

# Clinton County Prevention, Retention and Contingency (PRC) Program

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1025 S. South Street  
Wilmington, Ohio 45177  
(937) 382-0963

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## I. Introduction

The Clinton County Job and Family Services has designed the Prevention, Retention and Contingency (PRC) plan to assist families in overcoming immediate barriers to achieving or maintaining self-sufficiency and personal responsibility and improve their overall economic circumstances and dependence on government benefits. The PRC program provides benefits and ongoing services that are directly related to the four purposes of the Temporary Assistance for Needy Families (TANF) Program as defined in federal law 42 U.S.C. 601.

**Purpose #1:** Provide assistance to needy families so that children may be cared for in their homes or in the homes of relatives.

**Purpose #2:** End the dependency 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.

**Purpose #4:** To encourage the formation and maintenance of two-parent families.

PRC funds may only provide benefits and services which are not considered “assistance” (45 C.R.F. 260.31). This definition includes non-recurrent, short-term benefits that are designed to deal with specific crisis or episode of need and are not intended to meet recurrent/ongoing needs and will not extend beyond four (4) consecutive months. Non-recurrent benefits and services may encompass more than one payment per calendar year, so if the payment provided short-term relief and addresses a crisis rather than meeting an ongoing or recurrent need and does not exceed the assistance group benefit/cap limit.

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

**Prevention:** Designed to divert families from ongoing cash assistance by providing short term non-Assistance to help promote and achieve self-sufficiency by assisting through a presenting crisis.

**Retention:** Provided to assist an employed member of the family maintaining employment.

**Contingency:** Provided to meet an emergent need which, if not met threatens the safety, health, or Well-being of one or more family members.

## II. Services With and Without Tangible Value to Customers

The PRC program can be used for two kinds of assistance.

### A. One-time &/or short-term assistance of tangible value to customers

This is not a cash payment or ongoing support like TANF cash assistance.

This is not an entitlement payment. Assistance of this type will be considered on a

case-by-case basis using eligibility factors described in sections I. through V., along with the case manager's assessment of whether the tangible service will assist the PRC assistance group with self-sufficiency.

This type of PRC assistance is tracked in the ODJFS Prevention, Retention, and Contingency tracking system.

#### **B. Services of no tangible value to customers**

Service of no tangible value to customers may be provided on an ongoing basis.

Receipt of these services does not impact the PRC AGs eligibility for one-time &/or short-term tangible benefits.

### **III. Administrative Requirements**

#### **A. Applicant Responsibility**

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information and cooperating in the eligibility determination process. An applicant must utilize all available income and resources in meeting the presenting need. This includes ongoing assistance programs such as TANF, SSI, SNAP, as well as Unemployment Compensation, Social Security, special energy programs, child support, and OhioMeansJobs. There is no PRC eligibility if the AG fails to make use of available income or resources that are in an amount sufficient to meet a portion of, or the entire amount of, the emergent need.

#### **B. Resources/Assets**

PRC applicants are expected to make reasonable efforts to explore available community resources first to resolve their emergent need before pursuing PRC. If CCJFS is already aware that no resources exist in the community to assist a specific need, the agency may waive this requirement.

A general principle of the PRC program is any resources which an Assistance Group (AG) member currently has available must be applied toward the emergent need. Liquid resources are those which are in cash or payable in cash upon demand. Most common types being but not limited to: Cash, Checking accounts, savings accounts, stocks, bonds, mutual funds or promissory notes.

All available liquid resources in excess of \$500.00 must be utilized to meet the emergent need prior to, or in combination with, the issuance of PRC Funds.

Resources of any ineligible assistance group member will be included as income for the assistance group.

#### **C. Assistance Group (AG)/Household**

Based on title IV-A federal regulations and state law, eligible family assistance groups must at a minimum be composed of:

- A minor child (has not attained 18 years of age; or has not attained 19 years of age and is a

full-time student in a secondary school) who resides with a parent/caretaker relative, legal guardian or custodian, or

- A pregnant individual (verification required), or
- A non-custodial parent of a minor child that lives in the state, but does not reside with his/her minor children and is cooperating with child support

#### Ineligible AG Members

- Members of an AG with an outstanding unpaid TANF (benefits received after October 1996) or PRC fraud overpayment balance
- An unmarried parent less than 18 years old not living in an adult supervised setting
- Aliens not lawfully admitted for permanent residence
- Fugitive felons, parole, and probation violators
- Individuals not cooperating with establishing paternity and securing child support
- Individuals who have fraudulently misrepresented their residence to obtain benefits in two or more states within the last ten years (from date of conviction)
- Adult or minor caretakers of children are ineligible for tangible PRC assistance if they have received it (as an adult or minor caretaker of an AG) in a four-month period that began within the last 12 months.

