



Job & Family Services

Prevention, Retention and Contingency Program

Effective 05/01/2023

PROGRAM OVERVIEW

The Prevention, Retention and Contingency (PRC) program is designed to provide benefits and services to help families residing in Portage County overcome immediate barriers to achieve or maintain self-sufficiency.

Prevention Services are designed to divert families from ongoing cash assistance by providing short-term assistance when crises arise.

Retention Services are provided to assist an employed assistance group member in maintaining employment.

Contingency Services are provided to families to meet an emergent need that threatens the health, safety, or well-being of assistance group members.

The PRC Program provides the flexibility for funding a variety of services, benefits, programs, and activities that enable individuals to find employment, succeed at work and improve their economic circumstances. PRC funds must be used to accomplish one of the four purposes of the Temporary Assistance for Needy Families (TANF) Program:

1. Provide assistance to needy families so that children may be cared for in their own homes or the homes of relatives.
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
3. Prevent and reduce the incidence of out of wedlock pregnancies.
4. Encourage the formation and maintenance of two parent families.

In Portage County, services may be provided to a PRC household to help members retain employment and, thereby, to achieve or continue self-sufficiency. Non-recurring, short term assistance addresses discrete crisis situations, not exceeding four months in duration and is dependent upon federal, state, and local funding.

PROGRAM OPERATION

To ensure fair and equitable treatment of families applying for PRC assistance, the program shall be continuously in operation to the standards and policies set forth in this plan. The scope of covered benefits or services and the amounts specified for the benefits and services listed in the PRC Benefits and Services Matrix (Appendix A) may not be reduced, limited, or restricted unless the Plan is amended. Within the regulations that govern the program, the Director of Portage County Job and Family Services (PCJFS) retains the right to expand the PRC eligibility to meet the emergency needs of individuals or a targeted population. All the PRC benefits and services administered by PCJFS are temporary in nature and dependent upon the availability of funds.

PCJFS, in its administration of the PRC program, does not discriminate based on race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability that can be reasonably accommodated, political affiliation or belief or veteran status.

PROGRAM INTEGRITY

PCJFS reserves the right to deny PRC benefits or services (or condition its approval) to any applicant who has demonstrated a pattern of PRC misuse or abuse (actual or attempted). An application for PRC can also be denied for submission of fraudulent documentation, failure to meet the eligibility requirements, failure to cooperate, and failure to verify income or other eligibility criteria as requested. No application shall pend over 30 days from receipt.

Any erroneous payments issued under the PRC program due to customer error, misrepresentation, intentional program violation, fraud, or agency error constitutes an overpayment. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in the OAC Section 5101:1-23-70 and 5101:1-23-75.

Reporting of fraudulent information will result in referral to the county prosecuting attorney for possible criminal action. Fraud occurs when a client knowingly or willfully provides false information about his/her circumstances to receive PRC for which he/she is not eligible.

A PRC assistance group (AG) that is discovered to have fraudulently received or improperly disposed of PRC benefits or services will be required to reimburse the full cost of the benefits or services and may be subject to prosecution. PRC applications from these AGs will be denied until repayment is made. Providing false and/or misleading information during the PRC application process will render the household ineligible for PRC benefits and services for a 24-month period.

Under no circumstances will an employee of PCJFS receive payment as a contractor, either as an individual or as a member of a corporation or partnership.

ASSISTANCE GROUP COMPOSITION

An assistance group is defined as a group of individuals treated as a unit for purposes of determining eligibility for the PRC program. In Portage County, an assistance group for PRC services and benefits includes ALL household members residing at the same address and must consist of at least one of the following:

- **Minor Child**- an individual who has not attained age eighteen (18), or an individual who has not attained age nineteen (19) and is a full-time student in a secondary or vocational school (G.E.D. classes do not qualify)
- **Emancipated Minor**- must provide court verification
- **Pregnant Individual**- with no other minor children who is medically verified to be pregnant
- **Parent with shared custody**- of minor child(ren) who lives in Portage County and who sometimes lives in the same household with the minor child(ren)
- **Non-Custodial Parent**- of minor child(ren) who lives in Portage County but does not live in the same household as the minor child(ren) may be eligible for specific PRC services. Applicant must provide documentation of established child support responsibility and verification that applicant is in compliance with the current order. [With the exception of Child Support Enforcement Agency (CSEA) Supportive Services]

A child may be temporarily absent from the home in accordance with the time frames established in OAC 5101:1-3-04 and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, or legal guardian/custodian.

