

Licking County

**Prevention Retention Contingency Policy
August 3, 2009**

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Guidelines for PRC Assistance

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Section I Introduction

Section 5108.04 of the Ohio Revised Code requires each county Department of Job and Family services have a PRC Plan which is updated at least every two years. Licking County Job and Family Services is able to modify, terminate, establish new policies, and temporarily suspend PRC Services as necessary.

Since October 1, 1997, Licking County has provided the Prevention, Retention, and Contingency (PRC) Program providing temporary assistance to Licking County families with meeting an urgent need. The PRC Program was established to provide temporary, short-term relief to Licking County families in or nearing crisis in an effort to prevent future or ongoing public assistance. Since 1997, PRC Services have prevented unemployment or job loss, to assisted individuals in retaining employment and/or family self-sufficiency, and to provided contingent services for families with urgent needs.

In 2009, a reduction in overall state funding sources required services provided through the PRC Program be prioritized according to the level of need. In an effort to preserve the safety and well being of children and families, the Licking County Department of Job and Family Services has developed a plan which supports Child Welfare, Kinship Navigator, and Disaster services.

This modified PRC Plan outlines services, eligibility requirements, and other definitions specific to Licking County for Licking County residents. This Plan has been developed, reviewed, and recommended by the Licking County Job and Family Services Planning Committee, the Licking County Board of Commissioners, and the Licking County Department of Job and Family Services (LCDJFS). The Licking County PRC Plan was developed in compliance with Sec 5108.04 of the Ohio Revised Code.

John D. Fisher
Director

Date

Section II Eligibility

A. Economic Need

Economic eligibility includes the combination of income eligibility and evaluation of liquid resources. Income eligibility for PRC Services is based upon the Federal Poverty Guidelines (FPG) and vary per service category. Specific FPG guidelines have been established per service category and are listed per service area in Section III.

1. Income

Regardless of service category, all PRC applicants must provide verification of income for the last (30) days prior to the date of application. LCDJFS will also consider existing liquid resources available to meet the presenting need (defined below). In order to determine income eligibility, LCDJFS will compare all gross income received within the last thirty (30) days to the FPG standard for the specific service category. Kinship Navigator Services and TANF/PRC Child Welfare services shall be authorized by self-declaration of income to comply with TANF income eligibility requirements.

LCDJFS requires the inclusion of both **earned** and **unearned** income received in the last thirty (30) days prior to the date of application. The budget period begins on the date of application (the date of application is day 30 of the budget period). *Earned* income includes wages received through employment or received in exchange for some type of goods, services, or labor provided. *Unearned* income includes any and all income received from other sources such as child support, workers compensation, unemployment, social security insurance or disability, veteran's assistance, Ohio Works First cash assistance, gifts, and any other income received in the home.

2. Liquid Resources

Liquid resources include: cash on hand, savings accounts, and checking accounts. These resources will be verified when applicable. The applicant must demonstrate that his/her liquid assets are insufficient to meet the presenting need. Participants are allowed to retain liquid assets up to \$50.00. Liquid resources held by any AG member above \$50.00 must be utilized to meet their presenting needs before resorting to PRC funds. Liquid resources include funds deposited in an IDA Account that can be accessed for emergency purposes. If the personal resources held by the AG are insufficient to meet the presenting need, they may be supplemented by PRC funds, not to exceed the category and item caps as outlined in the plan.

Amounts held and needed to meet routine expenses coming due in the next 30 days (such as food, shelter, transportation and utilities) will not be considered as available liquid resource. LCDJFS may require prepayment of an applicant's bill for which liquid resources are on deposit. Verification of prepayment may be required.

D. Assistance Group

General eligibility requires that a child under the age of eighteen (18) or age eighteen (18) but attending high school or its equivalent must be a member of the household for PRC eligibility. Special consideration has been made for non-custodial parents, shared parenting, families where children have been temporarily removed and pregnant women in their third trimester of pregnancy.

PRC applications must be completed and signed by an authorized adult over 18 years old. Minors under the age of 18 who have a child/ren and are emancipated are eligible to apply for PRC Assistance without a parent or guardian signature. A child is emancipated if s/he is married, serving in the armed forces, or has been emancipated by court.