#### D. Citizenship

In order to receive PRC benefits and services a member of the AG must be a citizen of the United States or a qualified alien with a valid social security number.

#### E. Residency

PRC Benefits and services are available to Clinton County Residents. Residency is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period. Residency may be established if the AG is not receiving assistance in another county or state.

Clinton County residents who demonstrate moving out of county will be beneficial to making them self-sufficient, may receive PRC to pay for rent in another county.

#### F. Voter Registration

In accordance with section 329.051 of the O.R.C., the CCJFS makes available a voter registration application to persons applying or participating in the PRC program.

### **IV. Application Process**

The CCJFS 9002-PRC application packet is available upon request. The applicant may pick up the packet in the lobby or request one be mailed to them. This packet includes the following forms:

Individuals wanting to apply for PRC must complete and return PRC applications.

- CCJFS 6001 – A Prevention, Retention and Contingency Program Application: Request for Assistance with an Emergent Need
- CCJFS 6001-A Request for Specified Relative Supportive Service  
A confidentiality release must be signed, a verification of blood line relationship or court ordered custody provided, a verification of PRC AG's income and a verification of employment or school/educational need must be presented. Eligibility for this program shall be determined by the Family Services Supervisor or Administrator and must follow agency established workflow for processing.
- CCJFS 6001 – B Prevention, Retention and Contingency Program Application – Request for Assistance with Work Supports

A. Invalid Applications

Any PRC applications received that are not signed and dated by the applicant or authorized representative are not valid applications. Invalid applications will be returned to the individual by mail.

B. Assignment of Valid Applications

When the Family Services Unit receives a CCJFS 6000 - A or CCJFS 6001- B, it must be date stamped as received and assigned to a case manager for processing by the next business day. PRC applications are generally requested to assist with time sensitive emergent needs or work supports.

C. Processing Timeframe

PRC applications must be processed with a disposition within ten (10) business days of date received in agency.

- The ten-day period does not include the date application was received, weekends or holidays where the agency is not open for business. When the tenth business day falls on a weekend or holiday, a disposition must be made the next working day. Occasionally, the PRC AG may request additional time to obtain information or original verifications necessary to process a PRC application. Journal notes must be updated to include the AGs request for additional time and the additional amount of time agreed upon.
- A disposition must be made within ten business days.

D. Contact with PRC Applicant

The case manager shall attempt phone contact with each PRC AG upon assignment of the PRC application, unless there is obvious evidence of ineligibility for PRC. Obvious evidence of ineligibility includes but is not limited to households that do not meet the AG composition requirement, income reported exceeds the program standards or are not eligible based on PRC time frames. This discussion is critical for the case manager to collect information about the applicant's situation. The case manager will use the information from this discussion to review the eligibility criteria in sections I. through V. and make a case -by-case assessment of whether the tangible service will assist the PRC assistance group with self-sufficiency.

#### E. Written Notification of Approval or Denial

All PRC applicants will receive a **CCJFS 6003 – Notice of Action Taken on Your Application for the Prevention, Retention and Contingency (PRC) Program**.

#### F. Tracking PRC Requests

PRC applications, supporting documentation and notices must be filed with the fiscal unit.

- Journal notes in the Ohio Benefits SNAP/TANF or Medicaid case will have detailed information about the PRC application. This will include any requested verifications, phone conversations with the customer and approval/denial information.
- Agency EXCEL spreadsheet will also be utilized for tracking PRC applications.

#### G. Authorization Period

The authorization period begins with the month the PRC is approved (even if the PRC is approved on the last day of the month).

- For PRC benefits applied for using the CCJFS 6001 – A Request for Assistance with an Emergent Need, the authorization period is a four-month period in which approved PRC AGs may request additional PRC assistance if they have not received the maximum amount of PRC available. PRC is not an entitlement program and requests for additional PRC assistance is not guaranteed.
- For PRC benefits applied for using the CCJFS 6001 – B Request for Assistance with Work Supports, there is no authorization period. A CCJFS 6001 –B must be completed for each benefit requested within the limitations outlined in section VIII.

#### H. Period of Ineligibility

Once PRC is approved for an emergent need, and the four-month authorization period has expired, the PRC AG is ineligible for PRC assistance for a twelve-month period following the PRC approval date, unless they are requesting work supports.

#### I. Right to a State Hearing

At the time of application, individuals will be informed in writing of their right to request a state hearing. The agency will provide a copy of the JFS 04059 – Explanation of State Hearing Procedures.

