

Prevention, Retention & Contingency

Building a Stronger Community!



**DELAWARE
COUNTY**
Ohio

**Delaware County Department
of
Job & Family Services**

Effective

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1. Purpose:

- a. The Prevention, Retention, Contingency (PRC) program is a special category of assistance offered by Delaware County Department of Job and Family Services (DCDJFS). It is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. PRC is meant to assist a family through a presenting crisis and not to maintain a family when long term financial expenses exceed the ability of the family to meet those obligations. The main objectives of providing PRC assistance are to prevent loss of paid employment or eliminate a barrier in securing employment; to provide temporary assistance when the retention of a job is in jeopardy due to an unexpected crisis; and to meet a presenting contingency (unforeseen event that, if not satisfied threatens the safety, health or wellbeing of one or more family members).
- b. PRC client services or contract services indicated throughout this PRC plan meets one or more of the TANF Goals indicated below:
 - i. Assisting needy families so that children can be cared for in their own homes;
 - ii. Reducing the dependency of needy parents by promoting job preparation, work and marriage;
 - iii. Preventing out-of-wedlock pregnancies; and
 - iv. Encouraging the formation and maintenance of two-parent families.

2. Voter Registration:

- a. In accordance with section 329.051 of the ORC, the DCDJFS makes available a voter registration application to persons applying for or participating in the PRC program. This is also applicable to those entities with whom the county contracts. Contracted agencies can provide the completed voter registration forms to the DCDJFS.

3. PRC Services Are:

- a. Are services that have no direct monetary value to an assistance group and do not involve implicit or explicit income support; and/or
- b. Are short term financial assistance which is limited to the amount actually required to meet an emergent need, up to the maximum payment standard;
- c. After the emergent need is met with PRC funds, the family must be able to meet their ongoing needs;
- d. Are services that help families through a presenting crisis that interferes with keeping or getting a job;
- e. Meet unexpected infrequent emergencies that could not be avoided;
- f. Divert families from applying for cash assistance;

- 4. Are available within a 12-month period from the month of application up to the maximum allowable service.

PRC Services Are Not:

- a. Ongoing cash assistance;
- b. For repetitive delinquent payments of the same crisis... i.e. continual utility shut offs and eviction notices; and/ or
- c. An entitlement (Services and/or financial assistance are not guaranteed); and/ or
- d. Available categorically. Recipients of other public assistance programs such as Ohio Works First (OWF), Food Assistance, SSI and/or Medicaid are not automatically eligible for PRC.

5. Eligibility:

- a. The PRC program is intended to meet infrequent emergencies of a legitimate nature that could not have been avoided by any other means available to the applicant.

- b. Eligibility for PRC is dependent upon the PRC Assistance Group's (AG's) demonstration and verification of the need for financial assistance and/or services, and whether the county determines that a provision of PRC will satisfy the need and whether or not the family has the ability to meet their ongoing needs. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC program can be of benefit to meet said need will be determined by DCDJFS.

6. Other Eligibility Requirements:

- a. Applicants must meet one of the Assistance Group definitions.
- b. PRC AG household must reside in Delaware County at the time of application.
- c. PRC AG members must be citizens or meet the OWF qualified alien requirements in OAC rule 5101:1-2-30.
- d. Income for the PRC AG must be at or below the current 200% of the Federal Poverty Guidelines (FPG).
- e. Families receiving assistance under other DCDJFS programs may receive PRC assistance as long as they are participating and cooperating with all OWF and Food Assistance requirements (i.e., cooperating with Child Support Enforcement Agency, participating and following an OWF/FAET work activity component, fulfilling their self-sufficiency contract).