To be eligible for PRC benefits and services, the assistance group must reside within Portage County at the time of application and meet the residency requirement as outlined in OAC 5101:1-3-03.

APPLICATION FOR PRC/APPLICANT RESPONSIBILITY

The assistance group must complete the specialized PRC application to request PRC assistance.

An applicant for PRC is responsible for completing all necessary documents, disclosing all facts, providing documentation of income and social security numbers, and cooperating in the eligibility determination process. Portage County JFS staff will assist the applicant in obtaining verifications when requested to do so by the PRC applicant.

The PRC applicant shall make accurate and complete disclosure of all information necessary for a determination of eligibility and computation of assistance. If it is later determined that PRC assistance was issued erroneously due to incomplete, false, or misleading information supplied by the assistance group, overpayments of PRC will be determined. If the cause was the AG's failure to accurately and completely disclose necessary information, Portage County JFS will pursue repayment of funds overpaid, and there will be no PRC eligibility for the AG until the total amount of the PRC overpayment is repaid.

Any subsequent PRC applications for regular PRC benefits and services received within thirty (30) days of the initial application shall be marked as duplicate and filed in the PRC file.

Pursuant to ORC 5101.83 and OAC 5101:1-23-75, PRC benefits and services may not be provided to a family that has fraudulently received OWF until the cost of the fraudulent assistance is repaid.

PRC services must be used within ninety (90) days of the date the PRC application is approved. If the applicant still needs the service and wants assistance from the PRC program after ninety (90) days, a new application must be submitted.

Payment for all PRC services will be made directly to providers, not the applicant. Payment for PRC services received prior to application approval will not be reimbursed.

A PRC applicant who disagrees with a determination made on their case may request a state hearing by way of the state hearing process outlined in the Explanation of State Hearing Procedures form (JFS 04059). A copy of this document is provided as an attachment to each PRC application.

ELIGIBILITY FOR PRC/AGENCY RESPONSIBILITY

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 30 days after completion of the application process, which includes verification of information. Failure to provide information/documentation necessary to the determination of eligibility within this time frame may be the basis for denial of assistance. However, at its discretion, Portage County JFS may extend the 30-day period for consideration of a PRC application for reasons it determines to constitute good cause for delay in provision of necessary documentation.

Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether the PRC program can be of benefit will be determined by Portage County JFS. Regular PRC services and benefits are available to eligible applicants once in a 12-month period per service. Some services are available twice in a 12 month-period, once in 24-months, twice in 24-months, or once in a lifetime based on the application date.

Denial is appropriate in situations where it can be determined by Portage County JFS staff that no attempt has been made to prevent the occurrence of the emergent need and the applicant can show no evidence that the household has experienced any extraordinary circumstances or expenses. Situations include making no payment toward the obligation or making only minimal payments with the knowledge that such an amount would not prevent the occurrence.

The total gross income, earned and unearned, which was received by any member of the PRC assistance group during the 30-day budget period, is considered when determining financial eligibility. The following exceptions apply:

- The gross earned income of a minor child, who is also a full-time student as defined by the school, is excluded.
- All income that is federally excluded in the determination of eligibility for federal needs-based programs, is excluded.
- All income excluded by OAC 5101:1-24-20.

If all members of the PRC assistance group are the same as a currently active Public Assistance AG and if the Economic Need Standard for the Public Assistance program the AG is receiving is equal to or less than the Economic Need Standard for PRC, income verification may not be necessary.

