person for the purpose of helping the one with less experience by providing wisdom, guidance, and support designed to build/improve parenting, communication, and family stress reduction skills.	Purpose 1 & 2	\$3,000 and approved services cannot exceed four months.	Families must be working with Children Services/Social Services, meet the definition for kinship services and be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.		This includes associated workbook material costs for approved programs. Any moneys spent for this type of service will not count towards an individual's time or money caps for the PRC program.
Structured Activities to Improve & Strengthen the Provision of Social/Emotional Supports Structured activities to improve the provision of social/emotional supports are	Purpose 1, 2, 3 & 4	\$3,000 and approved services cannot exceed four months.	Families must be working with Children Services/Social Services, meet the definition for kinship services and		This includes associated workbook material costs for approved programs. Any moneys spent for this type of service will not count towards an individual's time

activities that provide skill building opportunities designed to increase social/emotional support for children and/or their families that will aid in the de-escalation of stress and problem behaviors. Activities typically involve togetherness of the family unit. May include participation in community activities.			be in need of services in order to reunite, maintain or care for children in their home. Includes Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA/made a CSEA payment within last 30 days.		or money caps for the PRC program.
Legal Custody Transfer Representation/Costs in Legal Custody Proceedings to represent parents and/or relative/kinship care providers in legal custody proceedings to resolve child safety and welfare concerns through a private transfer of custody. All parties must be in agreement for the custody transfer. Contested custody disputes are not eligible for this service.	Purpose 1	Up to \$1500	A child under age eighteen (18) and immediate family members in the household. Immediate family members include biological parents and stepparents, kinship caregivers (as defined below) who have custody of a minor child, biological and step siblings in the household. Other adult household members will not be considered a separate family member.	OWF and /or TANF eligible (200%FPG)	Kinship Caregivers include a "Guardian", "Custodian" and "Specified Relative" as defined in 5107.02 of the Ohio Revised Code. All parties must be in agreement for the custody transfer. A team review involving applicable team members from CCDJFS and Child Protective Services case manager, will meet to approve expenditures in excess of regular PRC guidelines if needed.
Kinship Support Payments: An initial one time \$750 dollar payment, per child, upon initial transfer of temporary custody, at the recommendation of CCDJFS/Child Protective Services, to cover costs associated with incorporating a child for whom they are not the parent, into their home.	Purpose 1	\$750 per child	AG with temporary custody (as recommended by CCDJFS) of a child for whom they are not the parent	OWF and/or TANF eligible (200% FPG)	Limited to kinship families that live within Champaign County or have an open child welfare case in Champaign County but reside in another Ohio county.

GROUP ACTIVITIES

Group activities can be paid by the PRC program if the activity will meet one or more of the PRC program goals. Every participant must file a PRC application that includes, at a minimum, the names of the assistance group members, financial verifications and the individual's responsibility to prevent a recurrence of the need. Any moneys spent for this type of service will not count towards an individual's time or money caps for the PRC program. The following is a list of the group activities that the PRC program will cover. The means test for these services will be **200%** of Federal Poverty.

Education Related

- Parent education classes or parenting classes
- Family nutrition education
- Housing homeowner/maintenance
- “Primary Teacher” program and interactive literacy programs between parents and children
- Student Intervention Programs, to include, After School and Summer programs plus School Readiness Programs.

Transportation Activities-Student Intervention Programs: Supports TANF Purpose 1&2

PRC/TANF funding will be made available in order to collaborate with community providers to help children from at risk families be successful in their education. (For example; Kindergarten Readiness programs, 21st Century Grant or other identified opportunities). Transportation to these programs will support state and federal initiatives promoting successful educational experiences and will be provided through contractual agreements with community partners.

Outreach Campaigns/Targeted Outreach Events-without regard to income-application not required

- Community outreach-(no means test)-TANF related Outreach to assure awareness of benefits and services to support children and families. This includes billboards and signs, public service ads (radio/TV), presentations at workplaces or community events, promotional items, recruitment activities, educational programs and activities, employer recruitment, collaborate with local Chamber, job fairs, information referral and other items related to outreach.
- Fatherhood outreach events and/or campaigns to improve the capacity of needy fathers to provide financial and emotional support for their children (custodial and non-custodial)
- Campaigns to encourage young people to delay parenting/teen pregnancy prevention