### V. **Income**

All gross earned and unearned income which has been received by any member of the AG during the 30- day budget period is considered when determining financial need. The 30- day period begins 30 days prior to the date of the application excluding the application date. The income received during this period is used in the computation of financial eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF and FA.

Gross **earned income** examples include but are not limited to:



- Earnings from work as an employee
- Earnings from self-employment, less the cost of doing business or a 50% deduction
- Training allowance
- Commission
- Tips
- Bonuses

Gross **unearned income** examples include but are not limited to:

- Social Security, Retirement, Survivors, and Disability Insurance Benefits
- Alimony and child support
- Veterans Administration Benefits
- Worker's Compensation
- Lump-Sum Benefits (including tax benefits)
- Strike Benefits
- Unemployment Benefits
- Pension and Retirement Benefits
- Investment Income
- OWF or Supplemental Security Income (SSI)
- Disability benefits from an employer (short-term and long-term)

Income of all AG members must be verified. Only **earned income** of an AG member under the age of 18 will be excluded (unless the child is a parent).

#### Excluded Income

Income that is excluded is defined per OAC 5101:1-23-20.1 and 5101:1-24-20 in determining financial eligibility for PRC benefits and services.

## **VI. Reasons for PRC Denials**

PRC may be denied when the AG does not meet any or all the eligibility factors described in sections I through V and/or when the AG has a pattern of failing to use their own income and/or resources to meet their needs &/or quits employment without good cause. If the PRC assistance along with other resources is not enough to resolve the emergent need, PRC will be denied.

PRC may be denied if the PRC AG demonstrates a pattern of requesting PRC assistance for an emergent need in two or more years in a row. Dependency on PRC assistance does not lead to self-sufficiency.

PRC may be denied when the PRC AG is requesting assistance with utilities and does not have a payment history indicating the AG has made regular payments in two of the last four months. Payments made by third parties (HEAP, faith-based organizations etc.) do not count towards the AGs payment history or responsibility for making regular payments.

PRC may be denied when the PRC AG does not have regular, predictable income to cover monthly household expenses.



PRC for work supports may be denied when the AG demonstrates a pattern of short-term employment where they begin and end one job after another.

## **VII. Fair and Equitable Procedures**

To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards and procedures as set forth within this document. The covered benefits and services, or the amounts specified for the benefits and services listed in sections detailing the scope of coverage, may not be reduced, limited, or restricted unless the program is amended.

The following civil rights laws apply to states, counties, and other public and private entities that receive federal financial assistance and provide funds, training, and other services and benefits under the TANF program. The laws require that federally assisted programs be administered in a manner that does not discriminate or have the effect of discriminating on the basis of race, color, national origin, disability, sex, age, religion, or political belief. Additional information on civil rights laws can be found at <http://www.hhs.gov/ocr/civilrights/>

- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Title IV of the Civil Rights Act of 1964
- The Age Discrimination Act of 1975

## **VIII. Tangible Amount and Types of Assistance**

PRC payments are limited to the amount required to meet the presenting need, up to the amounts listed below for each type of assistance received within the timeframes described in section IV. Verification of amounts owed must be original bills or invoices.

The chart below outlines common reasons for PRC assistance. In the first three columns, an 'X' indicates which benefit category the service may be provided under as described in Section I. (P=Prevention, R=Retention, C=Contingency). Note: Benefits received under P and R categories may be combined but should not exceed \$2000.00 in a rolling 12-month period.

The Prevention, Retention, and Contingency (PRC) program is designed to support one or all the four purposes of the TANF program as defined in federal law 42 U.S.C. 601. County PRC programs utilize TANF funding in ways to support these four (4) TANF purposes.

The chart below indicates the TANF purpose of each category.

Purpose #1: Provide assistance to needy families so that children may be cared for in their homes or in the homes of relatives.

Purpose #2: End the dependency 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.