The 30-calendar day budget period begins with the date a signed PRC application is received by PCJFS. The gross amount of the PRC AG's countable income is totaled and compared to the Federal Poverty Guideline (FPG) percentage amount, which is specific to the applicable PRC benefit or service. If the total PRC AG income is equal to or less than the FPG amount stipulated, the PRC AG meets the income requirement.

Written or verbal verification of income is required. For any verification obtained verbally, there must be clear documentation in the case record of the name and position of the supplier of information, the date the verification was obtained, the amount of verified income, and the name of the person who obtained the verification. Documentation of case activity, including an explanation of delays in processing the application, must be maintained in a separate file or entered in OhioBenefits journal notes.

INELIGIBILITY FOR PRC

The following individuals are ineligible for PRC assistance in Portage County:

- Individuals who are not citizens of the United States and do not meet the definition of qualified aliens. (OAC 5101:1-1-2-30)
- Individuals who have fraudulently received assistance under the OWF and/or PRC programs, until repayment in full occurs. (ORC 5101.83) Fraudulent assistance does not include assistance or services to or on behalf of an assistance group that is provided because of an error that is the

fault of a county department of job and family services or the state department of job and family services.

- Individuals who are fugitive felons, probation and/or parole violators.
- Individuals who have quit or refused a job without good cause or have significantly reduced their hours of employment without good cause within 60 days prior to the date of the PRC application.
- A parent under age eighteen (18) not attending high school or equivalent if they have not graduated from high school.
- An unmarried parent under age eighteen (18) not living in an adult supervised setting unless emancipated
- Individuals who fraudulently misrepresent residency to obtain assistance in two or more states. Applicant is ineligible for ten (10) years from the date of conviction.
- Individuals who do not use available funds to help meet their need.
- Individuals who give false or incorrect information
- Individuals who are not residents of Portage County.

Portage County JFS staff will provide information about, and access to, Medicaid, Food Assistance, childcare assistance, and other programs to assist the family in providing for the safety and well-being of assistance group members and transitioning to work.

Voter registration application and information shall be made available to PRC applicants.

EXPLORING COMMUNITY RESOURCES

Every effort must be made to explore the availability of resources within the local community prior to the authorization of PRC. For the purposes of PRC, the “community” could be defined to include areas beyond the county’s boundaries. A PRC AG is required to apply for 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. PRC applications may be denied if the needed service or benefit is available through another resource.

AMOUNTS AND TYPES OF ASSISTANCE

PRC payments are limited to the amount required to meet the presenting need, up to the amounts outlined in the PRC Benefits and Services Matrix (Appendix A) which is a part of this plan. Any number of individual payments can be made if they are distinctive, non-ongoing occurrences, and do not exceed the amounts in the PRC Benefits and Services Matrix.

The determination of appropriate services will be made on a case-by-case basis. The decision as to allowable and appropriate services is solely at the discretion of Portage County Job and Family Services. Issuance of PRC assistance is dependent upon the availability of funding.

PREVENTION AND REFERRAL

It is the intention of Portage County Job and Family Services for long term self-sufficiency by utilizing JFS job improvement resources as well as by developing agency and community resources to assist PRC applicants in the prevention of future emergencies. PRC applicants who are unemployed, under-

employed or employed part-time may be referred to the OhioMeansJobs Center in Portage County for assistance in acquiring better paying jobs. PRC applicants may also be referred to legal, financial, budgeting, educational or other services which eligibility staff determines to be appropriate and useful. If eligible for PRC, assistance will not be delayed because of referral to other services. Rather, those other services will be viewed as contributing to long term self-sufficiency.

If PRC applicants do not accept or follow through with the referral to additional services, this fact shall be considered when determining any subsequent eligibility for PRC.

AUTHORIZATION AND PAYMENT

Once eligibility for PRC is established, authorization shall occur and payment for the assistance, goods or services will be made to vendors according to agency procedures. The county will ensure its policies meet auditing requirements.

PRC applicants are responsible for paying all amounts more than the maximum payments listed in the PRC Benefits and Services Matrix (Appendix A).

