

# Prevention, Retention and Contingency Program for Washington County

## **NON-FINANCIAL ELIGIBILITY REQUIREMENTS**

1. Must have a minor child as defined by OWF or an adult pregnant woman in the household; or a non-custodial parent of a minor child in which paternity has been established, is cooperating with the child support enforcement agency in establishing a support order and an employment related need exists; or a non-custodial parent of a minor child who is ordered into the Employment Program by a Court within Washington County or referred by the Washington County Child Support Enforcement Agency (WCCSEA) and is complying with the Employment Program to find a job. However, if program meets either or both TANF goal three or four, then the County reserves the right to designate any household composition or any income limits.
2. Household composition will be determined by including all who live in the household.
3. PRC is restricted to eligible payments made to qualified households over a 30-day period of time within a 12 consecutive month cycle, unless otherwise noted. However, if previous PRC payments were totally repaid to the county via cash payments, the 12 consecutive month cycle will be ignored. Conversely, the 12 consecutive month cycle will be extended indefinitely for those households that contain an adult who received a previous PRC payment as an adult which was not fully repaid by any of the three (3) repayment methods listed below.
4. Those households containing an adult who previously received assistance under another Ohio county PRC program or another states emergency assistance program within the past 12 months will be restricted from obtaining PRC assistance for non-employment related items until 12 months of time has transpired since the last authorization of PRC or emergency assistance benefits. In addition, if another Ohio County had conditions on receipt of their PRC benefits, those conditions will continue in effect in Washington County if known to the agency.

## **FINANCIAL ELIGIBILITY REQUIREMENTS**

1. Total gross household income for necessary **employment** related needs can't exceed 150% of the monthly Federal Poverty Guidelines as indicated on CRIS-E based on household size. Only earned income of a minor child who is attending up through a secondary school, any student loans/grants for any household member and all other income and resources pursuant OAC 5101:1-24-20 shall be excluded. A 30-day budget period will be used and begins 30 days prior to the date of application and ends on the date of application. Reasonable attempts will be made by the agency to verify income. Repayment agreement must be signed by every adult household member prior to PRC issuance with household making choice of paying back the total amount issued for PRC by either (1) regular payments, (2) donating a specified number of volunteer hours to designated needs within the county, or (3) a combination of both. The PRC authorized by the WCDJFS plus any additional needed payments by the client must be sufficient to purchase the service and to not create an obvious repayment hardship for

the household at a later date. Failure to repay may result in legal actions. For those choosing the option to volunteer hours for community needs, applicants may need to obtain a site prior to the authorization of PRC in which they and the site are willing to allow the PRC recipient to serve their hours. The site will then be reviewed by the agency to determine if it is acceptable and may approve it or designate another volunteer site.

2. Total gross household income for **non-employment** related needs that threaten the safety or health of the household can't exceed 100% of the monthly Federal Poverty Guidelines as indicated on CRIS-E based on household size. Only earned income of a minor child who is attending up through a secondary school, any student loans/grants for any household member and payments issued to a support payee on or after March 1, 2001 by the state of Ohio as reimbursement for child support in accordance with the provisions set forth in Amended Substitute Senate Bill 170 of the 124th General Assembly and with approval by the Governor are excluded from the gross income determination. A 30-day budget period will be used and begins 30 days prior to the date of application and ends on the date of application. Reasonable attempts will be made by the agency to verify income. Repayment agreement must be signed by every adult household member prior to PRC issuance with household making choice of paying back the total amount issued for PRC by either (1) regular payments, (2) donating a specified number of volunteer hours to designated needs within the county, or (3) a combination of both. The PRC authorized by the WCDJFS plus any additional needed payments by the client must be sufficient to purchase the service and to not create an obvious repayment hardship for the household at a later date. Failure to repay may result in legal actions. For those choosing the option to volunteer hours for community needs, applicants may need to obtain a site prior to the authorization of PRC in which they and the site are willing to allow the PRC recipient to serve their hours. The site will then be reviewed by the agency to determine if it is acceptable and may approve it or designate another volunteer site.

### **Applicants Ineligible for PRC**

1. Single people (unless noted), childless couples (unless noted) and parents without a minor child (unless noted) with exception of employed non-custodial parents of a minor child or a non-custodial parent of a minor child who is ordered into the Employment Program by a Court within Washington County or by the Washington County Child Support Enforcement Agency (WCCSEA) and is complying with the Employment Program to find a job is eligible. Short-term cost incurred by agency to determine if non-custodial parent will comply is reimbursable to the agency.
2. Households containing a fugitive felon or probation/parole violator
3. Households containing an individual with any outstanding OWF fraud or PRC fraud or Child Care fraud overpayment balance
4. Households containing an individual who is ineligible for this or any other assistance program due to non-compliance with the terms of their assistance
5. Households containing an individual who is under sanction on the OWF program unless due to current income into the household they would be financially ineligible for OWF if no sanction were imposed or if all adults in the assistance group are currently employed at 40 hours per week at no less than minimum wage.

6. Households containing any adult or minor head of household who quits a job is ineligible for a 90-day period from date of quit except where good cause has been established per 5107.26 of the Ohio Revised Code.
7. Households containing any adult or minor head of household who has been fired within 90 days of application due to willful actions on the employees part to cause the employer to fire them.
8. A non-graduate parent under 18 not attending high school or equivalent
9. A parent under 18 not living in an adult supervised setting
10. A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states are ineligible for 10 years.
11. If a member of a PRC household exhausts all of their federal and state time limits for OWF cash assistance, the household would only be eligible for necessary employment related needs under the PRC program.
12. Because the PRC Program is funded with federal Title IV-A block grant funds, no medical expenses for applicants are covered except pre-pregnancy family planning services or as permitted by state and/or federal law.
13. Residence outside of Washington County, Ohio with exception that a non-custodial parent of a minor child who is ordered into the Employment Program by a Court within Washington County or referred by the Washington County Child Support Enforcement Agency (WCCSEA) and is complying with the Employment Program to find a job may live outside of Washington County, but needs to be within State of Ohio.
14. Any illegal alien.
15. Households containing an adult member that is unwilling to sign the application and/or the repayment agreement.

### **AGENCY PROCEDURES**

1. Eligibility will be determined within three business days.
2. Eligibility will be determined on a case-by-case basis in consideration of the presenting need of the PRC AG.
3. Will inform PRC applicants about other available programs (i.e., Medicaid and Food Stamps and child care) and hearing rights that are applicable.
4. If eligibility is established, an agency representative will authorize payment for assistance, goods, and/or services. Actual payment will be done at a later date and according to procedures in place at the WCDJFS.
5. Appropriate information will be available for an audit trail.
6. If eligibility for PRC is established, the WCDJFS will mail or deliver the ODJFS 4074, Notice of Approval of Your Application for Assistance. If it is determined that an Application for PRC is denied, the WCDJFS will mail or otherwise deliver the ODJFS 7334, Notice of denial of Your Application for Assistance.
7. If an employed non-custodial parent is not currently paying child support, then WCDJFS will report all current employment to CSEA prior to approval.
8. We will help you if English is not your primary language. Persons who cannot, or have difficulty speaking or understanding the English language are protected against discrimination based on national origin. We may also be able to provide you oral or written translation of documents.
9. Charitable Choice: The CDJFS has agreements with other agencies to provide services to families who may be receiving PRC or act as worksites to families

receiving OWF. Some of the services or worksites may be held at religious agencies, such as churches. If you do not want to go to a religious agency for services or as your worksite, your worker will provide you with another agency for your worksite or to provide services.