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## *PRC Plan Update*

### *Changes Effective August 1, 2023*

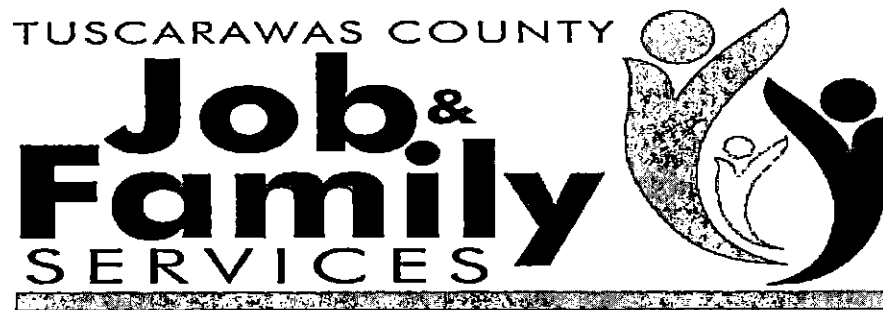
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#### Addition of Pre-Employment Testing/Screening Language

1. Under suggestion by ODJFS, we have determined the need to add additional language regarding pre-employment tests or screening to include the requirement that all of the following conditions must be met for this service or benefit:
  - a. There is an offer of employment.
  - b. The test or screening is required by the employer for all offers of employment.
  - c. The applicant is required to pay for the expense out of their own funds.

#### Updated TANF Purpose for Driver's Education Training

1. Correction of a typographical error that previously indicated that the service or benefit met TANF purpose #1. This has been corrected to reflect the appropriate TANF purpose of #2.



# Prevention, Retention, and Contingency (PRC)

Prepared By Tuscarawas County Job & Family Services

11-01-99

Revised 05/01/2014

Revised 04/01/2015

Revised 03/23/2016

Revised 09/01/2016

Revised 10/01/2017

Revised 03/11/2019

Revised 10/01/2019

Revised 04/01/2020

Revised 07/01/2020

Revised 05/01/2021

Revised 10/01/2021

Revised 05/01/2023

Revised 07/01/2023

Revised 08/01/2023

***Prevention Services: Designed to divert families from ongoing cash assistance by providing short term, non-assistance.***

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

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

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The Prevention, Retention, Contingency (PRC) program is designed to provide benefits and services to needy families and low income, employed families who are in need of help with central supports to move out of poverty and become self-sufficient. These supports include non-recurrent, short-term, crisis-oriented benefits that are directly related to the four purposes of the TANF program and do not meet the definition of federal assistance. Non-recurrent, short-term assistance addresses crisis situations and does not provide for needs extending beyond four consecutive months. These non-recurrent benefits and services may encompass more than one payment, but not more than four, in a calendar year, as long as the payment provides short-term relief and addresses a crisis situation, rather than meeting ongoing or recurrent needs. The 12-month time period begins on the date of the approval for the emergency assistance. For example, a PRC application is approved on 02-01-15, then the 12-month period will end on 02-01-16. When a new PRC application is approved during that time, the 12 months for the second PRC application will also end on 02-01-16. These benefits and services are consistent with the federal definition of “non-assistance” as found in Ohio Revised Code. The definition of non-assistance includes:

1. Non-recurrent short-term benefits that:
  - A. Are designed to deal with a specific crisis situation or episode of need.
  - B. Are not intended to meet recurrent or ongoing needs.
  - C. Will not extend beyond four months.
2. Supportive services, such as child care and transportation provided to families who are employed.
3. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment related services that do not provide basic income or support.
4. Transportation benefits provided under a job access or reverse commute project to an individual who is not otherwise receiving assistance.

**Assistance Group Composition**

PRC benefits and services are available to a family assistance group, which includes a pregnant individual

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(in at least the 6<sup>th</sup> month of pregnancy) or a minor child or children who reside with a parent, specified relative, legal guardian, or legal custodian. A minor child is defined as an individual who is under 18 years of age (in school or not) or an individual who is 18 years of age but not yet 19 and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training). A non-custodial parent may receive PRC if he/she has had, at least, 20 hours per week of employment, not averaged, for at least 6 of the past 12 months, has established a court-ordered child support obligation, and has made demonstrated efforts to comply with any court-orders relative to their child support obligation. Demonstrated efforts are defined as the ordered amount of support paid, in at least the last 4 of 6 months in the immediate, preceding 12-month period. For non-custodial parents residing in Tuscarawas County, the service requested must be in the name of the person who is the non-custodial parent. The child of the non-custodial parent must also be a Tuscarawas County resident to be eligible.

A minor child may be “temporarily absent” from the home and the assistance group may still qualify for PRC. During this temporary period, the child is considered to be residing with the parent, specified relative, legal guardian, or legal custodian. “Temporary absence” has the same meaning for PRC as it does for OWF, in accordance with ORC section 5107.10 and OAC 5101:1-3-04. The absence of a member of the assistance group is temporary when the following criteria are met:

- The AG member has been absent for no longer than 45 consecutive days (see next paragraph if the child has been removed by PCSA).
- The location of the AG member is known.
- There is a definite plan set for the return of the absent AG member to the home.
- The absent child shared the home with the assistance group before the onset of the absence.