7. Assistance Group Definition:

- a. PRC is only available to five specific assistance groups. The definition of each is as follows:
 - i. PRC benefits and services are available to a family assistance group (AG) which includes a minor child or pregnant individual.
 - ii. PRC benefits and services are also available to a non-custodial parent who is regularly meeting his/her court ordered support obligation for a minor child. The non-custodial parent must be working no less than 30 hours per week. In this situation, the PRC AG will consist of the non-custodial parent, his/or her spouse, plus the child(ren) for whom the non-custodial parent is paying support. The income of all PRC AG members will be used in determining eligibility under this provision.
 - iii. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian, or legal custodian and other family members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.
 - iv. "Minor child" as defined in 45 CFR 260.30 means an individual who:
 - 1. Has not attained eighteen years of age; or
 - 2. Has not attained nineteen years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training).
 - v. An eligible family may also consist of related or non-related adults. These adults would be included in determining the household size and their income and resources would be included when determining eligibility.

8. Income/ Budgeting Period:

- a. All earned and unearned income received by any PRC AG member within a 30-day budget period, is considered in determining financial need with the exception of the earnings of a minor child. The 30-day budget period begins 30 days prior to the date of application and ends on the application date. The gross income received during this time period is used in the computation of financial eligibility. This includes all gross income, both earned and unearned of the PRC AG members. The only allowable deduction from the countable income is legally obligated child support payments paid via a

wage withholding by a member of the PRC AG to or for a non-household member. This wage withholding must be verified.

- b. The following are examples of earned income that must be counted in the 30-day budget period. These are examples only and are not meant to be an all-inclusive list:
 - i. Earnings from work as an employee;
 - ii. Earnings from Self Employment (computed using the last 30 days of income. Self-employment income is to be computed based on TANF rules);
 - iii. Strike benefits;
 - iv. Training allowance; and
 - v. Tax returns.
- c. The following are examples of unearned income that must be counted in the 30-day budget period. These are examples only and are not meant to be an all-inclusive list:
 - i. RSDI, SSI Benefits;
 - ii. Alimony and Child Support;
 - iii. Veteran Administration Benefits;
 - iv. Workers' Compensation Benefits;
 - v. Unemployment benefits;
 - vi. Pension and Retirement Benefits;
 - vii. Strike Benefits;
 - viii. Investment Income;
 - ix. Rental Income; and
 - x. OWF.
- d. The following are examples of excludable income:
 - i. (A) Child support payment distributions made by the Ohio department of job and family services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001).
 - ii. (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.
 - iii. (C) Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-31(g)(6) of the Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.
 - iv. (D) Monetary allowances paid under Section 401 of the Veteran's Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the veteran's administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects who are the natural children of women veterans who served in the republic of Vietnam from February 28, 1961 through May 7, 1975.
- e. Written or verbal verification from the income source is required. Any verification that is obtained by phone must be dictated clearly in the PRC AG case record to include the following:
 - i. The name and position of the individual supplying the information;
 - ii. The date the verification was obtained;
 - iii. The amount of the verified income; and

- iv. The name of the individual who obtained the verification.

9. Resources:

- a. A PRC applicant is encouraged to explore and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need.

10. Ineligible Assistance Groups/ Applicants:

- a. Fugitive felons, probation and/or parole violators;
- b. AG's which include individuals who are under a disqualification and are ineligible to participate in the OWF or Food Assistance programs;
- c. Unmarried, non-graduate minor parent, with a child more than 12 weeks old, and not attending high school or participating in activities aimed at enabling the teen to receive an equivalency degree;
- d. Unmarried minor parent or pregnant minor not living in an approved adult supervised setting;
- e. Individuals found to have fraudulently misrepresented residence in order to obtain assistance;
- f. PRC AG's which consist of a household member that is currently serving a sanction or penalty period from any public assistance program, unless the requested service is for vehicle repair to assist a sanctioned PRC AG member in gaining or retaining employment;
- g. AG who has not signed a repayment agreement for an existing over payment in Delaware County;
- h. AG's which include individuals who are not current on the repayment of an existing overpayment(s) in Delaware County;
- i. AG's with fraudulent (IPV) overpayments for OWF and PRC assistance – must have these overpayments paid in full to be eligible for PRC funds. Eligibility cannot be authorized until it is verified that the fraudulent overpayment is paid in full. If payment is made by a personal check – authorization of PRC funds can't occur until it is verified that the personal check has cleared and not returned as non-sufficient funds;
- j. An AG who has not made a payment towards their rent, utility in the last 4 months. Payments made by another organization do not meet this requirement;
- k. Non-citizens or individuals who do not meet the OWF qualified alien requirements in OAC rule 5101:1-2-30; and
- l. Illegal aliens and/or aliens not authorized to work.