Service or Benefit Contingency	TANF Purpose	CAP-Amount	Assistance Groups	Economic Need Standard	Other Requirements
<p>Group Activities</p> <p>Group activities can be paid by the PRC program if the activity will meet one or more of the PRC program goals. Every Participant must file a PRC application that includes names of the assistance group, financial verifications and the individual's responsibility to prevent a recurrence of the need. Any moneys spent for this type of service will not count towards an individual's time or money caps for the PRC program. The following is a list of the group activities that the PRC program will cover. The means test for these services will be 200% of Federal Poverty.</p>	Purpose 1 & 2	N/A	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS	OWF and /or TANF eligible (200%FPG)	Education Related: Parent education classes or parenting classes, family nutrition education, housing homeowner/maintenance, Primary Teacher program and interactive literacy programs between parents and children, Student Invention Programs to include, After School and Summer programs plus School Readiness Programs
Transportation	Purpose 1 & 2	NA			

<p>PRC/TANF funding will be made available to collaborate with Community providers to help children from at risk families be successful in their education (for example: Kindergarten Readiness programs, 21st Century grant or other identified opportunities). Transportation to these programs will support state and federal initiatives promoting successful educational experiences and will be provided through contractual agreements with community partners.</p> <ul style="list-style-type: none"> • Outreach Campaigns/Targeted Outreach Events (Community outreach- no means test) • Fatherhood outreach events and/or campaigns to improve the capacity of needy fathers to provide financial and emotional support for their children (custodial and non-custodial) • Campaigns to encourage young people to delay parenting/teen pregnancy prevention • Family preservation and 	Purpose 2, 3 &4	NA	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS	OWF and /or TANF eligible (200%FPG)	<p>Education Related: Parent education classes or parenting classes, family nutrition education, housing homeowner/maintenance, Primary Teacher program and interactive literacy programs between parents and children, Student Invention Programs to include, After School and Summer programs plus School Readiness Programs, YMCA and 21st Century Programs Transportation for students' intervention to help student pass the 3rd grade reading test</p> <p>Application not required)</p> <p>None</p>
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DISASTER SERVICES AND BENEFITS

Disaster Services: Supports TANF Purpose 1 & 2

Disaster Services are contingent upon the Governor or ODJFS Director declaring a disaster and/or provision of disaster funds in Champaign County. The assistance group will not receive disaster assistance for an item already provided by another agency, program or insurance benefit.

Disaster Services meet TANF purposes, to aid needy families so that children may be cared for in their own homes or in the homes of relatives, to end the dependent of needy parents on government benefits by promoting job preparation, work and marriage.

The AG for this program is a group of individuals living at the same address in Champaign County and containing at least one minor child who has not attained the age of 19.

The AG must meet all other PRC requirements – recipient of public Assistance (OWF, Cash Assistance, Food Assistance, or Medicaid) or have a family income below 200% of poverty. When assistance is sought to obtain permanent housing, only the income of the Assistance Group (as defined in Section 4150 of the Public Assistance Manual) will be utilized in determining eligibility, not the income of the entire household. Similarly, when assistance is sought to obtain items required to accept employment or participate in a work

activity authorized by the Workforce Unit, only the income of the individual will be utilized in determining eligibility. **All families are potentially eligible for this category of assistance regardless of OWF sanction status.** Applications will be accepted on a first come first serve basis up to the point of available funding. When funding has been maximized, applications will be denied regardless of eligibility.

If ODJFS releases GRF dollars to provide disaster related assistance to elderly and disabled individuals who have been adversely affected by a Governor declared emergency, elderly and/or disabled residents of Champaign County without minor child(ren) may be eligible for PRC disaster services. Individuals must be age 55 or older AND at or below 200% FPG, or a recipient of disability benefit (Supplemental Security Income, Social Security Disability, Veterans Administration payment, Public Employees Retirement System, Black Lung, Railroad disability, etc.) and at or below 200% FPG.

Service or Benefit Contingency	TANF Purpose	CAP-Amount	Assistance Groups	Economic Need Standard	Other Requirements
Disaster Services Shelter Assistance <ul style="list-style-type: none"> • Rent/Rent Deposits • Mortgage Payments • Emergency shelter/temporary shelter (excluding hotel charges) • Payment of moving expenses 	Purpose 1 & 2	Determined by State or County, not to exceed \$1500 per family (not to count in aggregate PRC CAP) All Disaster benefits are dependent on available PRC funding	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS. IF GRF dollars are provided, the AG may include: elderly and disabled individuals, with no minor children in receipt of disability payment and at or below 200% FPG.	Determined by State Declaration or 200% FPG.	None
Utility Assistance <ul style="list-style-type: none"> • Payment for initial hook up • Purchase of bulk fuel destroyed or damaged by the disaster 	Purpose 1 & 2	Determined by State or County, not to exceed \$1500 per family (not to count in	OWF assistance groups or TANF eligible assistance groups with	Determined by State Declaration or 200% FPG.	None