Rule 5101:1-3-04 also sets forth exception to the requirement that the assistance group member be absent for no longer than 45 consecutive days. Most relevant to PRC is the situation where a child is removed, by court order, from the home by the public children services agency (PCSA), if the agency indicated that there is a reunification plan to return the child to the home within the first six months. Services in these cases will only be provided through PRC for the first six months and monthly eligibility depends upon case plan progress as reported by the PCSA worker

There may be other members in the household who may or may not be related to the minor child/pregnant

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individual who may significantly enhance the assistance group's ability to achieve economic self-sufficiency; however, these other members may not affect the PRC eligibility of the applicant. Who to include in the PRC eligibility, is determined similarly to forming an assistance group for TANF (Temporary Assistance to Needy Families) or SNAP (Supplemental Nutrition Assistance Program) benefits. If the individual would be included in either of these assistance groups, the individual is counted in the PRC assistance group. The only exclusion to this would be a pregnant individual who has no other children. Since the benefit will be issued counting the unborn child in the household, the unborn child's father, if residing in the same household, will also be included in the assistance group composition. This would include all related income and/or resources of that individual.

For the purposes of assisting kinship caregivers in maintaining either temporary or permanent placement of a child under 18, funds available under The Kinship Caregiver Program will follow guidance found in 5101:1-24-30.

For the purposes of this program, a "Kinship Caregiver" is defined as any of the following who are eighteen years of age or older and caring for a child in place of that child's parents.

- 1) The following individuals related by blood or adoption to the child:
  - (a) Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";
  - (b) Siblings;
  - (c) Aunts, uncles, nephews, nieces, including those relatives with the prefix "great," "great-great," or "great-great-great";
  - (d) First cousins and first cousins once removed.
- (2) Stepparents and stepsiblings of the child;
- (3) Spouses and former spouse of the individual named in (1) or (2) above;
- (4) A legal guardian of the child;
- (5) A legal custodian of the child.

Included in this program are *stabilization services*. The assistance group under stabilization services will include only the eligible child in the kinship home. Stabilization services would include any service or benefit necessary to transition a child into the home of a kinship caregiver or to maintain the child in the placement of the kinship home (ie: bed, clothing, safety needs, daily living needs, personal needs, transportation expenses, respite care, routine child care and car seats). Applicant or designee is responsible for determining provider of child care

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relief services and may include any licensed or un-licensed provider. The county agency will determine all appropriate vendors when procurement is required. Relief of child care expenses under stabilization services cannot exceed a four-month period to maintain the program integrity of “non-assistance”.

The Kinship Caregiver Program will also include expenses related to *caregiving services*. For caregiving services, the assistance group will include the eligible child and the kinship caregiver. Caregiving services can include any necessary services or benefits to administer to the needs of a child. Necessary services or benefits can include, but are not limited to, child care expense relief, which is defined as routine child care or respite care services, school needs, and daily necessities. Applicant or designee is responsible for determining provider of child care relief services and may include any licensed or un-licensed provider. The county agency will determine all vendors when procurement is required.

For relief of child care expenses under *caregiving services*, the minor child shall be:

- (a) Under age thirteen at the time of the application and may remain eligible until they turn thirteen; or
- (b) Be under eighteen at the time of the application, if meeting the definition of special needs, pursuant to rule 5101:2-16-01 of Administrative Code.

If requesting relief of child care expenses, under *caregiving services*, the kinship caregiver or other member of the assistance group shall be participating in one of the following approved activities:

- (c) Paid employment on a full or part time basis.
- (d) A training or education activity that prepares the caretaker for either Ohio Works First (OWF) or the Supplemental Nutrition Assistance Program (SNAP).

**Eligibility**

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or qualified alien. Eligibility for PRC is based on the assistance group demonstration and verification (when available) of the need for financial assistance, central supports and/or services. An eligibility determination qualifies or disqualifies the applicant for consideration of the supports requested. PRC is not an entitlement program. Appropriateness of the support and/or services requested as well as the probability that the PRC assistance will resolve the crisis situation will be taken into consideration to determine eligibility. The assistance group’s gross income, as defined under the income section of the PRC plan, must be less than or

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equal to the economic needs standard established for the benefit and service requested. The economic need standards are based on federal poverty guideline measures which shall be updated annually when the federal poverty guidelines are increased. Eligibility for services with a PCSA referral, including, but not limited to contracted services and family preservation services, through PRC funds, will not be subject to all eligibility factors listed in this plan. The differences include, but are not limited to, payment on current overpayments and sanctions.

Any service which will extend past 12 months will require a new application to be filed and eligibility determined before services may continue past the 12<sup>th</sup> month.

**Income**

The combined gross income, both earned and unearned, for all members in the PRC assistance group shall be counted, with the exception of **earnings** of a minor child, unless the minor child is a parent. In addition, income listed in OAC 5101:1-24-20 is excluded from the income calculation. All income, which is received or expected to be received, during a 30-day budget period is considered when determining financial need. The 30-day budget period begins from the date of the PRC application unless the time period does not accurately reflect the expected income. In that instance, the income received in the 30 days prior to the date of application may be used.

If an applicant has been known to a JFS program eligibility system and has verified income within the past 12 months, such verification may serve as verification for PRC, if the client attests that no change has occurred.

When the income source is new, including self-employment, and no verification is yet available to client, self-attestation may be acceptable. Availability and necessity of verifications will be determined by the TCJFS worker, on a case-by-case basis. The worker will document the rationale for accepting self-attestation.

For established employment/income, written (e.g., paystubs, employer statement, etc.) or verbal verification of the income is required, unless previously verified, as noted above. For any verification that is

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obtained by telephone, there must be clear documentation in the PRC assistance group record regarding: the name and position of the supplier of the information, the date the information/verification was obtained, the amount of the verified income, and the name of the individual who obtained the information. A signed ODHS 7341 application/recipient authorization for release of information should be obtained from the applicant for the inquiry.



