

**SENECA COUNTY PREVENTION, RETENTION, CONTINGENCY PLAN  
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## **SENECA COUNTY PREVENTION, RETENTION, CONTINGENCY PLAN AMENDED**

### **Overview**

The Prevention, Retention, and Contingency (PRC) Program, established under Chapter 5108 of the Ohio Revised Code, is designed to provide benefits and Services to eligible households with at least one minor child to overcome barriers to achieving or maintaining self-sufficiency and personal responsibility. These supports include non-recurrent, short-term, crisis-oriented benefits and ongoing services that are directly related to the four purposes of the TANF program, which do not meet the federal definition of assistance.

Eligibility factors, time restraints, and amount available to pay for the various benefits and services covered must be explained. Anyone applying for PRC services must receive appropriate information about, referrals to, and access to Medicaid, food stamps, child care assistance and other programs that provide benefits that could help them successfully transition to work. It is also important to make the voter registration application, as prescribed by the secretary of state under section 3503.10 of the ORC available upon request to persons who are applying for, receiving assistance from or participating in the PRC program. Please reference Section 329.051 of the ORC.

PRC assistance will be authorized with the expectation that the PRC AG will be able to function without OWF assistance. Services and benefits shall be provided which directly lead to or can be expected to lead the family in becoming self-sufficient by accomplishing one of the four purposes of TANF:

- a. To provide assistance to needy families so that children may be cared for in their own home or in the home of relatives.
- b. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
- c. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.
- d. To encourage the formation and maintenance of two-parent families.

PRC has been designed to provide benefits and services that are not considered "assistance." The following are included in definitions of non-assistance.

- a. Nonrecurring, short-term benefits that
  1. Are designed to deal with a specific crisis situation or episode of need;
  2. Are not intended to meet recurring or ongoing needs; and
  3. Will not extend beyond four months.
- b. Supportive services such as transportation provided to employed families;
- c. Services such as counseling, case management, peer support, educational programs, Help Me Grow program, child care information and referral, transition services, and other services that do not provide basic income support.

PRC assistance will be available to the extent of availability of state and federal funds.

### **Eligibility Requirements**

There are certain eligibility requirements that must be met in order to determine eligibility for the PRC program. The following sections explain the requirements and procedures that must be followed when making an eligibility determination. These sections are applicable to all of the benefits and services covered under the SCDJFS PRC Program unless specified differently within the explanation of the particular benefit/service. PRC requests received after a previous 30 day period of eligibility require a new application and determination of eligibility. Receipt of assistance from programs such as Comprehensive Case Management and Employment Planning (CCMEP), Ohio Works First (OWF), Disability Financial Assistance (DFA), Medicaid or Supplemental Nutrition Assistance Program (SNAP) does not preclude eligibility for receipt of PRC services. When other federal, state or community programs are available to meet a household's needs, those programs must be utilized prior to any issuance of PRC. If the services requested are available through other sources (e.g., community resources), the availability of these sources must be explored and utilized prior to an eligibility determination for PRC. Also, if the program cap is not sufficient to meet the AG's existing need, the AG must verify other community resources that will pay the difference, and the amount must be paid prior to the Seneca County Department of Job and Family Services approving the application for services.

### **Assistance Group Composition**

PRC benefits and services are available to families living in Seneca County. An eligible family must consist of a minor and/or dependent child who resides with a parent, caretaker relative, legal guardian, or legal custodian (or consist of a pregnant woman). An Ohio non-custodial parent may be eligible for services which will enable him/her to pay their child support obligations; either the non-custodial parent or the child must be a resident of Seneca County. In order for the non-custodial parent to be eligible for PRC benefits, he/she must be able to verify a consistent effort to maintain his/her child support obligation or be in compliance with Seek Work program requirements.

- a. A minor child means either of the following: an individual who has not attained age 18, or an individual who has not attained age 19, is a full-time student in a secondary school or in the equivalent level of vocational or technical training, and will graduate before his/her 19<sup>th</sup> birthday.
- b. A pregnant individual with no other minor children.
- c. A minor parent and his/her child(ren) residing with his/her parents are considered one AG for PRC purposes.

Assistance group composition will be determined following the OWF assistance group regulations unless otherwise defined in a chapter of this plan.