11. Application Process:

- a. A PRC application must be completed;
- b. An interview is required, unless waived by agency management; and
- c. All providers of services for PRC purposes must be willing to accept a voucher from DCDJFS.

12. Approval/ Denial Process:

- a. The county is responsible for using objective criteria when determining eligibility. Eligibility should be approved or denied within 30 days. In order to meet the 30-day requirement, applicants must provide all necessary verifications. Failure to provide verifications within the 30 days or meet eligibility criteria may result in the PRC application being denied. Eligibility will be carefully evaluated on a case-by-case basis in a fair and equitable manner.
- b. A PRC application may also be denied when it is documented by DCDJFS that no attempt by the applicant has been made to prevent a reoccurrence of an emergent need unless the PRC applicant has experienced an extraordinary circumstance or expenses.

13. Misuse of PRC Funds:

- a. Any PRC funds issued inappropriately or incorrectly, based on misrepresentation of facts or a situation by the applicant will be considered an overpayment of funds and will be referred to the Benefit Recovery Unit for recoupment.

14. Comprehensive Case Management and Employment Program (CCMEP) Eligible/ Potentially Eligible

Applicants:

- a. Applicants ages 14-24 will be referred to the CCMEP case workers after their application is processed for approval or denial;
- b. Enrollment into CCMEP is not required; and
- c. CCMEP participants may still be potentially eligible for PRC while enrolled in CCMEP fs CCMEP supportive services funds are fully expended.

15. Amounts and Types of Assistance:

PRC payments are limited to the amount actually required to meet the need in a 12-consecutive month period of eligibility, unless specifically stated elsewhere in this PRC policy. PRC funds issued in any other county within the 12-month period prior to application will be counted toward the maximum allowable service.

16. Authorization:

- a. Once eligibility for PRC is established a DCDJFS employee 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. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at DCDJFS. All PRC payments are made by DCDJFS to the vendor. DCDJFS must ensure that its policies meet all auditing requirements.

17. Approval or Denial:

- a. If it is determined that an application for PRC is approved, the DCDJFS shall mail or otherwise deliver the ODJFS 4074, Notice of Approval of Your Application for Assistance. If it is determined that an application for PRC is denied, DCDJFS shall mail or otherwise deliver the ODJFS 7334, Notice of Denial of Your Application for Assistance.
- b. The Delaware County Department of Job and Family Services agree to implement the Prevention, Retention Contingency Plan as written above.

Chapter 1: Family Strengthening and Preservation Services: TANF Goal #1

PRC payments may be issued for supportive services to assist at-risk individuals; needy families so that children may be cared for in their own home or in the home of a relative; needy parents to end dependence on government benefits, reduce out-of-wedlock pregnancies, promote job preparation, work, and marriage; and to one-parent families to encourage the formation of two-parent households.