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#### **Unearned Income**

Examples of unearned income are, but not limited to:

RSDI Benefits	Alimony and Child Support
VA Benefits	Worker's Comp Benefits
Unemployment Benefits	Pension and Retirement Benefits
Investment Income	Rental Income
OWF, DA, SSI Payments	Lump Sum(s) / Lottery winnings
Money from other individual(s)	-

#### **Earned Income**

Earned income is income in which an assistance group member must perform some type of labor or service to be able to receive cash. The following examples are earned income. This, too, is not intended to be an all-inclusive list.

- Earnings from work as an employee
- Earnings from self-employment
- Training allowances
- Commissions

#### **Resources**

Any liquid resources readily available to meet the presenting need; including, but not limited to: checking, savings, and cash on hand that exceeds \$1,500, must be used before PRC can be authorized. If verification of resources is not easily obtainable, resources may be verified by self-attestation. Worker must clearly document the rationale for accepting self-attestation as verification.

#### **Residence**

PRC benefits and services are available to residents of Tuscarawas County. Residence is established by living in Tuscarawas County voluntarily with the intent to remain. Applicants without an established residence in Tuscarawas County must file an application in their county of residence. Children in custody are considered a Tuscarawas County resident, however, if the household with whom they reside is out of county, the assistance group must apply in the county of household residence.

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**Ineligible Family Assistance Groups**

According to state and federal law, the following are not eligible for PRC:

1. Families without a minor child.
2. A single individual, unless that individual is at least six months pregnant.
3. Households that do not contain a citizen of the United States or eligible alien.
4. Families that have been court convicted or signed an IPV for fraudulently receiving assistance under TANF/ PRC are ineligible until assistance received fraudulently is repaid in full.
5. Fugitive felons.

In addition, the following are not eligible per the Tuscarawas County PRC Plan:

6. Families with outstanding overpayment(s) which were not associated with a court convicted or signed IPV, unless a signed repayment agreement exists and the family is current with the repayment plan. Current with repayment is demonstrated by making at least four, as agreed upon, repayments.
7. Families currently serving an OWF sanction whether it is during the minimum sanction period or outside of the sanction period, but the assistance group has not yet complied with the sanction.
8. Individuals ineligible for other programs due to deliberate non-compliance with terms of assistance.
9. Households that contain an adult or minor head of household that has voluntarily quit any employment without just cause will be ineligible for PRC assistance for 180 days from the date of the job quit. This includes loss of employment due to intentionally violating company policy or “self – sabotage” of the employment. Any full time employment that is terminated by the adult to attend school will not be considered just cause.
10. Any AG in which a required PRC AG member has received PRC within the last 12 months in another county, if that amount equals or exceeded Tuscarawas County’s Plan cap. If any balance remains, that amount will be used in determination, pursuant to the Tuscarawas County PRC plan.
11. Any parent, under the age of 18, that is not living in an adult supervised household.

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**Program Operation**

To ensure fair and equitable treatment, the families applying for PRC shall be considered according to the standards of policy and procedures set forth within this document. The covered benefits and services, or amount specified for the benefits and services listed in the section detailing the scope of coverage, may not be reduced, limited, or restricted, unless the program is amended. Such amendment must be the result of a public hearing or through recommendation of the Planning Committee and approved by ODJFS. Any other expense or service which Tuscarawas County JFS believes will help the PRC assistance group obtain long-term self-sufficiency will be considered through the requisite Planning Committee or public hearing process, or by referral to non-PRC sources of assistance. Eligibility will be carefully evaluated on a case-by-case basis. PRC does not cover taxes and/or third party vendor payment fees. The PRC program is funded with Federal Title IV-A block grants and will not cover any medical services, including those services covered by Medicaid, except for pre-pregnancy, family planning services. Services will not be approved for any third party vendor/provider payment, regardless of the circumstances, if that vendor/provider is an employee of Tuscarawas County Job and Family Services.

**Scope of Benefits/Services**

The attached chart lists the scope of benefits and services provided by the Tuscarawas County Job & Family Services PRC program. The chart also lists assistance groups served, economic need standards for a particular benefit/service, caps on benefits/services, and targeted groups. The targeted groups are used to customize service delivery specific to a family's circumstances. Temporary Incapacitation Support is a program designed to address short term, very specific needs for assistance groups that were self-sufficient prior to emergence of the specific crisis. Self-sufficient is define as an assistance group that has not been in receipt of Ohio Works First (OWF) benefits in the immediate preceding six month period. This program is designed to address the following three temporary needs (1) Maternity Leave (2) Other, non-county issued, program application wait period (i.e.: unemployment compensation, workers compensation, etc.) and (3) Medical

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reasons preventing return to employment, with the return to employment not to exceed the four month eligibility period. Applicants qualifying for this support service are required to have been employed at least 20 hours per week, not averaged, prior to the crisis. An exception to this rule would be a two parent household. Two parent assistance groups that make application, must include at least one parent having employment of at least 32 hours per week, not averaged, prior to the crisis situation. All applicants applying for OWF that qualify under this specific criteria will be given the option to choose program participation under OWF or Temporary Incapacitation Support.

**Standard of Promptness**

The intent of this program is to provide and authorize benefits and services within ten business days of the receipt of the signed application and all necessary verifications. In some instances, the time frames may not be met, due to unavoidable delays on the part of the applicant or the agency. In these instances, the time delay should not exceed twenty days from the date of application.

The ten-day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten-day period is not cause for denial of the application. When this time limit cannot be met, the AG record should include sufficient documentation of case activity, including an explanation of expected and unavoidable delays in the application process.

**Community Resources**

The availability of resources within a local community shall be explored prior to the authorization of PRC. The PRC assistance group shall apply for and utilize any program, benefit, or support system which may reduce or eliminate their presenting need. An example of this would be the HEAP program.