A child may be "temporarily absent" from the home for the purposes of PRC. In order to meet residency and assistance group requirements, the applicant must have a minor/ dependent child that is a resident of Seneca County and the child is not residing in the home as a result of interaction with the Seneca County Department of Job and Family Services, Social Services division. This child, for the purposes of PRC, is considered to be residing in the home with the parent, caretaker relative, legal guardian, or legal custodian during the temporary absence period. This must be verified by the Social Services division.

The AG will be defined by the type of services received. The determination of the AG members is defined in the appropriate chapter of this plan.

### **Citizenship**

In order to qualify for PRC, assistance group members must meet the citizenship requirements as determined by the current OWF (Ohio Works First) program requirements.

### **Income**

Eligibility for PRC is dependent upon the AG's demonstration and verification of need for financial assistance and/or services. In order for eligibility to be determined, the income of the AG must be compared to the economic need standard established for the benefits and services requested. The economic need standards are based upon federal poverty guideline measures which shall be updated annually when the federal poverty guidelines are released. There are some income and benefits which are federally required to be excluded when determining income eligibility, those are outlined in Rule 5101:1-24-20 of the Ohio Administrative Code.

Eligibility may be determined by one of the following methods:

- a. The total gross income of all members of the PRC AG, as defined in the appropriate section, including earned and unearned income, shall be counted, except for the gross earnings of a minor /dependent child. This includes all income which is normally exempt or disregarded when determining eligibility for any public assistance program. This also includes money received from the State for child support arrearages. All income that has been received by the PRC AG within the 30 day period immediately prior to the date of application is considered when determining financial need. For cases in which income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. If pay stubs or other documentation is not available, a signed JFS 07341, "Applicant/Recipient Authorization for Release of Information" should be obtained from the applicant for an inquiry. Once the release is received, verification must occur and be clearly documented in the PRC case record. This documentation should include the name, position and phone number of the person who supplied the information, the date the information was received, the specific information, and who obtained the information.
- b. 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). For purposes of this plan, "receipt" is the date of the issuance of the benefit.
- c. A written, signed, dated self-declaration of the previous 30 days' income for the Assistance Group may be used.

### **Disqualified Assistance Groups**

There are certain individuals who are ineligible to receive PRC. If any one member of the PRC AG meets one of the following disqualifications, that individual is ineligible to receive PRC and the entire AG may be ineligible to receive PRC.

- a. Individuals who are not citizens of the United States or qualified aliens;
- b. PRC benefits may not be provided to anyone that fraudulently received assistance under SNAP, TANF, OWF, or PRC until that person repays the cost of the fraudulent assistance. All established IPV overpayments must be fully collected from the AG in order to re-establish eligibility;
- c. Fugitive felons, probation and parole violators and incarcerated individuals;
- d. Strikers;
- e. Unmarried, non-graduate parent under the age of 18, not attending high school or equivalent;

- f. Unmarried, non-graduate under the age of 18, not living in an adult supervised setting;
- g. A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for a period of ten years;
- h. Individuals who falsify an application for PRC;
- i. Individuals who fail to cooperate with any service plan connected to their PRC assistance.
- j. Individuals for whom PRC Services will not make a difference regarding employment (Employment and Training) or keeping the family together (Family Preservation Strengthening).

Note: Receipt of PRC services in another county or state shall be considered when processing a PRC application. PRC benefit amounts and receipt dates from other jurisdictions shall be considered and included within the cap limits and time periods established within this plan.

### **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. All needed information is subject to verification. The applicant also must cooperate with exploring available community resources.

Seneca County DJFS will investigate any/all allegations of PRC assistance fraud. Overpayment collection will be pursued if it is determined that an applicant fraudulently received PRC benefits.

### **Application Process**

The "Prevention, Retention, and Contingency" application form has been developed for use when an assistance group is applying for PRC services. This is the application form that will be used unless it is specified differently under the explanation of the particular benefit/service. An eligibility determination must be completed before the provision of services.

### **Standard of Promptness**

The Seneca County Department of Job and Family Services is responsible for using objective criteria when determining eligibility and approving or denying the request within ten (10) business days after the completion of the application process. A PRC application will be denied after 30 days if all requested verifications are not received. The completion of the application process starts with the receipt and/or verification of all requested documents. The eligibility determination will be processed in a fair and equitable manner. Under the Seneca County PRC program, an assistance group that includes at least one minor/dependent child, or pregnant woman, and meets all program eligibility requirements may receive customized benefits and/or services as determined by the Seneca County Department of Job and Family Services PRC Committee and the Director or designee. Other services targeted toward goals of the Seneca County PRC Plan may be recommended by the Seneca County PRC Committee and approved by the Director or designee. The committee will consist of the administrator from each of the following divisions: Workforce and Family Services, Protective Services, Child Support Enforcement, and Business Administration and Technology Services.