Purpose #4: To encourage the formation and maintenance of two-parent families

P	R	C	TANF Purpose	Type of Assistance	Maximum Amount
X	X		1,2	Work Clothing / Uniforms	\$500
X	X		1,2	Employment Related Equipment / Tools	\$500
X	X		1,2	<b>Fuel Card for Employment Transportation</b>  For this benefit, part time hours are equal to or less than 27 hours weekly and full-time hours are greater than 27 hours weekly. (only used with limitations). Recipient will be required to provide receipt from Speedway within 30 days of approval showing full expenditure of fuel card.	Limited to eight (8) weekly fuel card disbursements with proof of hours worked. Part time = \$50 Full time = \$80
X	X		1,2	<b>Taxicab Transportation Provided by Local Transit</b>  For this benefit, part time hours are equal to or less than 27 hours weekly and full-time hours are greater than 27 hours weekly.	Limited to eight (8) weekly opportunities for taxicab transportation not to exceed these amounts. Part time = \$30 Full time = \$50
X			1,2	<b>New Employment Bonus for Full Time Employment</b> <ul style="list-style-type: none"> <li>This benefit is not available for work assignments made through temporary staffing agencies until the individual is hired by the placement company.</li> <li>Employment Bonus is available after verified completion of 4 weeks (30 days) of full-time employment.</li> <li>The <b>CCJFS 6001-B</b> must be received within 30 days of when the bonus is available.</li> </ul>	\$500 per new job.  Cannot exceed more than 2 new jobs in a 12-month period.
X			1,2	<b>Federally Funded Child Care Co-payments</b> <ul style="list-style-type: none"> <li>This benefit is for full and part-time employment. Payment of co-payments for federally funded childcare is available for up to \$1000.00 or four months as an emergent need or up to \$2000.00 or twelve months as a work support.</li> <li>Assistance group must apply for Publicly Funded Child Care or the request will be denied.</li> <li>If Assistance group does not qualify for Publicly Funded Child Care, a private provider may be approved for payment.</li> </ul>	Up to \$1000.00 as an emergent need  Up to \$2000.00 as a work support

X			1	<b>Specified Relative Supportive Services</b>  Stabilization services designed to transition a child into and maintain the child in the home of a specified relative. This is a one-time payment at the initial placement of a child(ren) in the home. Additional payments may be approved if there is a change in the child's placement to another specified relative or a verified disaster. Services include incidentals incurred when taking on the responsibility of caring for a child unexpectedly. Items may include but are not limited to: cribs, beds, mattresses, bedding, car seats, diapers, clothing <ul style="list-style-type: none"> <li>Specified relative is required to apply for TANF benefits for the child for which they are caring for that they in their home and are applying for the PRC benefit.</li> <li>Confidentiality release must be signed.</li> <li>As used in sections 5101.851 to 5101.853 of the Revised Code, "kinship caregiver" means any of the following who is eighteen years of age or older and is caring for a child in place of the child's parents: <ol style="list-style-type: none"> <li>The following individuals related by blood or adoption. <ol style="list-style-type: none"> <li>Grandparents, including grandparents with the prefix "great", "great-great", or "great great-great".</li> <li>Siblings.</li> <li>Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great", "great great", "grand", or "great-grand"; and</li> <li>First cousins and first cousins once removed.</li> </ol> </li> <li>Stepparents and stepsiblings; and</li> <li>Spouses and former spouses of individuals named in numbers (1) and (2) of this section.</li> <li>A legal guardian of the child.</li> <li>A legal custodian of the child.</li> </ol> </li> </ul>	\$750.00 one-time payment.
	X		1,2	<b>Employment Retention Bonus for Full Time Employment</b> <ul style="list-style-type: none"> <li>This benefit is not available for work assignments made through temporary staffing agencies until the individual is hired by the placement company.</li> <li>Employment Bonus is available after verified completion of 90 days (3 months), 180 days (6 months), or 365 days (1 year) of full-time employment.</li> <li>The <b>CCJFS 6001-B</b> must be received within 30 days of after completion of the , 90<sup>th</sup> ,180<sup>th</sup> , and 365<sup>th</sup> day of verified job retention.</li> </ul>	\$400 after 90 days \$600 after 180 days \$800 after 12 months  Cannot exceed more than two (2) jobs in a 36 month period  *Previously received benefit amounts will be considered and may reduce the overall amount received to not exceed the CAP of \$2000.00 for work supports.
X	X		1,2	<b>Car Insurance</b> <ul style="list-style-type: none"> <li>Must verify vehicle ownership</li> <li>Must have valid Driver License</li> </ul>	\$500 Cannot exceed a quarterly payment (3 months)
	X		2	Testing fees to maintain current	\$500