FAMILY STRENGTHENING and PRESERVATION SERVICES	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<ul style="list-style-type: none"> • <u>Family Preservation and Reunification Services:</u> <ul style="list-style-type: none"> ○ Respite Care ○ Emergency Shelter ○ Parenting Education ○ School Fees ○ Supportive Services • <u>Shelter Assistance:</u> <ul style="list-style-type: none"> ○ Rent and/or Rent Deposits <p>Past due deposits will not be paid for households requesting past due rent to prevent eviction. Assistance cannot be provided for any month greater than 6 months prior to the date of application.</p> <p>**Shelter assistance services do not require a referral from Protective Services if the family does not have an active case with PCSA and all other eligibility requirements are met. All other elements of this chapter require a referral from Protective Services.</p>	<p>* Verification of income or written, signed, dated self-declaration statement of previous 30 days income for the Assistance Group.</p> <p>* Statement from the landlord/lending institution as to amount needed to prevent eviction/foreclosure or amount needed to move in if homeless, a payment history of a min of 6 months if applying for past due rent/mortgage and verification that the landlord/lending institution will accept a county voucher if the AG is approved. (use agency form)</p> <p>*Applicant's ability to pay on-going rent will be reviewed when determining eligibility for this service. (Complete budget disclosure form with applicant). Note: past history of payment by agency and/or household will be considered when determining ongoing ability to pay.</p> <p>*HH must have made at least 1 payment on the rent obligation that is past due; the total payment(s) must be equal to a min of 10% or \$100, whichever is lower</p> <p>*Emergency Shelter /Temporary Shelter Needed verification includes the following: Proof of homelessness (ex. Statement from homeless shelter, domestic violence shelter, law enforcement, article from newspaper, collateral contact, or self-declaration).</p> <p>*For all purchases, the DCDJFS Procurement Plan will be followed.</p> <p>* Completed PRC application</p>	<p>\$2,500 per family, per 12 months.</p>	<p>200% FPL</p> <p>OR receipt of public assistance (OWF and/or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)</p>	<p>Specified relative w/minor child(ren)</p> <p>Pregnant Woman</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Child only</p> <p>Non-custodial parent if the non-custodial parent resides in Delaware County. The child may reside out of county or if the child is in care of DCDJFS</p> <p>Note: Services may be provided to non-Delaware County residents if that household has an active case with the Delaware PCSA</p>

Chapter 2: Diversion/Contingency Services: TANF Goal #1

PRC funds may be used to meet Emergent needs that inhibit employment or threaten the health and/or safety of children to the extent that it prohibits them from being cared for in their own home. Emergent needs must be determined by the DCDJFS. Targeted individuals include under-employed individuals and individuals who are unemployed.

DIVERSION/CONTINGENCY SERVICES	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p>Contingency Services (defined as): Emergent needs that inhibit employment or threaten the health and/or safety of children to the extent that it prohibits them from being cared for in their own home. Emergent needs must be determined by the Delaware County Department of Job and Family Services.</p> <p>Utility Assistance - Payments to prevent shut off or to reconnect (must have disconnect notice) - Electric - Natural Gas - Propane - Fuel Oil Water & Sewage For Propane and Fuel Oil it must be verified that there is less than a 10-day supply</p> <p>Applicant must apply for HEAP and PIP (when program is available) and receive approval or denial before PRC Services can be rendered for utility assistance. PRC funds will not be used to pay PIP.</p>	<p>Needed for all benefits:</p> <ul style="list-style-type: none"> * Completed PRC application *Proof of income for the 30 days prior to the date of application *Original disconnect notice * The household must have made at least one payment on that utility bill within the 90 days prior to the date of application and the total payment(s) made must be equal to a minimum of 10% of the amount needed to prevent disconnect or to reconnect the service. *Bill must be in a current household members name. 	<p>\$1,500 per 24-month period for 2 separate utility types (ex: gas / electric) and \$750 cap per separate utility</p> <p>There must be a gap of 24 months between each utility type. (ex: if an electric bill is paid, applicant is not eligible for electric bill assistance for 24 months)</p>	<p>200% FPL</p> <p>OR receipt of public assistance (OWF and/or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)</p>	<p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Pregnant woman</p> <p>Non-custodial parent if the non-custodial parent resides in Delaware County. The child may reside out of county.</p>

Chapter 3: Disaster Services: TANF Goal #1

PRC funds may be used when a disaster has been declared by the Federal Government, State Government, or County Commissioners or there are immediate emergency disaster-caused needs necessary to resume normal daily activities independently. For the purposes of the plan, "immediate" will be defined as an event that occurred no earlier than 30 days prior to the date of application. All assistance is based on verified disaster-caused needs.