Eligibility factors, time constraints, and amounts available to pay for the various services covered must be explained to the applicant. Anyone applying for PRC services must receive appropriate information about, referrals to, and access to Medicaid, SNAP, Child Care Assistance and other programs that provide benefits and/or services that could help them

successfully move out of poverty and become self-sufficient. Any applicant found ineligible or adversely affected by a county determination will be provided with written notice, outlining their State Hearing Rights. PRC hearing decisions are based on the PRC program plan in effect in Seneca County at the time of the adverse action.

### **Notice of Approval/Denial**

If the Seneca County Department of Job and Family Services determines that an application for PRC is approved, the JFS 04074, "Notice of approval of your application for assistance" shall be mailed or otherwise delivered. If the Seneca County Department of Job and Family Services determines that an application for PRC is denied, the JFS 07334 "Notice of Denial of your Application for Assistance" shall be mailed or otherwise delivered within 30 days of the date of application.

Once eligibility for PRC is established, authorization shall occur, and a payment for the benefits and/or services will be generated. Authorization may occur at any time during the period beginning on the date that PRC is approved. As long as payment is authorized within 30 days, actual payment may be made to vendors according to the procedures in place in Seneca County. All payments shall be made to the vendor or PRC AG. Policy has been written to ensure all auditing requirements are maintained. All service provider records must be available for review by SCDJFS upon request.

### **Scope of Coverage**

The following sections contain the scope of services provided under the Seneca County PRC program. The chart also contains the assistance groups served, the economic needs standard and cap for each service, and the targeted groups and needed verifications.

Assistance issued to meet a family's "ongoing basic needs" has a maximum four month time period of issuance. While the need for utilities and shelter is an ongoing need, the specific occurrences of evictions, foreclosures, and utility disconnects are considered a specific crisis situation and are subject to a four month limit.

Based on the allocation received by the agency, an internal budget has been approved. Once that has been reached, applications may be denied due to lack of funding. Individual caps and time frames for receipt of service have been established for each scope of service.

If approved and adopted, the SCDJFS agrees to implement the PRC Plan as written above. No provision of this agreement and procedures shall supersede current statute. Other services targeted toward goals of the Seneca County PRC Plan may be defined/approved by the Seneca County PRC Committee.

**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"> <li>• <u>Family Preservation and Reunification Services:</u> <ul style="list-style-type: none"> <li>○ Respite Care</li> <li>○ Emergency Shelter</li> <li>○ Parenting Education</li> <li>○ School Fees</li> <li>○ Supportive Services</li> <li>○ Kinship Incentive Payment</li> </ul> </li> </ul> <p>**Kinship Incentive Payments (up to \$500) are eligible to placements approved by Protective Services.</p> <ul style="list-style-type: none"> <li>• <u>Shelter Assistance:</u> <ul style="list-style-type: none"> <li>○ Rent and/or Rent Deposits</li> </ul> </li> </ul> <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> <ul style="list-style-type: none"> <li>○ Past due mortgage</li> </ul> <ul style="list-style-type: none"> <li>• <u>Case Management:</u> This is an administrative addition to allow for RMS hits</li> </ul> <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>*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/mortgage 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>*Households residing in transitional housing do not meet the requirements for the services provided in this chapter.</p> <p>*For all purchases, the Seneca County DJFS Procurement Plan will be followed.</p>	<p>\$2,000 per family, per 12 months.</p> <p>Families with an active Protective Services case may access funds utilizing the caps below: (\$2,000 cap per family, per 12 months. Or \$5,000 cap per family, per 12 months for Alternative Response cases)</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>Ohio non-custodial parent if the non-custodial parent and/or the child reside in Seneca County. or if the child is in care of Seneca County DJFS</p> <p>Note: Services may be provided to non-Seneca County residents if that household has an active case with the Seneca 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 SCDJFS. Targeted individuals include under-employed individuals and individuals who are unemployed.