				qualifications and certificates	
X	X	X	1	<b>Rent / Mortgage</b> <ul style="list-style-type: none"> <li>Threat or risk of eviction</li> <li>Homeless-Living in a place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings</li> <li>Uninhabitable residence determined by Health Dept</li> <li>Excess bulk heating fuel costs per Section VIII.</li> </ul>	<p>Up to \$1000.00 as an emergent need</p> <p>Up to \$2000.00 as a work support</p> <p>*Previously received benefit amounts will be considered and may reduce the overall amount received to not exceed the CAP of \$2000.00 for work supports.</p>
X	X	X	1	<b>Temporary Emergency Shelter</b> <ul style="list-style-type: none"> <li>Homeless</li> <li>Additionally benefit amounts will be considered and may reduce the overall amount received to not exceed the CAP of \$2000.00 for work supports.</li> </ul>	<p>Up to \$1000.00 as an emergent need</p> <p>Up to \$2000.00 as a work support</p> <p>*Previously received benefit amounts will be considered and may reduce the overall amount received to not exceed the CAP of \$2000.00 for work supports.</p>
X	X	X	1	<b>Utility Assistance for Bulk Fuel</b> <ul style="list-style-type: none"> <li>Not available during HEAP season</li> <li>Must have statement verifying amount of minimum delivery</li> <li>AG must be responsible for this utility. Utilities must be under the name of the AG. The property owner cannot be responsible for the utility.</li> </ul>	<p>Up to \$1000.00 as an emergent need</p> <p>Up to \$2000.00 as a work support</p> <p>*Previously received benefit amounts will be considered and may reduce the overall amount received to not exceed the CAP of \$2000.00 for work supports.</p>
X	X	X	1	<b>Utility Assistance for Initial Services and Shut-offs</b> <ul style="list-style-type: none"> <li>Gas, electric, water, sewer</li> <li>AG must be responsible for this utility. Utilities must be under the name of the AG. The property owner cannot be responsible for the utility.</li> </ul>	<p>Any that apply to the situation not to exceed \$1000 for emergent need and not to exceed \$2000 for work supports.</p> <p>*Previously received benefit amounts will be considered and may reduce the overall amount received to not exceed the CAP of \$2000.00 for work supports.</p>
x	x	x	2	<b>Comprehensive Case Management Employment Program (CCMEP)</b> –training and job supports. CCMEP must agree to participate in the program, complete a comprehensive assessment, and sign an Individualized Opportunity Plan.	<p>14- to 24-year-olds receiving TANF/PRC Services. These services may be provided through WIOA and TANF</p>

				Participant must meet economic need standard to receive TANF CCMEP assistance.	CCMEP funds for training and job needs identified in the IOP.
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### **HEAP – Home Energy Assistance Program**

PRC cannot be used to pay for any utility service that includes a heating account during HEAP season (November 1, XX through March 31, XX) each year. Households that purchase bulk fuel (propane, fuel oil etc.) for heating may find that the HEAP assistance payment is not enough to satisfy the delivery requirements of local bulk fuel providers. In this situation, CCJFS may provide assistance with a routine ongoing monthly household expense (rent, mortgage, water, sewer) without regard to shut-off notifications, evictions or late payments. This will allow PRC AGs to add funds that would have been spent on ongoing monthly household expenses to the HEAP approved amount and satisfy delivery requirements of local bulk fuel providers.

### **Comprehensive Case Management Employment Program (CCMEP)**

CCJFS will include individuals within this agency program to provide employment, training and other supportive services to program participants based upon a comprehensive assessment of an individual's employment and training needs. These services may include soft services including training, classes, and work experience. Individuals served in this area, according to TANF Purpose #2 must meet income eligibility criteria.

### **TANF Summer Employment Program for Youth**

CCJFS will administer the TANF Summer Employment Program for Youth 14-24 in conjunction with the above CCMEP program based on guidelines provided by ODJFS. This employment program is for income eligible youth. Income guideline is at or below 200% FPL for the needy family. When appropriate, youth in permanent custody of a Public Children Services Agency (PCSA) who are placed in licensed foster care settings that also meet age, student status and income guidelines. In the case of youth in a foster care or specified relative placement, CCJFS will exclude foster parent or specified relative income when determining eligibility for the TANF SYEP. Youth may participate and earn wages as determined by ODJFS. Eligibility to participate does not guarantee all youth will get an opportunity for employment. Opportunities for employment are limited to funding, employer participation, and previous opportunities for participation.

### **Back to School Assistance**

CCJFS, based on the availability of funds, may provide back to school assistance for school clothes, shoes, backpacks, school supplies and school fees for local children (K-12) enrolled at a school outside of the home. Funding amounts, if available, will be determined each year. Assistance is limited to once in a 12-month period. Verification of school enrollment is required. Families who have utilized other community partners for back-to-school funding are not eligible for this assistance. Households that do not follow program guidelines and/or use the funding for approved services will be ineligible to participate the following year.

### **Disaster Assistance**

CCJFS may provide disaster assistance through this PRC program when the Governor of Ohio or the Ohio Department of Job and Family Services declares Clinton County as a disaster area and/or provides supplemental or additional disaster related PRC funds outside of Clinton County's current allocation.

Clinton County will conform to any mandated rules and regulations provided by ODJFS for disaster assistance. When no mandates are provided, Clinton County will follow the eligibility rules in the

county PRC Plan. Expenditure limitations, unless limited by the State of Ohio or ODJFS, are limited to \$1500.00. Disaster payments are made independently from the traditional PRC program and do not affect the PRC AG's eligibility for non-disaster PRC benefits.