Personnel authorizing PRC are to be aware of the community resources that could assist a family in need of immediate services. Attempts to locate community resources and arrangements made with other service providers will be documented in the PRC application.

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**Applicant Responsibility**

An applicant for PRC is responsible for completing all necessary documents, furnishing all required information and cooperating with the eligibility determination process. There will be no PRC eligibility when the AG fails to make use of available income or community resources available sufficient to meet all or part of their emergent need. (This would encompass any community resources available, outside of TCJFS program operatives, such as HARCATUS and other community agencies that work in collaboration with the PRC program.) Applicants who fail or refuse to explore eligibility for unemployment compensation, worker's compensation or social security benefits, when potential for eligibility has been reasonably determined to exist, will not be eligible for the PRC program. If no payments on recurring monthly expenses have been made since the last PRC, or any other community agency's payment, then the AG may not be eligible for further PRC payments on those recurring monthly expenses. PRC eligibility must be determined prior to service delivery to be eligible. Multiple applications for PRC assistance will be evaluated on a case by case basis. Applications which exhibit a pattern of use, may be required to attend money management classes, if available. TCJFS also reserves the right to deny PRC benefits and services to any applicant who has demonstrated a pattern of PRC actual or attempted misuse or abuse. The standard for this determination is determined by the county agency and may vary case by case. Rationale for determination of misuse or abuse should be clearly defined in the case record.

**Summer Youth Employment Program**

As funding allows, the TANF Summer Youth Employment Program will be available to a *minor child*, as defined in 45 C.F.R 260.30, of TANF eligible families.

Following guidance from Family Assistance Letter #207, dated February 14, 2023, the Summer Youth Employment Program will meet two TANF Program purposes:

- 1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.**
- 2. To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.**

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#### **Eligibility:**

Eligible families will be at or below 200% of the Federal Poverty Level and meet all Prevention, Retention, Contingency (PRC) eligibility criteria. *Family* is defined in federal and state law and regulations as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lives in state, but does not reside with his / her minor child(ren). *Foster Care:* Youth in a foster care setting age 14 to 18 years of age, if they are a full-time student in secondary school may be served under only this program under the PRC plan. In accordance with Family Assistance Letter (FAL) #207, all youth participation in the TANF Summer Youth Employment Program, must be registered on the Ohio Means Jobs website.

The types of persons to be served are:

- **Youth age 14-18, enrolled in secondary school, as long as the youth is in a needy family and in school.**

#### **Income:**

Supplemental Nutrition Assistance Program (SNAP): Pursuant to rule 5101:4-4-19 of the Ohio Administrative Code, income received from the TANF Summer Youth Employment Program by the 14-18 year old participant enrolled in secondary school is *not considered countable earned income for SNAP*.

Cash Assistance: Pursuant to rule 5101:1-23-20 of the Ohio Administrative Code, earnings received from the TANF Summer Youth Employment Program by the 14-18 year old participant enrolled in secondary school are *not countable in determining Ohio Works First eligibility and level of benefits for the family*.

#### **Activities:**

Activities authorized under this program will cover the period of May 1, 2023 through September 30, 2023 and would include any activity that will allow eligible youth to gain valuable work experience such as operating equipment, time management and personal responsibility.

#### **Services:**

Allowable services under SYEP, will include, but will not be limited to: training, job coaching or mentoring and other services as determined necessary by the operating agency.

At the completion of this program on September 30, 2023, eligible participants will be given opportunity to volunteer to participate in the Comprehensive Case Management & Employment Program (CCMEP).

#### **Benefit Recovery**

Any member of a PRC assistance group, and/or member of household having an overpayment, will not be eligible for PRC benefits until a payment plan is in place and four agreed upon, timely payments have taken place. If payments are not maintained, any subsequent PRC requests will be denied. Families that fraudulently

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received assistance (IPV/court-convicted) under TANF/ PRC/SNAP/Child Care/Medicaid or Transportation programs will not be eligible for PRC benefits until repaid in full. An exception to this policy is any applicant for the Summer Youth Employment Program, referred by child protective services.

Any applicant giving false or misleading information in order to obtain PRC benefits may have their application denied. If it is discovered, after authorization of benefits, that information was falsified, the applicant will be subject to repayment of any overpayment and the recovery procedures by the Benefit Recovery Unit. (See rules in OAC 5101:1-23-75.) Any PRC benefit paid to an educational institution will be subject to benefit recovery if the student for whom the tuition is paid fails to successfully complete the program or the course. Any payments made to initiate paid employment will be repaid if the employment is not continued for at least six calendar months.

**Application**

A family may apply for PRC benefits and services in two ways: (1) the family may fill out Form IM 36, the Prevention, Retention, Contingency (PRC) program application, (2) the family may fill out an application that has been approved by the Agency for use in applying for various, more specialized services. An application for PRC is a signed statement authorizing release of information and will allow the agency to make all necessary contacts required to process the application for eligibility. The application and any other documentation gathered during the eligibility determination process will be scanned into the document imaging program. It should be noted that PRC benefits and services provided to noncustodial parents shall be scanned under the non-custodial parent's name. All PRC applications will be entered in the appropriate eligibility system (currently the web based PRC Reporting Tool) for PRC authorization or denial.

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered must be explained. When completing applications directly with clients, this is done during interview process. For all other applicants, information regarding PRC and the agency's plan are available on the county and state websites. Anyone applying for PRC services must receive appropriate information about referrals to

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and access to Medicaid, SNAP, Child Care Assistance, and other programs that provide benefits that could help them make the successful transition to work. Voter registration applications are made available to persons applying for and/or receiving assistance through the PRC program. Voter Registration Notice of Rights and Declination is included on the PRC application. Every PRC applicant will also be provided a copy of the JFS04059, "Explanation of State Hearing Procedures."