APPROVAL AND DENIAL

Once an eligibility determination has been made, PCJFS will issue a Notice of Approval of Your Application for Assistance (JFS 04074) or Notice of Denial of Your Application for Assistance (JFS 07334) for all PRC applications. Each of these documents include instructions of how to request a hearing for any applicants who disagree with the eligibility determination.

UPDATE TO FEDERAL POVERTY GUIDELINES

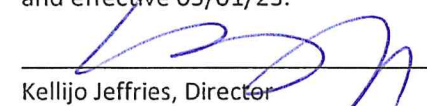
Periodic revisions to the Federal Poverty Guidelines (FPG) are communicated to the county by the Ohio Department of Job and Family Services. Revisions to the FPG shall be automatically updated in the PRC plan on the first day of the month following receipt by the county.

SCOPE OF BENEFITS AND SERVICES

The attached PRC Benefits and Services Matrix (Appendix A) details the scope of benefits and services that may be available under the PRC Program in Portage County. The chart also includes additional requirements and/or restrictions for services, the economic need standards, targeted populations, caps placed on services and TANF purpose each service addresses.

PRC PLAN APPROVAL

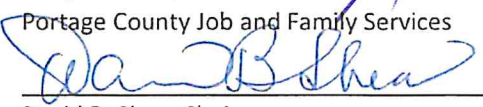
Portage County Job and Family Services reserves the right to amend this plan as needed. Portage County Job and Family Services agree to implement the PRC Program as described above, amended 04/17/23 and effective 05/01/23.


Kellijo Jeffries, Director

Portage County Job and Family Services

05/01/2023

Date


David B. Shea, Chairperson

Community Planning Committee

05/01/2023

Date

APPENDIX A

PRC BENEFITS AND SERVICES MATRIX

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
Academic Support	Any tools, equipment, and materials (including but not limited to uniforms) that are necessary for workforce-readiness training within a career-technical education program for school age children in grades 9-12	\$500 per academic year	200% of Federal Poverty Guidelines	TANF eligible students in grades 9-12 enrolled in and attending a career-technical program	1,2
Adult Education	Provided to adults that need education or training to become self-sufficient Services may include Adult Basic Education, HSE testing, Occupational Training and/or Short-term Education Programs Link to virtual soft skills training will be shared upon approval of the application	Up to four (4) months of actual cost not to exceed \$2000 Eligible once in a lifetime per individual	200% of Federal Poverty Guidelines	TANF eligible residents of Portage County	2
Back to School Program	Services provided to Portage County families with youth age Kindergarten through 12 th grade who are verified to be enrolled in the upcoming school year to provide school clothes and shoes in the form of a merchandise voucher for purchases at PCJFS designated vendors only Foster Care/Kinship youth shall be considered an AG size of 1 for this PRC program only	Up to \$125 for eligible children in receipt of SNAP/TANF benefits within the month of application Eligible once per school year, per eligible child	200% of Federal Poverty Guidelines	TANF eligible students of Portage County enrolled in grades K-12 for upcoming/current school year	1,4
Basic Need Services	Cash payment in the amount of \$300 per eligible Portage County families with an increase of \$50 for each additional child under the age of 18 to assist with families basic needs (ie: formula, diapers, clothing, etc.)	Eligible once every 12 months	200% of Federal Poverty Guidelines	Any eligible Portage County family with children under 18, especially those in shelters, DV situations, and working with Catholic Charities for basic needs.	1,2