DIVERSION/CONTINGENCY SERVICES	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<p><b>Contingency Services (defined as):</b> 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 Seneca County Department of Job and Family Services.</p> <p><b>Utility Assistance</b> - Payments to prevent shut off or to reconnect (must have disconnect notice) - Electric - Natural Gas - Propane - Fuel Oil 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 WCP 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 PIPP Plus defaulted amounts.</p> <p>*Home repairs, so child(ren) can be cared for in their own home. (Applicant must be home owner.)</p>	<p><b>Needed for all benefits:</b></p> <p>* Completed PRC application</p> <p>*Proof of income for the 30 days prior to the date of application</p> <p>*Original disconnect notice</p> <p>* 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 15% of the amount needed to prevent disconnect or to reconnect the service.</p> <p>** (3) estimates are needed for home repairs</p>	<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.</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>Ohio non-custodial parent if the non-custodial parent and/or the child reside in Seneca 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"> <li>• Declared by Federal Government, State Government, or County Commissioners. (Other individual disasters such as house fire, flood, etc. may also be considered).</li> <li>• 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.</li> <li>• All assistance is based on verified disaster-caused needs.</li> </ul> <p>Shelter Assistance</p> <ul style="list-style-type: none"> <li>• Rent</li> <li>• Rent deposits</li> <li>• Mortgage payments</li> <li>• Payment of interest on mortgage</li> <li>• Emergency shelter/temporary shelter</li> <li>• Payment of moving expenses</li> </ul> <p>Utility Assistance</p> <ul style="list-style-type: none"> <li>• Payments to prevent shut off</li> <li>• Payment for initial hook-up</li> <li>• Purchase of bulk fuel</li> <li>• Installation or repair of telephone (no cellular phones)</li> </ul> <p>Food Purchase or replace essential household contents</p> <p>Personal Items</p> <ul style="list-style-type: none"> <li>• Essential clothing for members of Assistance Group</li> <li>• Essential non-consumable products, excluding tobacco and alcohol</li> </ul> <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"> <li>• Structure repair</li> <li>• Appliances or fixture repairs/replacement</li> <li>• Repair or purchase of furnace, air conditioning or water heater</li> </ul>	<p>* Completed PRC Application</p> <p>* Proof of income for the 30 days prior to the date of application</p> <p>*Statement from bank or landlord with amount needed and agreement to accept voucher</p> <p>*Disconnect notice and original utility bill</p> <p>*(3) written estimates for personal items, household items and repairs</p> <p>The disaster must have occurred within the 30 days prior to the date of application.</p>	<p>\$1,500 per Assistance Group, per episode of disaster</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>

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

The Subsidized Employment Program (SEP) will enable low income TANF-eligible Seneca 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 Seneca County SEP will target OWF recipients.

SUBSIDIZED EMPLOYMENT (SEP)	NEEDED VERIFICATIONS	CAP	ECONOMIC NEED STANDARD	ASSISTANCE GROUP
<ul style="list-style-type: none"> <li>• Enable low income TANF-eligible Seneca County residents to gain valuable work experience while earning a paycheck to help meet basic needs</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>* Completed PRC Application</li> <li>* Proof of income for the 30 days prior to the date of application</li> </ul>	75% 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)	<ul style="list-style-type: none"> <li>Specified relative w/minor child(ren)</li> <li>Legal custodian/guardian w/minor child(ren)</li> <li>Pregnant woman with no other minor children</li> <li>Ohio non-custodial parent if the non-custodial parent and/or the child reside in Seneca County</li> </ul>

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

This program will enable low income TANF-eligible Seneca 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 Seneca 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.</p> <p>*A completed PRC application is only needed if directed by CCMEP caseworker.</p> <p>*Proof of income for the 30 days prior to the date of application</p>	<p>N/A</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>The types of youth that may be served are:</p> <ul style="list-style-type: none"> <li>• Youth ages 14-17.</li> <li>• Youth age 18, but must be enrolled full time in secondary education.</li> <li>• Youth ages 18-24 that have a minor child.</li> <li>• Youth ages 18-24 that reside with a minor child in the assistance group.</li> <li>• Youth in the temporary custody of SCDJFS 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.</li> </ul>