PRC assistance will be authorized with the expectation that the PRC assistance group will be able to function without additional agency help. Services and benefits shall be provided, which directly lead to or can be expected to lead the family to becoming self-sufficient in accomplishing one of the four purposes of TANF. Below are the four purposes of TANF according to the Department of Health and Human Services (HHS) guide, Helping Families Achieve Self-Sufficiency, [found at 42 U.S.C. 601(a)] and as listed as an excerpt in the PRC Reference Guide 03/19:

1. Providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. This purpose covers only needy families so that children may live with their parents or other relatives. It does not cover children living with non-relatives. A needy family is one that meets the income and/or resource standards established by the state in its TANF plan. A state may establish a variety of income and resource standards for "assistance" and other services and benefits.

This purpose is not limited to benefits that are within the regulatory definition of "assistance." A state may provide other services in support of this purpose. For example, funding home repairs for needy families would be consistent with this purpose.

2. Ending the dependency of needy parents by promoting job preparation, work, and marriage. A state could help any needy parent, including a non-custodial parent or a working parent, by provided employment, job preparation or training services. Examples of potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits and employment services designed to increase the non-custodial parent's ability to pay child support. Activities that promote any one of these objectives – job preparation, work and marriage – would be consistent with this purpose.
3. Preventing and reducing out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.



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This purpose is not limited to needy families or individuals. However, the state must establish objective criteria for the delivery of services to the non-needy. Potential activities that would be reasonably calculated to accomplish this purpose include family planning, clinical and follow-up services, abstinence programs, visiting nurse services and programs and services for youth such as counseling, teen pregnancy prevention campaigns and after-school programs that provide supervision when school is not in session.

4. Encouraging the formation and maintenance of two-parent families.

A significant share of TANF families consists of unmarried mothers with low skills who live with their children apart from low-skilled, underemployed fathers. Many of these fathers are involved in the lives of their children and provide some financial support, but would like to do much more. Historically, the fathers have found limited employment opportunities and welfare rules have worked to discourage family formation and fuller involvement of these fathers in the lives of their children.

Some activities that are reasonably calculated to accomplish this purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and supervision; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

**Notice of Approval and Denial**

Tuscarawas County Job and Family Services and/or the service provider is responsible for using objective criteria when determining eligibility for this program. If it is determined that the application for PRC is approved, the ODHS 4074 (Notice of Approval of Your Application for Assistance) shall be mailed or otherwise delivered. If it is determined that the application for PRC is denied, the ODHS 7334 (Notice of Denial of Your Application for Assistance) shall be mailed or otherwise delivered. These documents will be scanned into the document imaging system in addition to the application. Once the eligibility for PRC has been established and approved, payment for benefits/services will be processed and payment made to vendors according to the standard payment procedures and timelines of the county auditor's office. Authorization may occur at any time during the period beginning from the date the PRC is approved. All payments shall be made

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to the vendor. Policy has been written to assure all auditing requirements are maintained.

The Board of County Commissioners certify that the County Department of Job and Family Services complied with ORC Chapter 5108 in adopting the statement of policies.

This is to certify that the PRC Plan review was completed and the plan approved by the Tuscarawas County Job & Family Services Planning Committee by electronic communication.

This Prevention, Retention and Contingency, Tuscarawas County Job and Family Services Model is certified as written by David Haverfield on 7/6/23.  
David Haverfield, Director, TCJFS Month/Day/Year

Effective date of plan is August 01, 2023.