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
Childcare Copays	Provide assistance to eligible working families who are impacted by the ending of the childcare copay waiver for publicly funded childcare (PFCC). Eligible families can receive up to 4 months of childcare copays paid in a 12-month period.	Up to \$750	200% of Federal Poverty Guidelines	TANF eligible employed individuals of Portage County	2
Child Protective Services Supportive Services	Services that may be essential to secure or maintain employment, ensure the health and safety of children, prevent the removal of children from the household or for the reunification of children with their family as determined by Portage County Children Services worker. Services may include: utility connection/reconnection; home repairs; household furnishings and supplies; employment and training support; fees; clothing; school related expenses; equipment; transportation	None	All household income is countable and must be under 200% of Federal Poverty Guidelines	Families involved with Portage County Children's Services	1,4
Clothing	Urgently needed clothing for children due to a natural or residential disaster, reunification with parents, victims of domestic violence or have an emergent and non-societal need caused by circumstances beyond the family's control	\$250 per child Eligible once in 12-month period, per child	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1
Connections	Case management services designed to support individuals, employment and training support activities designed to obtain or retain employment or improve employment activities Services may include individual and/or group sessions, monthly meetings, support	Application is valid up to six (6) months from the application date Transportation	200% of Federal Poverty Guidelines AG size of 1 (applicant only)	Non-custodial parents with Portage County CSEA orders and/or pending orders and are responsible for a minor child	2,4

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	groups, referrals, case management, visitation mediation and legal services related to employment barriers (i.e., fine reductions, expungement). May also cover expenses associated training programs for employment. *When approving funds for legal fees the agency will adhere to 2 CFR 200.435 and 2 CFR 200.441 which prohibits the cost of overall legal fees for any criminal offense.*	is limited to monthly bus passes and/or gas cards for orientations, case management appointments, group sessions, etc. Cap for gas cards of \$100 per month.			
Domestic Violence Services	Services provided to eligible assistance groups of domestic violence. Services may include emergency shelter and supportive services that will emphasize self-sufficiency, job-readiness, service linkage and coordination, healthy parenting, child welfare, developing healthy relationships, and accessing transportation and childcare. Outreach services will include legal advocacy with case management for service linkage.	Eligible for services as needed daily for each family member not to exceed ninety (90) days in a twelve (12) month period	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1,2
Driver's Education Fees	Provided to youths/young adults that need transportation to become self-sufficient	Cost not to exceed \$400	200% of Federal Poverty Guidelines	TANF eligible youth ages 15-24	2
Education Proficiency	Services provided to youth, ages 14-19 in need of extra schooling/tutoring in order to graduate, advance to the next grade or pass the Proficiency test	Actual cost of schooling not to exceed \$500 Eligible once in 12-month period, per child	200% of Federal Poverty Guidelines	TANF eligible students in Portage County	2

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
Employment and Education Related Case Management	Case management services provided to youth, ages 14-24, to alleviate barriers to employment and training for youth with barriers to self-sufficiency. Referral services made to CCMEP for volunteers, age 14-24, using JFS 3002 to determine eligibility.	None	200% of Federal Poverty Guidelines	TANF eligible youth in Portage County	1,2
Employment Expenses	Job support tools, equipment or supplies; Licenses required to obtain or maintain employment in a field; Job specific uniforms; Reinstatement of an Ohio driver's license as defined by the Ohio Bureau of Motor Vehicles (http://www.bmv.ohio.gov/suspensions-reinstatements.aspx)	Up to \$500 Up to \$250 for license reinstatement	200% of Federal Poverty Guidelines	TANF eligible employed or underemployed residents of Portage County Non-Custodial parents with a current support order that are unemployed or underemployed.	1,2
Employment Incentive Program (EIP)	Program for all TANF eligible OWF and SNAP recipients who are employed or underemployed. Program provides case management support for 6 months including consistent contact with participants and monetary incentive payments at specified intervals throughout the program. Case managers will make contact with participants a minimum of once a month for follow-up and discuss progress in employment, any barriers encountered and future goals. Monetary incentive payments will be received by individuals actively engaged in the program at the following intervals: • \$500 within 30 days of entering the program and verified		200% of Federal Poverty Guidelines	All TANF eligible OWF and SNAP recipients of Portage County who are employed or underemployed	1,2