## **IX. TANF Child Welfare and At-Risk Youth Services** (TANF purpose 1,2)

PRC payments related to Child Welfare and Kinship Services when there is an open Children Services case in Clinton County are limited to the amount required to meet the presenting need, up to the amounts listed for each type of assistance within the timeframe described. Once approved and deemed eligible for PRC funding, verifications of amounts owed must be original bills, invoices, or receipts for reimbursement.

**Description:** TANF Protective Services and Kinship Support provide the opportunity for Clinton County Child Protection Unit to provide services to assist in family reunification as well as preserving families while preventing children from being removed from the home. In the event there is a reunification plan and children are placed out of the home, often relative and non-relative kinship caretakers need assistance as they are determined to have unexpected needs and costs because of caring for children in their home.

*\*\*Services meet Prevention, Retention, and Contingency components.*

**AG definition for TANF Child Welfare** consists of a minor child who is an individual who is not eighteen years of age or who has not turned nineteen years of age and is a full-time student in secondary school and immediate family members in the household. Immediate family members include biological parents and step-parents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG. A child may be temporarily absent from the home for purposes of PRC. A child may be included in both a kinship placement's AG if the PRC assistance is needed in both AG's as identified by Clinton County CPU. Services may be provided to non-Clinton County residents if the household has an open Clinton County CPU case.

### **Eligibility:**

1. At or below 200% FPG.
2. Family must have made reasonable efforts to utilize other community resources prior to utilizing TANF funds.
3. If child(ren) are out of the home, there must be a reunification plan in place with reunification expected to occur within 180 days.
4. Family must be willing to work on budgeting with CPU staff or other service provider towards self-sufficiency. Self-Sufficiency plan must be documented in case plan.
5. The CCJFS 6004- PRC Self-Declaration Application must be completed.

**Disqualifiers:** Any of the following AG characteristics will deem the applicant ineligible:

- Applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of AG are fugitive felons or probation/parole violators.

### **Eligible TANF Protective Services and Kinship Support:**

Eligible services include services that are designed to deal with a specific crisis or need; are not intended to meet recurrent, ongoing needs. It also includes child welfare family preservation case management or supportive services and child welfare custody case management services.

The following are not PRC eligible:

- Foster care and out of home maintenance payments
- Juvenile justice services



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

<b>TANF Child Welfare and At-Risk Youth Services</b> Facilitated by Child Protection Unit Staff	<b>Description:</b>	<b>Dollar CAP per consecutive 12 months</b>	<b>Target Group</b>
<p>At a minimum, the services listed (not an exhaustive list), will address programs and services to assess the needs of families to eliminate barriers and promote self-sufficiency. Programs and services include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Custody and non-custody Case management services to include AR intake</li> <li>• Emergency housing services</li> <li>• Up to 3-day emergency shelter in hotel</li> <li>• Initial housing deposits and or 1<sup>st</sup> month rent (with verification of lease)</li> <li>• Domestic violence services</li> <li>• Home-based services and mentoring programs</li> <li>• Parent Education, Training, and Mentoring</li> <li>• Respite Care Services</li> <li>• Supervised visitation</li> <li>• Kinship Services</li> <li>• Life Skills courses (includes a variety of courses to improve family's situations)</li> <li>• Childcare</li> <li>• Homemaker services*</li> <li>• Lice treatment</li> <li>• Teen pregnancy and parenting, out of wedlock pregnancy</li> <li>• Youth Educational and Socialization Activities</li> </ul>	<p>TANF Purpose 1 and 2</p> <p>TANF Child Welfare services provide opportunity for Clinton County CPU to provide services to assist in family reunification or preservation.</p> <p>This includes, but is not limited to, screening and assessment of needs and services, providing program information, referrals, and service provision.</p> <p>*Homemaker services may include cleaning during times of personal crisis, dumpster rental, budgeting, and other general household maintenance in times of crisis when safety risks are evident.</p>	<p>No CAP- based on availability of funding</p> <p>Applicants must first apply for publicly funded childcare and be denied before consideration of PRC funding use. All adults in the AG must be employed as well.</p>	<ul style="list-style-type: none"> <li>• Families with children at risk of abuse, neglect, dependency, or exploitation. This includes unruly/delinquency problems to prevent from going into juvenile justice system.</li> <li>• Families involved with Clinton County CPU.</li> <li>• Specified relatives/kinship providers with minor children.</li> <li>• Ohio non-custodial parents if they and/or the child reside in Clinton County or is in the placement care of Clinton County.</li> </ul>
<p><u>Transportation Services:</u></p> <ul style="list-style-type: none"> <li>• Intermittent weekly, biweekly gas cards or cab fare to support reunification or to eliminate any barriers as identified as part of the Family Case Plan.</li> </ul>	<p>TANF Purpose 1 and 2</p> <p>Transportation Services include arranging for or providing transportation to and from needed services, resources, and facilities.</p>	<p>No CAP- based on availability of funding.</p>	<ul style="list-style-type: none"> <li>• Individuals with no outstanding motor vehicle violations or criminal warrants.</li> <li>• Families with children at risk of abuse, neglect,</li> </ul>