Chris Abbuhl, absent  
Commissioner Chris Abbuhl

7-19-2023  
Date

Greg Ress  
Commissioner Greg Ress

7/19/23  
Date

Kristin Zemus  
Commissioner Kristin Zemus

7/19/23  
Date

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>Summer Youth Employment Program (SYEP)</u></b></p> <p>This program is governed under the guidance found in Family Assistance Letter #207 and will operate from May 1, 2023, through September 30, 2023.</p> <p>This program intends to provide TANF-eligible youth valuable work experience while earning a paycheck.</p>	<p>Dependent upon available funds.</p> <p>\$13 per hour maximum wage.</p>	<p>TANF Eligible Families – Youth ages 14-18 as long as the youth is a minor child in a needy family and is in school.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.</p>	<p>In-school youth ages 14-18 in low income, TANF eligible households and youth in Foster Care.</p> <p>This program serves purposes #1 and #2</p>
<p><b><u>Temporary Incapacitation Support</u></b></p> <p>To meet short term crisis situation needs such as: maternity leave assistance, medical emergency situations resulting in unexpected time off work without disability payments and interim assistance for pending unemployment, workers compensation or disability/sick pay benefits.</p> <p>Allowable expenses include, but are not limited to: Shelter expenses, utility expenses, monthly installment payments for the family vehicle.</p> <p>Payment will cover the exact expense amount or up to the OWF grant equivalent, whichever is lower. The grant amount will include any unborn child(ren). Payment will be made directly to the vendor(s).</p> <p>These assistance groups will be encouraged, if not already in receipt, to apply for other programs such as SNAP and Medicaid to assist with the crisis.</p> <p>Burden of vendor verification is solely on the applicant.</p>	<p>Actual payment amount is pursuant to the crisis or episode of need or the OWF grant amount equivalent for the assistance group size less any unearned income, whichever is lower.</p> <p>Income for both biological parents of the unborn child(ren), residing in the same household, will be counted to determine eligibility for this program.</p> <p>Support is meant to help the applicant through the incapacitation and not to respond to any disconnect or other lack of payment emergencies.</p>	<p>Parents, specified relatives or legal guardians with minor children who are temporarily incapacitated.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP or a Medicaid program with income limit of 200% FPL or lower.</p>	<p>Previously self-sufficient parents and specified relatives or legal guardians with a minor child in the home which would otherwise qualify for the OWF assistance program and are only temporarily incapacitated.</p> <p>Employment prior to crisis, must have been at least 20 hours, <b>un-averaged</b>, per week for a single parent household or at least 32 hours, <b>un-averaged</b>, per week for one parent, at minimum, in a two- parent household to qualify.</p> <p>This promotes TANF purposes #1 and #2</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>Child Welfare Services-TANF</u></b></p> <p>Family Preservation Activities – screening/ assessment of services, information and referral.</p> <p>Family Preservation – to reunite child with family within the first six months of removal. This can include, but is not limited to, parent mentoring.</p>	No cap on services (as needed).	Parents with minor children; Kinship families with children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	<p>No in-home case plan; no custody established.</p> <p>Court involved reunification plan.</p> <p>In-home case established.</p> <p>Child Welfare only.</p> <p>This service promotes TANF purpose #1 and #4</p>
<p><b><u>Kinship Services</u></b></p> <p><i>Stabilization and caregiving services</i> required to maintain and prevent disruption of placement as outlined in 5101:1-24-30, as funding allows.</p> <p>Child care expense relief including any subsidized child care co-payment amount not to exceed four months or maximum of ten months if caregiver meets outlined activity requirement.</p> <p><i>Stabilization and caregiving services</i> include, but not limited to any reasonably necessary child care needs:  <b>**Home furnishings</b> (beds, mattresses/box springs, etc.)  <b>**Personal expenses</b> (clothing, child-restraint seats, diapers, toiletries, daily necessities, etc.)</p> <p><b>**The agency will review expenses for determination of reasonable cost and appropriateness.</b></p>	<p>No cap for stabilization services.</p> <p>Payment for unsubsidized and subsidized child- care copay will be limited to \$2,000 in any 12- month period.</p> <p>Must meet the definition of non-assistance unless caregiver meets outlined activity requirements.</p>	<p>Specified relatives and/or kinship caregivers with minor children.</p> <p><i>Stabilization services</i> will include only the minor child in the assistance group.</p> <p><i>Caregiving services</i> under child care relief will include the minor child and the caregiver and their required members in the assistance group.</p>	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	<p>Children in the home of a substitute caregiver as defined above.</p> <p>Unemployed caregivers will not exceed the maximum four-month limit for child care relief, all others meeting the outlined requirements will not exceed ten months.</p> <p>This service promotes TANF purpose #1</p>
<p><b><u>Respite Services</u></b></p> <p>To provide assistance to families with minor children who are behaviorally or developmentally challenged or delayed.</p>	\$1,000 per year dependent upon available funding. Must use a certified provider.	Families or specified relatives with minor children who are developmentally challenged/delayed.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	<p>Families or specified relatives with minor children who are developmentally challenged/delayed.</p> <p>This service promotes TANF purpose #1</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>Wraparound Services</u></b> – To address the complex issues of the entire family and coordinate appropriate services.</p> <p>These services will not include any clinical services, Medicaid reimbursable services or services that would require a Medical, Clinical or Behavioral Health professional.</p>	No cap.	Families with eligible children.	200% FPL or approved for other assistance programs such as: OWF, SNAP or a Medicaid category with income limit of 200% FPL or lower.	<p>Families in crisis working with Family and Children First Council.</p> <p>This service promotes TANF purpose #1</p>
<p><b><u>Domestic Violence Assistance</u></b></p> <p>To provide assistance to families who are identified as victims of Domestic Violence. Services may include, but are not limited to, relocation services, assistance with household expenses, needed safety items** or any fees associated with obtaining necessary legal assistance for protection orders/restraining orders. Personal or family supportive services to include substance abuse treatment or related services, etc.</p>	\$1,000 per year dependent upon available funding.	Adults with children identified as victims of Domestic Violence.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	<p>Under-employed and low income job seeking adults with child(ren), identified as victims of Domestic Violence.</p> <p>This service promotes TANF purpose #1</p>