DISASTER SERVICES	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<ul style="list-style-type: none"> • Declared by Federal Government, State Government, or County Commissioners. (Other individual disasters such as house fire, flood, etc. may also be considered). • Immediate emergency disaster-caused needs necessary to resume normal daily activities independently. "Immediate" is defined as an event that occurred no earlier than 30 days prior to the date of application. • All assistance is based on verified disaster-caused needs. <p>Shelter Assistance</p> <ul style="list-style-type: none"> • Rent • Rent deposits • Emergency shelter/temporary shelter • Payment of moving expenses <p>Utility Assistance</p> <ul style="list-style-type: none"> • Payments to prevent shut off • Payment for initial hook-up • Purchase of bulk fuel • Installation or repair of telephone • Purchase or replace essential household contents / Personal Items (item eligibility determined by DCDJFS) • Essential clothing for members of Assistance Group • Essential non-consumable products, excluding tobacco and alcohol (item eligibility determined by DCDJFS) <p>Home repair or replacements if required to ensure health and safety needs including, but not limited to:</p> <ul style="list-style-type: none"> • Structure repair • Appliances or fixture repairs/replacement • Repair or purchase of furnace, air conditioning or water heater <p>Supportive Services for COVID-19 (see page 18)</p>	<ul style="list-style-type: none"> * Completed PRC Application * Proof of income for the 30 days prior to the date of application *Statement from the landlord with amount needed and agreement to accept voucher payment. *Disconnect notice and original utility bill * (3) written estimates for personal items, household items and repairs The disaster must have occurred within the 30 days prior to the date of application. 	<p>\$750.00 per Assistance Group, per episode of disaster</p> <p>*COVID-19 only (\$100 per child in the home. Maximum \$300 per household) for a maximum of three (3) months</p>	<p>200% FPL</p> <p>OR receipt of public assistance (OWF and/or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)</p>	<p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Pregnant woman</p> <p>Non-custodial parent if the non-custodial resides in Delaware County. The child may reside out of county.</p>

Chapter 4: Subsidized Employment Program (SEP): TANF Goal #2

The Subsidized Employment Program (SEP) will enable low income TANF-eligible Delaware County residents to gain valuable work experience while earning a paycheck to help meet basic needs. This program offers people the opportunity to develop a work history and have a current reference from an employer. Demonstrating success in a workplace environment can significantly increase the likelihood of getting hired in an unsubsidized job for participants with a criminal record or little or no work history. As paid employees, participants pay into the Social Security system and may qualify for Tax Credits, leading to increased long-term economic security. Employers hiring TANF-eligible persons may be eligible to receive the Federal Work Opportunity Tax Credit.

While eligibility is not restricted to OWF recipients, the Delaware County SEP will target OWF recipients.

SUBSIDIZED EMPLOYMENT (SEP)	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<ul style="list-style-type: none"> • Enable low income TANF-eligible Delaware County residents to gain valuable work experience while earning a paycheck to help meet basic needs • The subsidy covers the following: 75% reimbursement of wages to the employer not to exceed 4 months of reimbursement AND/OR To offset the cost of uniforms, tools, supplies, and necessary licenses and certifications 	<ul style="list-style-type: none"> * Completed PRC Application * Proof of income for the 30 days prior to the date of application 	50% reimbursement of wages to the employer not to exceed 4 months of reimbursement	200% FPL OR receipt of public assistance (OWF and/or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)	Specified relative w/minor child(ren) Legal custodian/guardian w/minor child(ren) Pregnant woman with no other minor children Non-custodial parent if the non-custodial parent resides in Delaware County. The child may reside out of county.

Chapter 5: Youth Employment Program: TANF Goals #1 and #2

This program will enable low income TANF-eligible Delaware County youth to participate in the Comprehensive Case Management and Employment Program (CCMEP).

YOUTH EMPLOYMENT PROGRAM	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p>Enable low income TANF eligible youth to participate in the Comprehensive Case Management and Employment Program (CCMEP). Please see Delaware County's CCMEP Plan for more details.</p>	<p>*To enroll in CCMEP, Participants must complete a CCMEP/WIOA application (JFS 03002). Applicant must also participate in a comprehensive assessment and development of a service plan. *A completed PRC application is only needed if directed by CCMEP caseworker. *Proof of income for the 30 days prior to the date of application</p>	<p>N/A</p>	<p>200% FPL OR receipt of public assistance (OWF and or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)</p>	<p>The types of youth that may be served are:</p> <ul style="list-style-type: none"> • Youth ages 14-17. • Youth age 18 but must be enrolled full time in secondary education. • Youth ages 18-24 that have a minor child. • Youth ages 18-24 that reside with a minor child in the assistance group. • Youth in the temporary custody of DCDJFS and placed in a licensed foster care setting. Youth must be ages 14-17 years of age or 18 years of age if a full-time student in secondary school.