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	employment • \$500 at 90 days • \$500 at 180 days/conclusion of the program Participants will be required to attend in-person meetings with the case manager to receive the incentive payments. Program termination may occur for, but not limited to the following reasons: • Gap of employment for more than 30 days • Failure to cooperate or attend monthly check-ins without good cause • Quitting employment without new employment arranged • Loss of contact • At receipt of the last program incentive Participants who have been terminated from the program may reapply and reenter the program if all eligibility criteria are met. Re-entering participants are eligible for any benchmark payments not received in the previous participation, but will not receive duplicate benchmark payments. Supportive services that will be reviewed upon monthly case management check-in appointments include: Car Savings Match for purchase of vehicle from a licensed car dealership (no private sales allowed)	Client savings of \$1,200, provide match amount up to \$3,800			

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	with financial literacy and insurance education; eligible once in a lifetime Up to \$1,000; one application per client per 6 months of case engagement \$500 per payment; limited to two payments per application in a 6-month period Up to \$500 Car Repairs – minor repairs to provide reliable transportation, not including engines, transmissions, etc. Car Payments toward vehicle loan Driver's License Reinstatement Fees				
Family Disaster	Services provided to families sustaining loss because of a disaster (i.e., fire, flood, explosion, etc.) Limited to Shelter Assistance, Home Repairs, and replacement of essential household contents (entertainment items excluded)	\$1500 or as limited by the state	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1,2
Family Support Services	Services provided to families with children three (3) years and under (unless verification of disability or third trimester of pregnancy is submitted) to provide essential items to keep children safe in their homes	Monetary limits as defined in provision Previous milestones may be considered if	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	Infant Safety & Newborn Care and Social, Emotional, Cognitive and Motor Development (0 to 6 months) items not to exceed \$550 Mealtime and Picky Eaters (6 to 9 months) items not to exceed \$120 First Year Milestone Moments (12 to 18 months) items not to exceed \$170 Second Year Milestone Moments (22 to 28 months) items not to exceed \$170 Third Year Milestone Moments (32 to 38 months) items not to exceed \$170 Eligible applicants must attend a wraparound parent support service training for each service requested	requested Eligible once per milestone, per child Applicants involved with PCSA may be eligible for any/all needed milestone at time of application			
Home Extermination	Services for families who need insect and/or animal extermination, including homeowners and rental property tenants Services may include inspection, treatment, training and follow up. Eligible applicants must complete support service training on ways to prevent further infestations and to protect their family's property and health	Up to \$1,500 one-time in 24-month period	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1
Home Repairs	Emergency repairs that directly affect the health and safety of the family and may include electric, plumbing, septic, heat, roofing, and accessibility problems	Up to \$7,500 Eligible for up to \$7,500 per lifetime per	200% of Federal Poverty Guidelines	TANF eligible homeowners of Portage County	1

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
Housing Assistance	Services for homeless families who need housing, outreach, advocacy, case management, child advocacy, housing placement assistance, employment readiness training, skill development and service coordination assistance Services may include placement at local homeless shelter, stay in local hotel/motel, rent assistance	Shelter services may not exceed sixty (60) days in a twelve (12) month period Rent assistance: Actual cost of two (2) months' rent not to exceed \$1,500, once in a 24-month period	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1,2
Information and Referral	Activities that identify and communicate available resources by public and private providers including a brief assessment of customer needs (not including diagnosis and evaluation) to facilitate appropriate referral to community resources	Costs not to exceed \$10,000	Not Applicable	Parents and specified relatives with minor child(ren), pregnant individuals, parents with convictions	3,4
Kinship Caregiving Service	Caregiving services limited to reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of a minor child. The caregiving service may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver. The care may include care designed to provide temporary relief of child caring functions. The minor child for who caregiving services are being provided shall be: Under age thirteen at the time of	Eligible once in a 12-month period, per child AG shall include at least a minor child residing with a kinship caregiver and the kinship caregiver (kinship providers income counts)	200% of Federal Poverty Guidelines	Kinship Families of Portage County	1