<p><b><u>Family Disaster Services</u></b></p> <p>Provides benefits to assist with damage or loss sustained as a result of a natural disaster upon declaration by the Governor of Ohio. This service would be after all other resources of disaster relief have been exhausted.</p>	Actual cost – up to \$1,500 dependent upon available funding.	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Non-custodial parents.</p> <p>Legal guardians/legal custodians with minor children.</p>	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	<p>Families needing services to maintain basic needs.</p> <p>This service promotes TANF purpose #1</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>Contingency Services (An emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and family life.)</u></b></p> <p><b>**Repair or purchase of appliances.</b></p> <p><b>**Personal expenses (clothing, child restraint seats, diapers, toiletries, etc.)</b></p> <p><b>**Home furnishings (beds, mattress &amp; box springs, kitchen table, chairs, etc.)</b></p> <p><b>**Home repairs which threaten the safety of a child and may disrupt the ability for the child to remain in the home. Repairs must be completed by professionals with a valid Ohio Vendor's License.</b></p> <p><b>**The agency will review expenses for determination of reasonable cost and appropriateness.</b></p>	<p>Furniture, repairs and appliance purchases are limited to once per lifetime, per item.</p>	<p>Parents with minor children and all other household members.</p> <p>Specified relatives and kinship caregivers with minor children.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.</p>	<p>Unemployed individuals.</p> <p>Under-employed individuals.</p> <p>Families with children at risk of abuse or neglect.</p> <p>Victims of domestic violence.</p> <p>This service promotes TANF purpose #1</p>
<p><b><u>Pest Removal Services</u></b></p> <p><b>**Treatment, relocation, and education due to infestation of pests, including, but not limited to, bed bugs, fleas, rodents and roaches.</b></p> <p><b>**The agency will review expenses for determination of reasonable cost and appropriateness.</b></p>	<p>Actual cost – up to \$1,500 dependent upon available funding.</p> <p>Once per lifetime.</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Non-custodial parents.</p> <p>Legal guardians/legal custodians with minor children.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.</p>	<p>Unemployed individuals.</p> <p>Under-employed individuals.</p> <p>Families with children at risk of abuse or neglect.</p> <p>Victims of Domestic Violence.</p> <p>This service promotes TANF purpose #1</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>Transportation Services &amp; Benefits</u></b></p> <p>Gasoline Voucher  -Exception to the cap would be for an individual using the voucher program to get to/from work. This will be subject to a four month limit but can exceed the gasoline voucher limitation.</p> <p>Driver's license reinstatement (excluding DUI or child support situations) (No cap, once per lifetime limit)</p> <p>Automobile liability insurance (up to four months of coverage) (No cap, once per lifetime limit)</p>	<p>\$50/month maximum, not to exceed \$200 in a 12- month period (personal vehicle)</p> <p>Actual expense determined pursuant the transportation policy (public transportation or documented evidence of need beyond maximum)</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Non-custodial parents.</p> <p>Legal guardians/legal custodians with minor children.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.</p>	<p>Employed individuals. Must be employed at least an <b>un-averaged</b> amount of 20 hours per week at minimum wage or, if new employment, a promise of at least 20 hours per week <b>un-averaged</b> at least minimum wage.</p> <p>Unemployed individuals in education or training for an <b>un-averaged</b> amount of 20 hours or more per week.</p> <p>This service promotes TANF purpose #2</p>
<p><b><u>Transportation Services &amp; Benefits</u></b></p> <p><b>**Vehicle repairs to retain employment.</b> Repayment agreement required. Entire cost must be repaid if the individual voluntarily quits employment without good cause or if the vehicle being repaired is sold within six months of repairs.</p> <p>Repairs will only be approved for vendors which hold a current Ohio Vendor License and with a W9 form on file with the county.</p> <p>The vehicle must be owned and registered by the applicant or another member of the PRC assistance group. Valid driver's license and current insurance coverage verification is required.</p> <p>The repairs being approved must put the vehicle in safe operation without further delay. Any overage of the expenses will be covered by the PRC applicant and must be arranged with the vendor prior to services being rendered. Expenses for all repairs must not exceed Kelly Blue Book value of the vehicle.</p> <p>First request for repair will be covered up to the cap. Second and all additional request for same or subsequent vehicle will be covered at 50% of the cap amount. Verification of client payment for their 50% is required before payment authorization.</p> <p><b>**The agency will review expenses for determination of reasonable cost and appropriateness.</b></p>	<p>Lowest or best estimate not to exceed \$1,000 in a 24-month period.</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Non-custodial parents.</p> <p>Legal guardians/legal custodians with minor children.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.</p>	<p>Employed individuals. Must be employed at least an <b>un-averaged</b> amount of 20 hours per week at minimum wage or, if new employment, a promise of at least 20 hours per week <b>un-averaged</b> at least minimum wage.</p> <p>Unemployed individuals in education or training for an <b>un-averaged</b> amount of 20 hours or more per week.</p> <p>This service promotes TANF purpose #2</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>Job Preparation Services and Benefits</u></b></p> <p>Pre-employment testing (physical, drug screening, etc.) Tests/screening can only be approved when all of the following conditions are met:</p> <ol style="list-style-type: none"> <li>There is an offer of employment.</li> <li>The test or screening is required by the employer for all offers of employment.</li> <li>The applicant is required to pay for the expense out of their own funds.</li> </ol> <p>Testing for state licenses, board certification, commercial driver's license, GED, etc.</p> <p>Short-term, occupational training and supplies, including driver education training, books, manual, tuition expenses.</p> <p>Repayment of above expenses may be required if the participant fails to complete any training without good cause or accept the employment for which services were approved and has not secured any other equivalent employment.</p> <p>CQE filing fee for qualified individuals working with SEOLS or other legal representation.</p>	<p>Non-recurrent, short term benefits, amount needed up to \$3,000 per 12-month period.</p> <p>CQE Costs not to exceed \$100 per lifetime.</p>	<p>Low income, employed and job seeking parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Non-custodial parents.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid category with income limit of 200% FPL or lower.</p>	<p>Newly employed individuals, scheduled to work an <b>un-averaged</b> amount of 20 hours per week or more.</p> <p>All unemployed job seekers registered with Ohio Means Jobs.</p> <p>This service promotes TANF Purpose #2.</p>
<p><b><u>Work Support/Retention Services and Benefits</u></b></p> <p><b>**Supplies for a new job (mechanics, tools, beautician supplies/equipment, etc.)</b></p> <p>Suitable attire/uniforms for employment and/or training.</p> <p>In-county transportation expenses for employment.</p> <p><b>**The agency will review expenses for determination of reasonable cost and appropriateness.</b></p>	<p>Supplies/tools and equipment are limited to \$500 in a 12-month period.</p> <p>Attire and/or uniforms are limited to \$500 in a 12-month period.</p> <p>In-county transportation for employment will be limited to the four month, non-assistance, period with no cap on expense.</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Non-custodial parents.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid category with income limit of 200% FPL or lower.</p>	<p>Newly employed individuals, scheduled to work an <b>un-averaged</b> amount of 20 hours per week or more.</p> <p>Under employed individuals must be employed an <b>un-averaged</b> amount of 20 hours or more per week or in a WEP placement or any combination.</p> <p>This service promotes TANF Purpose #2.</p>