<ul style="list-style-type: none"> <li>• Child vehicle restraints</li> <li>• Auto insurance *</li> <li>• License plate and vehicle registration fees (excludes fines).*</li> <li>• Driver's License fees</li> </ul>	<p>This could include the provision of escort assistance.</p> <p>* Must provide proof of lease or ownership of vehicle and have valid license.</p>		<p>dependency, or exploitation. This includes unruly/delinquency problems to prevent from going into juvenile justice system.</p> <ul style="list-style-type: none"> <li>• Families involved with Clinton County CPU.</li> <li>• Specified relatives/kinship providers with minor children</li> <li>• Ohio non-custodial parents if they and/or the child reside in Clinton County or is in the placement care of Clinton County.</li> </ul>
<p><u>Housing Assistance/ Utilities:</u></p> <ul style="list-style-type: none"> <li>• Rent/deposit * to alleviate/prevent homelessness.</li> <li>• Pest and rodent eradication or prevention (must own home or have landlord approval)</li> <li>• 3-day emergency payment for hotel</li> <li>• Prevention of disconnection of utility services**/ regain PIPP eligibility.</li> <li>• Home repairs causing safety hazards (must own home or have landlord approval).</li> </ul>	<p>TANF Purpose 1 and 2</p> <p>*Must provide copy of lease</p> <p>**Must provide notice of disconnect and must have denial of HEAP. Utilities must be in applicant's name.</p>	<p>No Cap – based on availability of funding.</p> <p>For contingency planning, pest/rodent eradication may only be considered for PRC once per 12 months.</p>	<ul style="list-style-type: none"> <li>• Families with children at risk of abuse, neglect, dependency, or exploitation. This includes unruly/delinquency problems to prevent from going into juvenile justice system.</li> <li>• Families involved with Clinton County CPU.</li> <li>• Specified relatives/kinship providers with minor children</li> <li>• Ohio non-custodial parents if they and/or the child reside in Clinton County or is in the placement care of Clinton County.</li> </ul>

<u>Domestic Violence Services:</u> <ul style="list-style-type: none"> <li>• Relocation Services</li> <li>• Referrals for domestic violence related classes, counseling, support groups, etc.</li> <li>• Advocacy with law enforcement</li> <li>• Safety planning</li> <li>• Childcare fees</li> <li>• Transportation</li> </ul>	TANF Purpose 1 and 2  Services provided would assist with preventing further family violence. Services may include, but are not limited to, case management related to arranging and obtaining financial assistance, clothing, shelter, food, legal advocacy, household management and repairs, childcare and transportation.	No Cap – based on availability of funding. .  Prior to approval of PRC application for domestic violence situations, the family or primary applicant should already be linked, assessed, or already working with Alternatives to Violence or applicable agency and should be addressed on the case plan.	<ul style="list-style-type: none"> <li>• Victims of Domestic Violence.</li> <li>• Specified relatives/kinship providers with minor children.</li> </ul>
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## X. Kinship and Child Protective Conditional Services (TANF purpose 1)

Often relative and non-relative kinship caretakers need assistance as they are determined to have unexpected needs and costs because of caring for children in their home. Covering some costs for relatives/kinship families will prevent the children involved in these cases from entering the foster care system and ensure that the child can remain with members of his/her family.

**AG definition for TANF Child Welfare** consists of a minor child who is an individual who is not eighteen years of age or who has not turned nineteen years of age and is a full-time student in secondary school and immediate family members in the household. Immediate family members include biological parents 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. A child may be temporarily absent from the home for purposes of PRC. A child may be included in both a kinship placement's AG if the PRC assistance is needed in both AG's as identified by Clinton County CPU. Services may be provided to non-Clinton County residents if the household has an open Clinton County CPU case.

**Definition of Kinship Caregivers:** Kinship Caregiver is defined as a specified relative (as defined by OAC 5101:1-1-01), legal guardian or legal custodian of the child Children who reside with a nonrelative adult would not meet basic federal TANF eligibility criteria.