The method for defining the PRC Assistance Group (AG) varies by service category and are as follows:

1. *Kinship Navigator, TANF Childwelfare-* A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological and stepparents, designated guardians or caregivers, biological and step siblings in the household. Other adult household members will not be considered part of the AG. Pregnant women in their third trimester of pregnancy-each fetus is considered one additional family member.
2. *Cases where children are temporarily absent from the home* (i.e., taken into legal protective custody by the Children Services Division), remaining household members may be eligible for PRC assistance if the following criteria apply:
 - The child has been out of the home less than a total of six consecutive months
 - The family has a Children Services reunification plan in place
 - The family is actively working toward reunification, as verified by the Children Services caseworker. Authorization of PRC services must contribute to the reunification process.
3. *Shared Parenting*

In a situation where two parents claim custody or shared parenting of child(ren) and are claiming the child to be in the home for purposes of PRC eligibility, one of the following three criteria must be verified:

Does the requesting parent receive and/or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify (b).

- a. Does the requesting parent or the other custodial parent receive OWF cash assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient

should be considered the custodial parent. If neither household receives cash assistance, verify (b).

- b. The parent requesting PRC services may present one of two documents to verify shared parenting. S/he may bring verification that the child is claimed as a dependent on the most recent Federal tax filing OR may bring in a signed letter from the other parent. Such letter should state that parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer=s future eligibility for PRC services.

F. Disqualifiers:

Disqualifiers are listed per service category and deem the applicant ineligible for services. Refer to specific service area for list of corresponding disqualifiers.

G. Application Process

PRC applicants complete the Prevention, Retention, and Contingency Program Application to request services. Eligibility is dependent upon the AG's demonstration and verification of need for assistance and/or services and whether or not LCDJFS determines PRC services will satisfy the need. Failure to provide necessary verifications for purposes of eligibility determination within a reasonable time period will result in automatic denial of the application.

Samples of all PRC Applications appear in the Exhibits.

The Licking County Department of Job and Family Services is responsible for using objective criteria when determining eligibility and approving or denying the application. Applications will be processed in a fair and equitable manner within five (5) business days after receipt of a completed application with all necessary verifications. Eligibility will be carefully evaluated on a case-by-case basis. Immediate need will be determined by LCDJFS.

Once the PRC application is approved, LCDJFS will authorize and generate payment for assistance, goods, or services. Authorization may occur anytime after the application is approved.

The applicant shall receive a notice of approval or denial within forty-five (45) days of the date of application. The applicant shall receive Notice of Approval of Your Application for Assistance (ODJFS 4074) or Notice of Denial of Your Application for Assistance (ODJFS 7334) pursuant to the decision rendered. Applicants shall receive a copy of hearing rights at the time of decision.

Under this Program, an eligible AG may receive customized assistance, goods, or services as determined by the Licking County Department of Job and Family Services. Ongoing receipt of Medicaid, Ohio Works First, or Disability Assistance is not a determining factor in considering an AG's eligibility for PRC services (outside of any income received through said programs). LCDJFS will inform

applicants of other programs/services available through the Agency.

Receipt of PRC services in another county or PRC/TANF services provided in another state shall be considered when processing a PRC application. PRC/TANF benefits and amounts received in other counties and/or states shall be considered and included in the rolling 12 month period and five year windows.

LCDJFS will pursue collection of PRC assistance which has been obtained fraudulently or that has been determined to be an overpayment.

H. PRC Program Modifications/Termination

Licking County reserves the right to modify or terminate the PRC Program at any time. Modifications may encompass any or all areas of the county PRC Plan. Any modification or termination of the PRC Plan will be approved by the Licking County Job & Family Services Planning Committee, put in writing and forwarded to the Ohio Department of Job and Family Services with an established effective date. Licking County reserves the right to modify or terminate PRC services or eligibility requirements for any reason, including (but not limited to) reduction of funds, changes in State or Federal regulations, and the need to address appropriate emerging needs within the Agency.

Service Areas

PRC Disaster Services

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

A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent living with an adult relative/guardian and all other members of the household. Pregnant women in their third trimester of pregnancy. Each fetus is considered one additional family member.

Eligibility: at or below 200% FPG . Eligibility is based on information gathered in Application B.

Disqualifiers:

- Any members of the AG have outstanding OWF or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