Chapter 6: Vehicle Repairs: TANF Goal #2

PRC funds will be used to provide for vehicle repairs for the vehicles of Delaware County families so that the vehicle will be safe and operational. Targeted individuals include the following: Under-employed individuals, individuals in training to obtain a credential, individuals at-risk of meeting OWF time limits and SNAP Food Assistance recipients who are required for the SNAP Employment and Training Program.

TRANSPORTATION SERVICE OR BENEFIT	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p>Provide employment-related transportation services for Delaware County families.</p> <p>*Reasonable cost of parts and labor to repair vehicle for travel to/from employment or training. For employment of at least 20 hours per week earning at least minimum wage or for full-time training toward an in-demand credential. (Full-time training status determined by training provider).</p> <p>Also available to an individual actively seeking employment who was employed at least 20 hours per week within the last 30 days and did not quit or lose the job due to being fired for just cause, or an individual actively seeking employment and whom has had a verified interview for employment in the last 30 days or in the next 30 days. Services are to be provided at an agency approved vendor.</p> <p>*It is the intent of the program to assist low-income families with unexpected vehicle repair expenses, not expected regular maintenance. Therefore, services that would be considered "regular maintenance" (such as oil changes, windshield wipers, light bulbs, etc.) will not be covered unless required as the result of another necessary repair. Necessary repairs are those needed to ensure the vehicle becomes safe and operational.</p>	<p>*Completed PRC application</p> <p>*Proof of income for the 30 days prior to the date of application.</p> <p>*Proof of current ownership/registration of the vehicle at the time of application.</p> <p>*Proof of current driver's license and auto insurance.</p> <p>* Have no other working vehicles titled to the assistance group unless the other vehicles are being used for employment or education.</p> <p>*Have at least one (1) estimate.</p> <p>*Application must be approved before service is completed.</p> <p>*Vehicle must be operable after repair.</p> <p>*Car repairs performed through a licensed, qualified mechanic or other agency-approved vendor.</p>	<p>\$1,750 per 12-month period.</p>	<p>200% FPL</p> <p>OR receipt of public assistance (OWF and or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)</p>	<p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Pregnant woman with no other minor children</p> <p>Non-custodial parent if the non-custodial parent resides in Delaware County. The child may reside out of county.</p>

Chapter 7: Employment and Training (Employment Readiness) Services: TANF Goal #2
 PRC may be used for employment and training activities in order to develop the workforce of Delaware County. Targeted individuals include unemployed and underemployed individuals as well as students who are at risk of not receiving a high school diploma.

Employment and Training (Employment Readiness) Services	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p>PRC may be used for employment and training activities in order to develop the workforce of Delaware County.</p> <p>Employment Services up to \$500/12-month period</p> <ul style="list-style-type: none"> • Clothing or uniforms for work • Safety equipment such as shoes or glasses • Tools or equipment required for employment • Job interview attire • DCT, if customer does not have own transportation (or on demand service if DCT cannot transport) • Driver's licenses & birth certificates can be covered for eligible AG members (one (1) time per applicant in their lifetime) <p>Mileage Reimbursement at the county rate up to \$500/12-month period</p> <p>Training services up to \$5,000/training</p> <ul style="list-style-type: none"> • Tuition • Fees • Books/supplies/uniforms • Testing fees (1 retake) <p>School Fees up to \$500/12-month period if payment of fees is a requirement before participant can graduate.</p>	<p>*Completed PRC application</p> <p>*Proof of income for the 30 days prior to the date of application</p> <p>Employment Services: Three (3) estimates</p> <p>Mileage: Verification of attendance at training with number of miles determined by googlemaps.com</p> <p>Training</p> <ul style="list-style-type: none"> • Training to be done in 9 months or less • Training for "in demand field" with "in demand" determined by agency • 3 estimates from 3 training providers <p>Basic Services Checklist: Individuals requesting employment services or mileage reimbursement, regardless of employment status at the time of application, will have the added requirement of submitting a core services checklist to verify the completion of minimum job search requirements.</p> <p>School fees: Verification from school</p>	<p>Cap determined by service</p> <p>\$500/12-month period</p> <p>\$5,000/training</p>	<p>200% FPL</p> <p>OR receipt of public assistance (OWF and or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)</p>	<p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Pregnant woman with no other minor children</p> <p>Non-custodial parent if the non-custodial parent resides in Delaware County. The child may reside out of county.</p>