(A) The following individuals related by blood or adoption to the child:

(1) Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";

(2) Siblings;

(3) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand";

(4) First cousins and first cousins once removed.

(B) Stepparents and stepsiblings of the child;

(C) Spouses and former spouses of individuals named in divisions (A) and (B) of this section;

### Eligibility:

1. At or below 200% FPG.

2. Family must make reasonable efforts to utilize other community resources prior to utilizing TANF funds, if not the application may be denied.
3. Families must be working with Clinton County Child Protection Unit, meet the definition for kinship provider, and need services to reunite, maintain, or care for children in their home.
4. Child welfare activities must meet a documented and specified purpose for the well-being of child/children in the home. Services must contribute to the reunification or prevention/preservation process.
5. Eligibility is also based on information gathered on the CCJFS 6004- PRC Self-Declaration Application.

**Disqualifiers:** Any of the following AG characteristics will deem the applicant ineligible:

- Applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of AG are fugitive felons or probation/parole violators.

<b>Kinship and Child Welfare Conditional Services</b>	<b>Description</b>	<b>Eligibility /CAP</b> At or Below 200% FPG Not to exceed 4 consecutive months  Meets TANF Purpose 1
Rent		Rent is limited to a maximum of 4 consecutive months in a 12-month period.
Security Deposit	For necessary relocation, to alleviate an overcrowded situation or other factors (out of county relocation must be employment related).	Unsubsidized and Subsidized housing Limited to 4 consecutive months
Mortgage	To prevent foreclosure.	Deed and Mortgage must be in the applicant's name and must be the primary residence of the AG.
Utilities/ Deposits for utilities	Gas/Heating Cooking fuel Electric Water Sewage Basic phone service	Applicants should first be referred to apply for HEAP, PIPP before accessing services through PRC  Utilities must be in the applicant's name and must be their primary address.
Household Items	Includes necessary household items such as mattresses, bed frames, cribs, appliances, linens. Hygiene items, lice treatment or any other necessary household items to meet a child's basic needs.	
Transportation	Assistance with transportation needs through various methods which include, but are not limited to gas cards, pre-arranged transportation, visitation, court,	

	transportation to and from school if child is open enrolled.	
Short term payment of auto loan or lease	Must be to keep car from being repossessed. Auto is needed for employment, training, health related, or services related to the minor child.	Auto must be owned or leased by the applicant. Applicant must have valid driver's license and auto insurance.
Automobile Insurance	To pay for insurance coverage required to operate vehicle for employment, training, health related reasons, or to provide transportation for the children in the AG.	Applicant must have valid driver's license and own/lease the vehicle.
Childcare/ Childcare co-payments		Must first apply for publicly funded childcare through JFS. May assist with payment while pending approval as funding allows. If approved assistance may be provided for co-payments. If child is Head Start age, must be referred to Head Start prior to using PRC funds.
KPIP Administration	The Kinship Permanency Program (KPIP) is designed to support caregivers in their decision to make permanent commitments to help defray some of the costs of caring for children. Eligible caregivers receive a one-time payment to reduce the costs of initial placement. They may receive subsequent payments every 6 months to support the stability of the child's placement in the home	
Youth Educational and Socialization Activities	Activities that encourage education and community participation	Supports TANF Purpose 1,2,3,4
Transfer of legal custody- must be uncontested and agreed upon.	Attorney and related fees for legally transferring custody of children.	Limited to \$2,000 per consecutive 12 months.

## **XI. Non- Administrative Program Operational Activities** (TANF purpose 3 and 4)

Certain benefits, such as community outreach, do not require an application or certification for PRC benefits and/or services as they do not provide a direct service linked to an individual family. Community outreach may be designed to inform a general or targeted population about community needs and services available. Clinton County JFS outreach would assure awareness of benefits and services to support children and families. This is not an exhaustive list, non-administrative costs may include, but are not limited to the following:

- Billboards, signs, and flyers

- Public service advertisements
- Presentations at workplaces and community events
- Promotional items
- Employer Recruitment
- Educational programs and activities
- Collaboration with local community services, job fairs, and educational providers
- Back to School Community Events

Funds may not be used for public school programs.

No applications are needed unless services are specific to purpose 1 or 2 only. There is no monetary cap or financial eligibility requirement. May only be used as funding allows.

By signing below, this certifies that the 2023 Clinton County PRC plan complies with Chapter 5108 of the Ohio Revised Code

\_\_\_\_\_  
Nicole Rodman, CCJFS Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda K. Woods, Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike McCarty, Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kerry R. Steed, Commissioner

\_\_\_\_\_  
Date

Approved as to form by:

FOR PUBLIC REVIEW