Disaster Service	Description	Eligibility at or below 200%FPG	Cap per rolling twelve (12) month period
<ul style="list-style-type: none"> ▪Replacement or Repair of necessary household items & appliances ▪Rent ▪Interest on mortgage ▪Emergency shelter (maximum 3 days) ▪Security deposits ▪Utilities & utility deposit for new service ▪Replacement of essential clothing ▪Repairs related to damage caused by the specific disaster (Applicant must own the home or have a life lease or land contract. ▪Homeowners Insurance deductibles <p style="text-align: center;">Employment related Services:</p> <ul style="list-style-type: none"> ▪Vehicle repairs & auto insurance deductibles ▪Short term auto loan or lease payments ▪Transportation assistance (bus fares, gas coupons, etc. ▪Replacement of work clothes, uniforms and work tools/equipment 	<p>to provide contingent and employment related services due to a declared disaster</p>	<p>Every attempt must be made to verify income 30 days prior to the date of application. If records were lost or destroyed due to the disaster and cannot be verified from other sources, self-declaration of income based on the past 30 days will be accepted</p> <p>AG must have sustained disaster related damage or loss. Applicants will be asked to verify damage through an assessment by the Licking County Emergency Management Agency, verification by other local officials, photographs or the Licking County Department of Job & Family Services may verify damage by a personal visit.</p> <p>The assistance group will not receive disaster assistance for a service provided by another agency program or insurance benefit. Applicants will be required to provide the Department of Job & Family Services any records they can produce necessary to process the request for assistance.</p>	<p>up to \$1,500</p> <p><i>Previous PRC expenditures are excluded</i></p>

G. Kinship Navigator Services

AG definition for Kinship Navigator- A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological and stepparents, designated guardians or care givers, and biological and step-siblings in the household. Other adult household members will not be considered part of the AG.

Eligibility: At or below 300% FPG. Eligibility is based on information gathered in Application D.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- Any members of the AG have outstanding OWF or PRC fraud overpayment balances the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal alien
- Any members of the AG are fugitive felons or probation/parole violators

Kinship Navigator Services	Description	Eligibility at or below 300% _{FPG}	Caps per rolling twelve (12) month period
information and referral comprehensive information and access to legal services comprehensive information and access to child care respite care training comprehensive information and access to financial assistance evaluation and reporting	Kinship Navigator services provide an opportunity for the Licking County Department of Job and Family Services, Division of Children Services to assist children and family members providing kinship care. The Kinship Navigator program is funded, in part, through TANF funds as outlined in the PRC Plan.	At least one child in the household must be a kinship care placement. The child must be a Licking County resident prior to placement.	n/a

H. TANF Child Welfare

AG definition for TANF Child Welfare- A child under age eighteen (18)/age eighteen (18) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological and stepparents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG.

Eligibility: At or below 300% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of a child/children within the AG. Eligibility is based on information gathered in Application D.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- Any members of the AG have outstanding OWF or PRC fraud overpayment balances, the outstanding balance must be paid in full prior to authorizing PRC services
- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators

TANF Child Welfare Services	Description	Eligibility at or below 300% FPG self declaration-application D	Caps per rolling twelve (12) month period
<p>Child welfare services allowable under the TANF program include but not limited to:</p> <p>emergency housing services; domestic violence services; home-based services & mentoring programs; parent education and training; post adoption finalization services; respite care services; special services for alcohol and drug abusers; transportation services; voluntary or formalized court diversion activities & mediation; case management services; case management services</p>	<p>TANF Child Welfare services provide an opportunity for the Licking County Department of Job and Family Services, Children Services Division to provide services to assist in family reunification or to prevent children from being removed from the home.</p> <p>(See definitions of eligible TANF Child Welfare Services)</p>	<p>Child/ren may reside in the family home or the child has been out of the home <u>less than a total of six consecutive months</u></p> <p>If the children are out of the home, the family must have a Children Services reunification plan in place, and actively working toward reunification, as verified by the Children Services caseworker.</p> <p>Authorization of PRC services must contribute to the reunification process.</p>	n/a

Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services. The following services are also allowable TANF Child Welfare Services under our PRC Plan:

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.

Children Services Case Management

Case management services including; making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children.

Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to: meals, transportation, housing referral services, legal advocacy, children's counseling and support services and other services to victims of domestic violence and their dependents. Other eligible services include providing case management or supportive services including: making referrals, arranging for and planning for care or services, planning, supervising and assessing results of care as it relates to domestic violence services.

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 and counseling, 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.

Post Adoption Finalization Services

Post-finalization services or post-finalization adoption services@ means services provided or arranged by Children Services to support, maintain and assist an adopted child or adoptive family anytime after finalization of an adoption. (Please see Addendum A for an elaboration of appropriate use of TANF dollars for post adoption finalization type 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 may include, but are not limited to, 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 placed in a foster home or with a relative as well as for a child in his own home.

Special Services for Alcohol and Drug Abusers

Services to provide a rehabilitation program for alcohol and drug dependent persons.

Service activities include:

- Work with the individual, family members, and appropriate social service agencies to develop and carry out an individual rehabilitation plan.
- Providing or arranging for individual, family and group counseling.
- Services to assist the individual to recognize the danger of continued substance abuse.
- Case management services including; making referrals to, arranging for rehabilitation services, planning, supervising, and assessing results of services provided to alcohol and drug abusers.

Transportation Services

Transportation Services includes 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.

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

Exhibits