Chapter 8: Vehicle Fuel Assistance: TANF Goal #2
 PRC funds will be used to assist Delaware County families with the purchase of vehicle fuel. Targeted individuals include the following: Employed individuals needing vehicle fuel assistance to commute to/from work.

VEHICLE FUEL ASSISTANCE BENEFIT	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p>To provide assistance with the purchase of vehicle fuel for employment only (travel to/from worksite and home).</p> <p>*Fuel Vouchers will be issued One (1) time per eligible household member per 12-month period.</p> <p>Mileage to/from employment worksite will be calculated at the current county reimbursement rate, times the mileage from home, to work, and back home, times the number of trips. (not to exceed \$100 per month / per person). Voucher(s) will be issued based upon this calculation. Ex: .40/ mile x 20 miles (10 miles to work+10 miles home) x 10 (#of trips before the first pay)</p> <p>Fuel check amounts will vary based upon the determined need of each individual applicant. Each employed member of household over age 16 is eligible.</p> <p>Applicants are not eligible if already reimbursed for travel by their employer or provided this benefit through another assistance program.</p>	<p>Completed PRC application.</p> <p>Proof of income for the 30 days prior to the date of application.</p> <p>Verification of Employment.</p> <p>Completed W9 for applicant.</p> <p>*Employment must be at least 20 hours per week earning at least minimum wage. Benefit may be received prior to start-date of employment if verified by agency.</p>	<p>Once eligibility is determined, applicants are eligible for only a one (1) time per 12-month benefit.</p> <p>Benefit cap \$100 per person.</p> <p>May be eligible again after 12 months.</p>	<p>200% FPL</p> <p>OR receipt of public assistance (OWF and or SNAP) during the 30 days prior to the date of application</p> <p>(Child only OWF cases do not meet this requirement)</p>	<p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Pregnant woman with no other minor children</p> <p>Non-custodial parent if the non-custodial parent resides in Delaware County. The child may reside out of county.</p>

Chapter 9: Employment Retention: TANF Goal #2

PRC funds will be used to promote employment retention for Delaware County families. Targeted individuals include the following: Employed individuals.

EMPLOYMENT RETENTION BENEFIT	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p>To provide Employment Retention benefits to employed individuals.</p> <p>Retention benefits are awarded as an incentive for participants to maintain continuous full-time employment. Benefits are issued on the following schedule:</p> <ol style="list-style-type: none"> 1. \$200 employment retention bonus after 30 days of verified continuous full-time employment. 2. \$300 employment retention bonus after 60 days of verified continuous full-time employment. 3. \$500 employment retention bonus after 120 days of verified continuous full-time employment. <p>Total: \$1,000 employment retention bonus</p> <p>Full-Time employment defined as at least 32 hours per week earning at least minimum wage at one individual employer.</p> <p>Continuous employment defined as no more than 5 days between hours worked.</p> <p>For new, full-time employment (within 30 days prior to date of application). No retroactive benefits are available.</p> <p>Applicants are not eligible if already provided this benefit through another assistance program, such as CCMEP.</p>	<p>Completed PRC application</p> <p>Proof of income for the 30 days prior to the date of application.</p> <p>Verification of new full-time employment.</p> <p>Verifications of continuous full-time employment for issuance of 2nd and 3rd steps.</p>	<p>\$1,000 per individual per lifetime cap</p> <p>Multiple individuals per assistance group may receive benefit but limited to \$1,000 per individual.</p>	<p>200% FPL</p> <p>OR receipt of public assistance (OWF and or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)</p>	<p>Specified relative w/minor child (ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Pregnant woman with no other minor children</p> <p>Non-custodial parent if the non-custodial parent resides in Delaware County. The child may reside out of county.</p>

Chapter 11: Kinship Caregiver Program: TANF Goal #1

PRC funds may be issued to assist at-risk, needy children being cared for in the home of Kinship Caregivers.

Kinship Caregiver Program Services	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p>These services are intended to provide the following relief of child care functions to kinship providers:</p> <p>Supportive Services/ stabilization to maintain kinship placement. (may include up to four (4) months of childcare services)</p> <p>To be eligible for any of these services, Kinship Caregivers must be a specified relative, a legal guardian, or a legal custodian.</p> <p>Eligible child must be no older than 13 unless the child meets the definition of special needs pursuant to paragraph (u) of the rule 5401:2-16-01 of the administrative code and may remain eligible until they turn eighteen.</p> <p>The assistance group must inform the agency within ten (10) days if the child no longer resides with the kinship caregiver.</p> <p>*COVID-19 Supportive Services (see page 18)</p>	<p>Completed PRC application.</p> <p>Proof of income for 30 days prior to the date of application for child only.</p>	<p>\$2,000 per child (excluding childcare)</p>	<p>200% FPL</p>	<p>Child Only</p> <p>*Does not include a nonrelative adult having a familiar and long-standing relationship with the child/family.</p>
<p>These services are intended to provide the following relief of child care functions to kinship providers:</p> <p>Child care expenses</p> <p>Eligible child must be no older than 13 unless the child meets the definition of special needs pursuant to paragraph (u) of the rule 5401:2-16-01 of the administrative code and may remain eligible until they turn eighteen.</p> <p>Child care expenses may be paid directly to a DCDCJFS licensed child care provider or non-licensed childcare provider of the kinship caregivers choice.</p> <p>The assistance group must inform the agency within ten (10) days if the child no longer resides with the kinship caregiver.</p>	<p>Completed PRC application.</p> <p>Income for all assistance group members.</p> <p>Proof of income for 30 days prior to the date of application.</p> <p>Proof of eligible activity (ex: employment, training)</p>	<p>Reimbursement rate may not exceed the maximum established for the Publicly Funded Child Care Program.</p>	<p>200% FPL</p> <p>Eligibility is determined every 12 months</p>	<p>Kinship caregiver, child, and anyone else in the public assistance group.</p> <p>*Does not include a nonrelative adult having a familiar and long-standing relationship with the child/family.</p>

Chapter 12: COVID-19 Services: TANF Goal #1

PRC funds may be used when a disaster has been declared by the Federal Government, State Government, or County Commissioners or there are immediate emergency disaster-caused needs necessary to resume normal daily activities independently. For the purposes of the plan, "immediate" will be defined as an event that occurred no earlier than 30 days prior to the date of application. All assistance is based on verified disaster-caused needs.

COVID-19 SERVICES	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p>Payment to assist with shelter expenses and goods and services or other setbacks caused by the COVID19 pandemic. Will be made monthly, not to exceed 3 months.</p> <p>Excluding the purchase or Alcohol, tobacco, and illegal consumables.</p>	<p>* Completed PRC Application</p> <p>* Self attested income for the 30 days prior to the date of application or proof of SNAP/OWF eligibility</p> <p>*W9</p>	<p>\$100 per child in the home, maximum \$300 per household for a maximum of three (3) months</p> <p>Program will last until the State of Emergency is lifted.</p>	<p>200% FPL</p> <p>OR receipt of public assistance (OWF and/or SNAP) during the 30 days prior to the date of application (Child only OWF cases do not meet this requirement)</p>	<p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Pregnant woman</p> <p>Non-custodial parent if the non-custodial resides in Delaware County. The child may reside out of county.</p>

Signature Page

Robert Anderson

Robert Anderson, Director

The Delaware County Department of Job & Family Services

4/16/20

Date

Barb Lewis, Delaware County Commissioner

Date

Jeff Benton, Delaware County Commissioner

Date

Gary Merrell, Delaware County Commissioner

Date