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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>Clothing Assistance Program</u></b></p> <p><b>**Designed to provide incentive to employed families and promote self-sufficiency by assisting applicants with expenses related to education of minor child(ren).</b></p> <p>Available funding to offer this assistance will be reviewed annually. This incentive, when available, will only be offered for minor children attending and/or entering grades K-12. School can be defined as public, private, on-line or web based and home-schooling opportunities.</p> <p>Eligible purchases are defined as wearable attire or those items required by the school, to include, but are not limited to: backpacks, shoes, clothing, school uniforms, routine school supplies or other necessities as specified in the school classroom requirement list otherwise not excluded by this program.</p> <p><b>**The agency will review expenses for determination of reasonable cost and appropriateness.</b></p>	<p>Payment and CAP for this incentive program will be determined based on available funding each fiscal year.</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP or a Medicaid program with income limit of 200% FPL or lower.</p>	<p>Employed individuals with minor children entering grades K-12. Must be employed at least an <b>un-averaged</b> amount of 20 hours per week at minimum wage or, if new employment, promise of at least 20 hours at minimum wage.</p> <p>If both parents are in the home, both parents must be working 20 hours per week <b>un-averaged</b>, or one of them must be at least 32 hours <b>un-averaged</b>, per week, to qualify.</p> <p>This service promotes TANF Purpose #2.</p>
<p><b><u>Employment Incentive Program</u></b></p> <p>Applications for the program must be received within 90 days of employment begin date. Program participation is limited to once, per participant.</p> <p>Participants are required to attend in person touch point sessions for each payment period to verify employment status and to discuss barriers, needs and goals.</p> <p>Program participation will be terminated if the participant leaves employment, does not attend the required touch point sessions or upon the fourth and final incentive payment.</p>	<p>\$2000 per eligible individual payable at \$500 intervals for 1 month, 4 months, 8 months and 12 months of employment.</p> <p>All payments depend upon availability of general revenue funding.</p>	<p>Families with eligible children.</p>	<p>200% FPL or approved for other assistance programs such as: OWF, SNAP or a Medicaid category with income limit of 200% FPL or lower.</p>	<p>Newly employed individuals scheduled to work at least an <b>un-averaged</b> amount of 20 hours or more per week.</p> <p>This service promotes TANF purpose #2</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b><u>GED Incentive Payment</u></b></p> <p>Application must be received within 90 days of receiving valid GED certification.</p>	<p>One-time payment of \$200 for each eligible applicant.</p> <p>GED incentive is limited to availability of funding.</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Non-custodial parents.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.</p>	<p>Un-employed and underemployed needy families.</p> <p>This service promotes TANF purpose #2</p>
<p><b><u>Adult Vocational Certification Incentive</u></b></p> <p>One-time payment to any adult obtaining a certificate for successful completion of a full/part time adult education program at any vocational education institution. Application must be completed, certificate presented at time of application and within 90 days of receipt.</p>	<p>\$300 once per lifetime limit, per adult for any full time course or \$100 for any part time course (full time or part time status is determined by the school).</p> <p>Adult vocational certification incentive is limited to availability of funding.</p>	<p>Families with eligible children.</p>	<p>200% FPL or approved for other assistance programs such as: OWF, SNAP or a Medicaid category with income limit of 200% FPL or lower.</p>	<p>Unemployed and Underemployed households.</p> <p>This service promotes TANF Purpose #2</p>
<p><b><u>Driver's Education</u></b></p> <p>For young adults at age 15.5 years.</p> <p>Choice of educational institution is at the discretion of the applicant.</p>	<p>Maximum of \$500 per eligible child will be paid directly to the vendor.</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Legal guardians or legal custodians with minor children.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.</p>	<p>Children of needy families who are at least 15.5 years of age and eligible to attend.</p> <p>This service promotes TANF purpose #2</p>
<p><b><u>Shelter Assistance</u></b></p> <p>Will include monthly rent or mortgage expenses.</p> <p>No court ordered eviction is necessary.</p> <p>Household must have income to sustain ongoing costs.</p> <p>Does not include expenses for the <i>deposit</i> on a new residence.</p>	<p>Maximum of \$1,000 per month expense not to exceed total CAP of \$3,000 for a five year period.</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Legal guardians or legal custodians with minor children.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.</p>	<p>Unemployed and under-employed needy families, legal guardians and specified relatives of minor children with sustainable income to maintain ongoing needs.</p> <p>This service promotes TANF purpose #1</p>

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SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<p><b>Utility Assistance</b></p> <p>Includes expenses for gas, electric, water/sewer or any other heating source.</p> <p>Will not include payment for any expenses outside of current residence and must be for use at current residence, therefore, past bills for new connection service will not be covered.</p> <p><b>Disconnect Notice is not required for this service.</b></p> <p>If request is for a heating or cooling source, a HEAP denial or other notice that services have been exhausted is required.</p> <p>Household must have income to sustain ongoing costs.</p>	<p>Maximum of \$500 per episode of need not to exceed total CAP of \$1,500 for a five year period.</p>	<p>Parents with minor children.</p> <p>Specified relatives with minor children.</p> <p>Legal guardians or legal custodians with minor children.</p>	<p>200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.</p>	<p>Unemployed and under-employed needy families, legal guardians and specified relatives of minor children with sustainable income to maintain ongoing needs.</p> <p>This service promotes TANF purpose #1</p>