**Chapter 6: Vehicle Repairs: TANF Goal #2**

PRC funds will be used to provide for vehicle repairs for the vehicles of Seneca 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 Seneca 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. 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>\$1,200 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</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>Ohio non-custodial parent if the non-custodial parent and/or the child reside in Seneca 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 Seneca 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 Seneca County.</p> <p>Employment Services up to \$500/12 month period</p> <ul style="list-style-type: none"> <li>• Clothing or uniforms for work</li> <li>• Safety equipment such as shoes or glasses</li> <li>• Tools or equipment required for employment</li> <li>• Job interview attire</li> <li>• SCAT if customer does not have own transportation</li> </ul> <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"> <li>• Tuition</li> <li>• Fees</li> <li>• Books/supplies/uniforms</li> <li>• Testing fees (1 retake)</li> <li>• Pre-training physicals</li> <li>• Immunizations required for training</li> </ul> <p>School Fees up to \$500/12 month period if payment of fees is a requirement before youth 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: 3 estimates</p> <p>Mileage: Verification of attendance at training with # miles determined by Mapquest.com</p> <p>Training</p> <ul style="list-style-type: none"> <li>• Training to be done in 9 months or less</li> <li>• Training for "in demand field" with "in demand" determined by agency</li> <li>• 3 estimates from 3 training providers</li> </ul> <p>Basic Services Checklist: Individuals requesting employment services or mileage reimbursement who are NOT employed at the time of application and ALL applicants applying for training services, 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>Ohio non-custodial parent if the non-custodial parent and/or the child reside in Seneca County</p>

**Chapter 8: Vehicle Fuel Assistance: TANF Goal #2**

PRC funds will be used to assist Seneca 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 to eligible families for a maximum of 4 months.</p> <p>Mileage to/from employment worksite will be calculated at the county rate for the monthly benefit amount (not to exceed \$100 per month / per person). Voucher(s) will be issued based upon this calculation.</p> <p>Additional vouchers may be issued for a 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> month after verification of continued employment is received and after utilization of previously issued vouchers.</p> <p>Fuel voucher 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>*Fuel Vouchers available only for use at agency approved vendor.</p> <p>Other services targeted toward goals of the Seneca County PRC Plan may be defined/approved by the Seneca County PRC Committee.</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>Verification of continuous employment required for issuance of additional vouchers. Previously issued vouchers must also be utilized prior to issuance of any additional benefits.</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 4 month period of benefits.</p> <p>Benefit cap \$100 per month / per person.</p> <p>May be eligible again for another 4 month benefit period after 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 with no other minor children</p> <p>Ohio non-custodial parent if the non-custodial parent and/or the child reside in Seneca County.</p>

**Chapter 9: Employment Retention: TANF Goal #2**

PRC funds will be used to promote employment retention for Seneca 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"> <li>1. <b>\$300</b> employment retention bonus after 30 days of verified continuous full-time employment.</li> <li>2. <b>\$500</b> employment retention bonus after 60 days of verified continuous full-time employment.</li> <li>3. <b>\$700</b> employment retention bonus after 120 days of verified continuous full-time employment.</li> </ol> <p>Total: \$1,500 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>Other services targeted toward goals of the Seneca County PRC Plan may be defined/approved by the Seneca County PRC Committee.</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 2<sup>nd</sup> and 3<sup>rd</sup> steps.</p>	<p>\$1,500 per individual cap</p> <p>Multiple individuals per assistance group may receive benefit, but limited to \$1,500 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>Ohio non-custodial parent if the non-custodial parent and/or the child reside in Seneca County.</p>

**Federal Poverty Guideline (FPG) Measure**

The most current Federal Poverty Guideline Measure in effect at the time of the date of the PRC application will be used to determine eligibility for that application.

**Plan Approval**

The Seneca County Department of Job and Family Services agrees to implement the PRC plan as written. The county reserves the right to amend its plan at any time. Written verification will be submitted with any and all further PRC plan amendments. A copy of the plan and any amendments will be available at the agency for public inspection.

Reviewed and Approved:

  
\_\_\_\_\_  
Kathy Oliver, Director

7/30/18  
Date

Seneca County Department of Job and Family Services

In accordance with ORC Section 5108.7, the Seneca County Board of Commissioners affirms that the Seneca County Department of Job and Family Services has complied with ORC Chapter 5108 in adopting this statement of policies.

\_\_\_\_\_  
Mike Kerschner  
Seneca County Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Holly Stacy  
Seneca County Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shayne Thomas  
Seneca County Commissioner

\_\_\_\_\_  
Date