<ul style="list-style-type: none"> • Installation or repair of telephone (when medically necessary with Doctor statement) • Alternate energy sources (flashlights, fuel for generators, propane for cooking, ice, etc.) 		<p>aggregate PRC CAP)</p> <p>All Disaster benefits are dependent on available PRC funding</p>	<p>minor children or Families working with CPS.</p> <p>IF GRF dollars are provided, the AG may include: elderly and disabled individuals, with no minor children in receipt of disability payment and at or below 200% FPG.</p>		
<p>General Repairs or Appliances</p> <ul style="list-style-type: none"> • Home repair or replacements affecting basic structure (provided to homeowner only) • Appliances or fixture repair or replacements • Repair or purchase of furnace, air conditioning, or water heaters (provided to the homeowner only) • Purchase or replace essential household contents • Homeowners insurance deductibles (to offset repairs needed to the primary dwelling due to disaster 	<p>Purpose 1 & 2</p>	<p>Determined by State or County, not to exceed \$1500 per family (not to count in aggregate PRC CAP)</p> <p>All Disaster benefits are dependent on available PRC funding</p>	<p>OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS.</p> <p>IF GRF dollars are provided, the AG may include: elderly and disabled individuals, with no minor children in receipt of disability payment and at or below 200% FPG.</p>	<p>Determined by State Declaration or 200% FPG.</p>	<p>None</p>

damage (requires proof of home ownership & primary residence)					
Personal Items <ul style="list-style-type: none"> • Essential clothing for members of the AG • Essential non-consumable products, excluding tobacco and alcohol • Vehicle repair or damage caused by the disaster provided the automobile is necessary for employment or medical condition. 	Purpose 1 & 2	Determined by State or County, not to exceed \$1500 per family (not to count in aggregate PRC CAP) All Disaster benefits are dependent on available PRC funding	OWF assistance groups or TANF eligible assistance groups with minor children or Families working with CPS. IF GRF dollars are provided, the AG may include: elderly and disabled individuals, with no minor children in receipt of disability payment and at or below 200% FPG.	Determined by State Declaration or 200% FPG.	None

APPENDIX B

Prevention, Retention and Contingency Application TANF Child Welfare/Kinship Services Title XX/TANF Transfer Services Application

By signing this application, I verify the following information is true and accurate (*please check all statements that apply*):

- I am a U.S. citizen or legal alien.
- I am not a fugitive felon.
- My family’s income falls within the stated guidelines below:

My family size is _____ My family’s gross monthly income is _____

200% Federal
Poverty Level as
of 1.11.2024

Number of people in your family (<i>include spouse and all children</i>)	PRC Eligibility & Title XX/TANF Transfer Services Monthly gross income is less than or equal to
2	\$3,407
3	\$4,304
4	\$5,200
5	\$6,097
6	\$6,994
7	\$7,890
8	\$ 8,787

Signature of parent/guardian _____

Date _____

Print Name _____

Customer Information Acknowledgement

Non-discrimination issued? Customer initials _____ **State Hearing rights issued?** Customer initials _____

Voter Registration issued? Customer initials _____

For Agency Use Only	
Family is requesting/receiving:	
○ Kinship Services	PRC Eligible? Yes <input type="checkbox"/> No <input type="checkbox"/>
○ TANF Child Welfare services	
○ Title XX/TANF Transfer Services	Approval/Denial letter issue date: _____
_____	Caseworker: _____



**Prevention, Retention and Contingency Application
Graduate Success Program**

Applicant Name: _____
Applicant

Address:

Applicant Phone Number: _____

Please check all statements that apply:

- I am a U.S. citizen or legal alien.
- I am not a fugitive felon.

Has any member of the household mentioned above been convicted of fraudulently receiving cash assistance from a Department of Job and Family Services? _____

Complete information below for all household members:

Name	Social Security #	Date of Birth	Relationship to Applicant	Gross Monthly Income

Number of people in your family (<i>include spouse and all children</i>)	PRC Eligibility Monthly gross income is less than or equal to

2	\$3,407
3	\$4,304
4	\$5,200
5	\$6,097
6	\$6,994
7	\$7,890
8	\$8,787

200% Federal Poverty Level as of 1/11/24

By signing this application, I verify the following information is true and accurate

Signature of applicant

Date

Customer Information Acknowledgement

Non-Discrimination rights issued? Customer initials_____

State Hearing rights issued? Customer initials_____

Voter Registration issued? Customer initials_____

For Agency Use Only

PRC Eligible? Yes

No

Approval/Denial letter issue
date: _____

Worker:
