

Prevention, Retention & Contingency

Building a Stronger Community!



DELAWARE COUNTY *Ohio*

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

Effective

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Table of Contents

Topic	Page
Overview: Purpose and Eligibility Requirements	2-6
Chapter 1: Family Strengthening and Preservation Services	7
Chapter 2: Utility Services	8
Chapter 3: Housing and Repair	9
Chapter 4: Disaster Services	10
Chapter 5: Subsidized Employment Program (SEP)	11
Chapter 6: Vehicle Repairs	12
Chapter 7: Employment and Training Services	13
Chapter 8: Vehicle Fuel Assistance	14
Chapter 9: Employment Retention	15
Chapter 10: Kinship Caregiver Program	16
Chapter 11: Wraparound Services	17
Chapter 12: In-School Readiness	18
Signature Page	19

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 Temporary Assistance for Needy Families (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 Ohio Revised Code (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;
- g. Are available within a 12-month period from the month of application up to the maximum allowable service.

4. 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), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (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) 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 (AG) definitions.
- b. PRC AG must reside in Delaware County at the time of application unless AG meets other criteria listed in individual chapter.
- c. At least one member of the PRC AG must be a citizen of the United States or a qualified alien as defined in rule 5101:1-2-30 of the Ohio Administrative Code.
- 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 (CSEA), participating, and following an OWF/SNAP Employment & Training (SNAP ET) 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 (Code of Federal Regulations) 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;
- h. AG's which include individuals who are not current on the repayment of an existing overpayment(s);
- 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 may not meet this requirement unless requested by Protective Services;
- k. Non-citizens or individuals who do not meet the qualified alien requirements in OAC 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. All providers of services for PRC purposes must be willing to accept a voucher from DCDJFS and complete an IRS Form W9.

12. 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.

13. 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 if CCMEP supportive services funds are fully expended.

14. Amounts and Types of Assistance:

- a. 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.

15. 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 established in the DCDJFS procurement plan. All PRC payments are made by DCDJFS to the vendor. DCDJFS must ensure that its policies meet all auditing requirements.

16. Approval/ Denial Process:

- a. The county is responsible for using objective criteria when determining eligibility, and applicants must provide all necessary verifications during this process. Eligibility should be determined within 30 days, however may also be approved or denied prior to 30 days if all criteria has been met to make such determination. 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.
- c. The applicant shall receive Notice of Approval of Your Application for Assistance (ODJFS 4074) or Notice of Denial of Your Application for Assistance (ODJFS 7334) pursuant to the decision rendered. Applicants shall receive a copy of hearing rights at the time of decision.
- d. Federal laws require that any agency administering federally funded programs cannot discriminate based on race, color, national origin, age, sex, religion, political affiliation, or disability. DCDJFS follows their approved Civil Rights Plan for all program processing, including PRC.

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

FAMILY STRENGTHENING and PRESERVATION SERVICES	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>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.</p> <p>Family Preservation and Reunification Services may include (but not limited to):</p> <ul style="list-style-type: none"> • Respite Care • Shelter • Utility Assistance • Parenting Education • School Fees • Supportive Services 	<p>Verification of income or written, signed, dated self-declaration statement of previous 30 days income for the Assistance Group.</p> <p>Completed PRC application</p> <p>A referral form is required from Protective Services for all services in this scope.</p>	<p>\$2,500 per family, per 12 months.</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 (if in the custody of DCDJFS)</p> <p>Non-custodial parent if resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county or be in the custody of DCDJFS if reunification plan in place.</p> <p>Note: Services may be provided to non-Delaware County residents if that household has involvement with Delaware's Public Children Services Agency (PCSA).</p>

Chapter 2: Utility Services: TANF Goal #1

UTILITY SERVICES	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>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 DCDJFS</p> <p>Utility Assistance/ Payments to prevent shut off or to reconnect</p> <ul style="list-style-type: none"> • Electric • Natural Gas • Propane (must be verified that there is less than a 10-day supply) • Fuel Oil (must be verified that there is less than a 10-day supply) • Water & Sewage <p>Applicant must apply for Home Energy Assistance Program (HEAP) and the Percentage of Income Payment Plan (PIPP), when programs are available, and follow through with the application process before PRC Services can be rendered for utility assistance. PRC funds will not be used to pay PIPP arrears.</p>	<p>Completed PRC application</p> <p>Proof of income for the 30 days prior to the date of application</p> <p>Budget form (Applicant's ability to pay on-going utility will be reviewed when determining eligibility for this service)</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 10% of the amount needed to prevent disconnect or to reconnect the service.</p> <p>Bill must be in a current household members name.</p>	<p>\$1,500 per 12-month period</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 resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county.</p>

Chapter 3: Housing and Repair: TANF Goal #1

HOUSING & REPAIR SERVICES	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>Rent and/or Rent Deposits Deposits will only be paid if due in the month of application. Assistance cannot be provided for any month greater than 6 months prior to the date of application.</p> <p>Emergency Shelter /Temporary Shelter</p> <p>Appliance Repair/Replacement/Purchase (Appliance choice is at the agency's discretion)</p> <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 • Repair or purchase of furnace, air conditioning or water heater <p>For housing repair: Applicant must apply through BRIDGES Community Action Partnership (when their housing repair programs are available) and submit approval/denial verification before PRC Services can be explored. Applicant must verify ownership of property.</p>	<p>Completed PRC application</p> <p>Proof of income for the 30 days prior to the date of application</p> <p>Budget form (Applicant's ability to pay on-going rent will be reviewed when determining eligibility for this service)</p> <p>Note: payment history by agency(s) and/or household will be considered when determining ongoing ability to pay.</p> <p>Statement from the landlord as to amount needed to prevent eviction or amount needed to move in if homeless, a payment history of a min of 6 months if applying for past due rent and verification that the landlord will accept a county voucher if the AG is approved. (use agency form)</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 Proof of homelessness (ex. Statement from a shelter, collateral contact, or self-declaration)</p> <p>Appliance repairs will be authorized prior to replacement. AG must provide verification that they are responsible for the repair or replacement of the appliance.</p> <p>A written estimate and W9 from a licensed service provider for home repairs</p>	<p>\$2,500 per family, per 12 months.</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 resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county.</p>

Chapter 4: Disaster Services: TANF Goal #1

DISASTER SERVICES	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>Declared by Federal Government, State Government, or County Commissioners. Other individual disasters such as house fire, flood, etc. may also be considered.</p> <p>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.</p> <p>All assistance is based on verified disaster-caused needs.</p> <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>Completed PRC Application</p> <p>Proof of income for the 30 days prior to the date of application</p> <p>Statement from the landlord verifying tenant is responsible for repairs with amount needed.</p> <p>Disconnect notice and original utility bill in applicant/household member's name.</p> <p>A written estimate 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>\$750.00 per Assistance Group, per episode of disaster</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 resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county.</p>

Chapter 5: Subsidized Employment Program (SEP): TANF Goal #2

SUBSIDIZED EMPLOYMENT PROGRAM (SEP)	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>Enable low income TANF-eligible Delaware County residents to gain valuable work experience while earning a paycheck to help meet basic needs</p> <p>Offer individuals the opportunity to develop work experience and have a current reference from an employer, demonstrating success in a workplace environment.</p> <p>As paid employees, participants pay into the Social Security system and may qualify for Tax Credits, leading to increased long-term economic security.</p>	<p>Completed PRC Application</p> <p>Proof of income for the 30 days prior to the date of application</p> <p>Employer Information and Application</p> <p>Completed Training Plan</p>	<p>Up to 50% not to exceed \$8,000 over a four (4) month period for reimbursement of wages to the employer</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 resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county.</p>

Chapter 6: Vehicle Repairs: TANF Goal #2

TRANSPORTATION SERVICE OR BENEFIT	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>Provide employment, education, and related transportation services.</p> <p>Reasonable cost of parts and labor to repair vehicle for travel to/from employment or training.</p> <ul style="list-style-type: none"> For employment of at least 20 hours per week. (If less than 20 hours per week, must be actively seeking full-time employment) (If unable to work full-time, verification is necessary for exemption) Or for full-time training that leads to employment. <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>The cost of the repair cannot be more than the value of the vehicle. Ex: cannot repair a totaled vehicle.</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>\$2,500 per 12-month period.</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 resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county.</p>

Chapter 7: Employment and Training Services: TANF Goal #2

Employment and Training Services	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>PRC may be used for employment and training (post-secondary) activities to develop the workforce.</p> <p>Training Services up to \$7,000/training</p> <ul style="list-style-type: none"> • Tuition (one-time payment for short-term training only) • Fees • Books/supplies/uniforms • Testing fees (1 retake) <p>Supportive Services for Employment/Training up to \$500</p> <ul style="list-style-type: none"> • Clothing or uniforms for work • Safety equipment such as shoes or glasses • Job interview attire • Tools or equipment required for employment/training • Transportation vendor services if customer does not have own transportation • Mileage Reimbursement (at county rate) • Driver's licenses & birth certificates for eligible AG members (one time only) • Vehicle insurance - subject to new/ ongoing policy or quote. <p>Applicant must apply for services through BRIDGES Community Action Partnership (when programs are available) and follow through with the application process before PRC Services can be rendered for employment and training services.</p>	<p>Completed PRC application</p> <p>Application must be approved prior to start of training.</p> <p>Short-Term Training for "in-demand" career field (determined by agency)</p> <ul style="list-style-type: none"> • Training to be completed in less than 1 year. <p>Invoice</p> <p>Estimates from multiple vendors may be requested.</p> <p>Verification needed from Training Provider and/or Employer for required Fees, Tools, Uniforms, etc.</p>	<p>\$7,000/ 12-month period</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 resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county.</p>

Chapter 8: Vehicle Fuel Assistance: TANF Goal #2

VEHICLE FUEL ASSISTANCE BENEFIT	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>To provide assistance with the purchase of vehicle fuel for new employment only (travel to/from worksite and home).</p> <p>*Fuel Vouchers/ Checks will be issued One (1) time per eligible household member per 12-month period.</p> <p>Mileage to/from new employment worksite will be calculated using the current county reimbursement rate, times the mileage from home, to work, and back home, times the number of trips. Voucher(s)/checks will be issued based upon this calculation.</p> <p>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 new 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>One (1) time per 12-month benefit.</p> <p>\$100 per person.</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 resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county.</p>

Chapter 9: Employment Retention: TANF Goal #2

EMPLOYMENT RETENTION BENEFIT	NEEDED VERIFICATIONS	CAP	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 active employment.</p> <p>For new, full-time employment (within 30 days prior to date of application). No retroactive benefits are available. Benefits start from date of application forward.</p> <p>Ex: job starts 1-1 and the PRC application is completed 1-15. The 30-day clock starts the date of the app not the date of the job start.</p> <p>Applicants are not eligible if already 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 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.</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 resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county.</p>

Chapter 10: Kinship Caregiver Program: TANF Goal #1

KINSHIP CAREGIVER PROGRAM SERVICES	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>These services are intended to provide the following relief to kinship providers:</p> <p>Supportive Services to stabilize & maintain kinship placement.</p> <p>Childcare expenses (up to 4 months). May be paid directly to a DCDJFS licensed childcare provider or non-licensed childcare provider of the kinship caregivers choice.</p> <p>To be eligible for any of these services, Kinship Caregivers must be a specified relative, a legal guardian, or a legal custodian. Specified relatives as defined in OAC 5101:1-1-01. For Child Care, the child must also be under age 13, or under age 18 with special needs (pursuant to OAC 5101:2-16-01)</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 (example: employment, training)</p>	<p>\$2,000 per child (excluding childcare)</p> <p>Childcare Expense reimbursement rate may not exceed the maximum established for the Publicly Funded Child Care Program.</p>	<p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Note: Services may be provided to non-Delaware County residents if that household has involvement or placement by Delaware PCSA, Delaware Courts, or Family & Children First Council (FCFC).</p>

Chapter 11: Wraparound Services: TANF Goal #1

WRAPAROUND SERVICES	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>Available services provided by Delaware County Family & Children First Council (FCFC)</p> <p><u>Basic Service Coordination</u> Broad-based, youth and family-driven, cross system (team) planning process by which resources and supports are coordinated to determine the least restrictive plan of success for the youth and family. Team meetings are facilitated by FCFC staff during this process.</p> <p><u>Intensive High-Fidelity Wraparound</u> Evidence-based intensive planning and facilitation process, utilizing a comprehensive team to develop a uniquely designed helping plan based on the youth and family's needs, and is inclusive of uniquely designed resources linked to youth and family strengths. High fidelity Wraparound is provided for youth and families with complex intensive multiple needs across multiple systems. In addition to facilitating team meetings, FCFC staff also develop and implement individualized strength-based plans for the youth and family.</p>	<p>Completed PRC application</p> <p>Proof of income for the 30 days prior to the date of application.</p> <p>After approval, an invoice must be received from FCFC verifying the receipt of Basic Service Coordination and/or Intensive Wraparound services.</p>	<p>\$2,500 per family, per 12 months for Wraparound or Service Coordination</p>	<p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p> <p>Child Only (if in the custody of DCDJFS)</p> <p>Non-custodial parent if resides in Delaware County and is regularly providing support to child(ren). The child may reside out of county or be in the custody of DCDJFS if reunification plan in place.</p>

Chapter 12: In-School Readiness: TANF Goal #1

IN-SCHOOL READINESS	NEEDED VERIFICATIONS	CAP	ASSISTANCE GROUP
<p>Vouchers to assist families with purchasing school clothes, shoes etc. for children/ students to promote school engagement and truancy prevention.</p> <p>Applications will be accepted on a first come first serve basis up to the point of available funding and vendor acceptance. When funding has been maximized, applications will be denied regardless of eligibility.</p>	<p>Completed PRC application.</p> <p>Proof of income for the 30 days prior to the date of application.</p> <p>Verification of student grade level.</p>	<p>\$200 (per child) voucher</p>	<p>Eligible assistance groups with school aged children enrolled to attend K-12 school outside of the home.</p> <p>Specified relative w/minor child(ren)</p> <p>Legal custodian/guardian w/minor child(ren)</p>

Signature Page



Robert Anderson, Director
Delaware County Department of Job & Family Services

11/13/23

Date

Barb Lewis, Delaware County Commissioner

Date

Jeff Benton, Delaware County Commissioner

Date

Gary Merrell, Delaware County Commissioner

Date