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	application and may remain eligible until they turn thirteen; or Be under age eighteen at the time of application if the child meets the definition of special needs pursuant to rule 5101:2-16-01 of the Administrative Code, and may remain eligible until they turn eighteen. The kinship caregiver or other member of the assistance group shall be participating in one of the following approved activities: Paid employment on a full-time or part-time basis. A training or education activity that prepares the caretaker for paid employment. Participating in one or more work activities as a condition of eligibility for either Ohio works first (OWF) or the supplemental nutrition assistance program (SNAP).				
Kinship Permanency Incentive (KPI) Program	Provides time-limited incentive payments to families caring for their kin	None	200% of Federal Poverty Guidelines	Kinship families of Portage County	1
Kinship Stabilization Services	Services that may be essential to secure or maintain employment, ensure the health and safety of children, prevent the removal of children from the household, maintain a permanent placement (i.e., kinship) or for the reunification of children with their family or relative as determined by Portage County Children Services. Services may include: utility	None	200% of Federal Poverty Guidelines AG of 1 consists of only a minor child residing with a kinship relative (minor)	Kinship families of Portage County	1

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	connection/reconnection; home repairs; household furnishings and supplies; employment and training support; fees; clothing; school related expenses; equipment; transportation, and childcare for 4 out of 12 months. A redetermination of TANF is required every twelve months from determination of initial eligibility If the child is in the custody of Portage County Job and Family Services (PCJFS), even if <u>residing in another county</u>, PCJFS will process the kinship application. If the child is in the custody of the kinship provider <u>and</u> residing in Portage County, PCJFS will process the kinship appl. However, if they are residing in another county the application will be denied and will need to be referred to apply in their county of residence.		child's income is the only countable income)		
Kinship Support Program	Provides time-limited support payments to help with stabilization to families caring for their kin	\$350.00 per month for 4 months of time limited support payments within a rolling 12-month period	200% of Federal Poverty Guidelines	Kinship families of Portage County	1
Legal Services	Services may include: Driver's license suspension removal; Criminal record expungement/Certificate of Qualifications of employment; Bankruptcy filing; Consumer debt; Help obtaining guardianship or custody for Kinship Care or non-custodial parent that has legal standing	Limited to twelve (12) months of actual cost not to exceed \$3,500 Twelve (12)	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1,4

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	and paternity has been established; Loss of housing issues (foreclosures & evictions); Public benefits (SSI, SSDI and unemployment); Poor housing conditions which pose a health/safety threat including animal/insect infestations, leaky roofs, faulty plumbing, unsafe electrical wiring, leaking natural gas or no heat; Obtain Civil Protection Orders (CPOs) to help victims break free of their abusers *When approving funds for legal fees the agency will adhere to 2 CFR 200.435 and 2 CFR 200.441 which prohibits the cost of overall legal fees for any criminal offense.*	month period begins on the date of application at Community Legal Aid Services			
Relocation	Services provided to applicants who are victims of domestic violence or have an emergent need caused by circumstances beyond their control which, if not satisfied, threatens the safety or health of one or more family members. (Eviction is not considered an immediate threat)	Up to \$1,500 Eligible once in a lifetime per individual	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1,2
State-Declared Natural Disaster	Services provided to families sustaining loss as a result of state-declared natural disaster Limited to Shelter Assistance, Home Repairs, and replacement of essential household contents (entertainment items excluded)	\$1500 or as limited by the state	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1,2
Summer Youth Employment Program	Provides funds for subsidized wages plus transportation and other supportive services. Performance bonuses or lump sum payments are not allowed. Transportation	\$13.00/hour for up to forty (40) hours/week for maximum of	200% of Federal Poverty Guidelines	TANF eligible Portage County youth between the ages of 14-24	1,2

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	for employed youth for the purpose of attending work or training shall not exceed five hundred dollars (\$500) per youth, not including administrative fees. Other supportive services for employed youth (education, training, counseling, or other employment related services) shall not exceed a total of five hundred dollars (\$500) per youth, not including administrative fees.	eight (8) weeks		*Youth ages 14-18 will have summer youth employment covered by PRC funds, while CCMEP TANF/WIOA funds will cover those age 19 and older	
Supportive Transportation Services	Provides a one-time incentive payment to a local car dealership on behalf of individuals who are currently employed with an approved Supportive Employment Program employer and who have saved \$1200 towards the purchase of a new and/or certified used vehicle Must attend and participate in a Budget Counseling workshop at OhioMeansJobs Portage County	Up to \$3,800 Eligible once in a lifetime per individual	200% of Federal Poverty Guidelines	TANF eligible employed individuals of Portage County	2
Transportation	Provides bus passes, gas cards, or ride share reimbursements (IE: Uber, Lyft) to offset transportation costs for individuals who are employed at least twenty (20) hours each week earning at least minimum wage	Limited to three (3) months of actual cost not to exceed \$300 per month Eligible twice in a twelve (12) month period	200% of Federal Poverty Guidelines	TANF eligible employed individuals of Portage County	2
Utility Assistance	Provides payment for electric, natural gas, bulk fuels (fuel oil, propane, wood, coal, and wood pellets), water, and sewer bills during Non-HEAP months to restore service or for the total amount owed to bring account current. Requested service must have a pending disconnection or be at least thirty (30) days past due	Eligible twice in a twenty-four (24) month period, not to exceed a combined total of \$600	200% of Federal Poverty Guidelines	TANF eligible families of Portage County	1

Benefit/Service	Provision	Maximum Benefits	Economic Need Standard	Targeted Population	TANF Purpose
	During HEAP months, applicants must apply for HEAP assistance for all utilities, except for water and sewer *Effective October 1, 2020- due to the COVID-19 pandemic, PRC funds will be available for emergent needs during HEAP months. HEAP funds will be used first but if HEAP cannot solve the immediate crisis or can only solve part of the crisis, PRC could be used to address it, until the emergency has been lifted. Eligibility for HEAP is 175% of the FPL so there could be clients who are ineligible for HEAP, but are still below the 200% FPL, so PRC could be used to address their emergent needs.				

Federal Poverty Levels – 3/2023-3/2024

Annual Income	100%	125%	130%	138%	150%	185%	200%	235%	250%	300%
Family Size: 1	14,580	18,225	18,954	20,120	21,860	26,973	29,160	34,263	36,450	43,740
2	19,720	24,650	25,636	27,214	29,580	36,482	39,440	46,342	49,300	59,160
3	24,860	31,075	32,318	34,307	37,290	45,991	49,720	58,421	62,150	74,580
4	30,000	37,500	39,000	41,400	45,000	55,500	60,000	70,500	75,000	90,000
5	35,140	43,925	45,682	48,493	52,710	65,009	70,280	82,579	87,850	105,420
6	40,280	50,350	52,364	55,586	60,420	74,518	80,560	94,658	100,700	120,840
7	45,420	56,775	59,046	62,680	68,130	84,027	90,840	106,737	113,550	136,260
8	50,560	63,200	65,728	69,773	77,100	93,536	101,120	118,816	126,400	151,680
Each add'l person, add:	5,140	6,425	6,682	7,093	7,710	9,509	10,280	12,079	12,850	15,420
Monthly Income										
Family Size: 1	1,215	1,519	1,580	1,677	1,823	2,248	2,430	2,855	3,038	3,645
2	1,643	2,054	2,136	2,268	2,465	3,040	3,287	3,861	4,108	4,930
3	2,072	2,590	2,693	2,859	3,108	3,833	4,143	4,869	5,179	6,215
4	2,500	3,125	3,250	3,450	3,750	4,625	5,000	5,875	6,250	7,500
5	2,928	3,660	3,807	4,041	4,393	5,417	5,857	6,881	7,321	8,785
6	3,357	4,196	4,364	4,632	5,035	6,210	6,713	7,889	8,392	10,070
7	3,785	4,731	4,921	5,223	5,678	7,002	7,570	8,895	9,463	11,355
8	4,213	5,267	5,477	5,814	6,320	7,795	8,427	9,901	10,533	12,640
Each add'l person, add:	428	535	556	591	642	792	857	1,006	1,070	1,285