

Prevention, Retention and Contingency Plan

Effective February 1, 2019

Introduction

The Allen County Department of Job and Family Services acting, under Ohio Revised Code (ORC) Chapter 5108, established a Prevention, Retention, and Contingency program effective September 23, 1997. Effective February 1, 2019, the PRC Plan is hereby amended.

The PRC Program is intended to assist Allen County families by providing specific services to address urgent needs in an effort to prevent unemployment/job loss, assist in obtaining employment and/or to address urgent emergency needs with a long-term goal of enhancing or maintaining a family's self-sufficiency.

ACDJFS is able to modify, terminate, establish new policies and temporarily suspend PRC Services as necessary.

Consistent with Am. Sub. H.B. 95, the PRC Plan is first approved by the Allen Family Services Planning Committee and then approved by the Board of Commissioners. The Board of Commissioners certifies that Allen County Department of Job and Family Services complied with ORC Chapter 5108 in adopting the statement of policies. The plan must be updated at least every two years and can be amended at any time.

The Allen County Department of Job and Family Services reserve the right to close PRC program enrollment at any time when it is no longer fiscally prudent to fund the program. Fiscal accountability and planning for PRC usage will be based upon fiscal standards set by the ACDJFS fiscal officer and director.

General Provisions

PRC services are:

1. services that have no direct monetary value to an individual family and that does not involve implicit or explicit income support; or
2. short-term assistance which is limited to the amount required to meet the presenting need, up to the financial limit specified per 12 consecutive month period of eligibility. Any number of payments can be made during this period as long as they are distinct non-ongoing occurrences and do not exceed the financial limits specified for the PRC Assistance Group (AG) over the 12-month period.

PRC services are provided to **prevent** families from reliance on Ohio Works First cash assistance and help people **retain** employment. **Contingency** services are provided to meet a presenting need which, if not satisfied, threatens the safety, health or well-being of one or more minor members of the AG. Assistance is limited to the amount and type of services required, not to exceed the parameters established herein.

ACDJFS will continue to evaluate funding to determine if it is feasible to provide the contingency category, which includes rental assistance, utility assistance, appliances, or services that will, at the discretion of ACDJFS serve the goal of self-sufficiency. ***The PRC Plan focuses on assisting families for job-related expenses and/or job retention services.***

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. Contingency services or payments will be authorized with the expectation that the PRC AG will then be able to maintain without additional Agency help.

The ACDJFS reserves the right to:

- deny PRC services to any applicant who has demonstrated a pattern of PRC actual or attempted misuse or abuse;
- issue an overpayment for misuse of PRC services;
- terminate PRC services to any individual who does not follow the program's policies and procedures and/or appropriately participates in that program.

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. No medical expenses can be paid using PRC funds except pre-pregnancy and family planning services.

General Eligibility

Eligibility for PRC is dependent on the applicant's demonstration and verification of the need for financial assistance and/or services.

The applicant must be:

1. a U.S. citizen or a "qualified alien,"
2. an Allen County resident, and
3. be part of an AG which:
 - a) Includes a minor child who resides with a parent, caretaker, relative, legal guardian, or legal custodian (as defined in ORC 5107*) or:
 - b) A pregnant individual with no other children (a single pregnant woman, with no other individuals in the assistance group will be considered a AG of two) or:
 - c) A non-custodial parent who lives in Allen county and whose child resides in Ohio is eligible for PRC services as long as they remain active in at least one of the following programs and all other eligibility criteria are met:
 - i) OhioMeansJobs - Allen County programs,
 - ii) Seekwork Services or
 - iii) Big Brother/Big Sister Mentor Program
 - d) An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian as approved by Allen County Children Services (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.
 - i) Note: A child may be considered in the home if temporarily absent from the home and the absence meets the requirements of OAC 5101:1-3-04 as verified by Allen County Children Services including:
 - (a) The AG member has been absent for no longer than 45 consecutive days;
 - (b) Location of the absent individual is known;
 - (c) There is a definite plan for the return of the absent individual to the home;and

- (d) The absent individual shared the home with the AG prior to the onset of the absence.
- e) For purposes of eligibility for a placement payment only, a child placed through Allen County Children Services, to a family in another county will be considered an Allen County family.

*“Minor child” means either of the following:

- (1) An individual who has not attained age 18; or
- (2) An individual who has not attained age 19 and is a full-time student in a secondary school or in the equivalent level of vocational or technical training.

All assistance group members will be treated as a unit for the purpose of determining eligibility for the PRC program. Receipt of services by one PRC AG does not preclude providing help to another PRC AG even if they both contain the same child. A non-custodial parent receiving PRC services, for example, will not affect the custodial parent’s receipt of PRC benefits. Once an application has been approved and a customer begins receiving PRC services, the customer may finish the program (as determined by the end date of service on the approval/denial notice and/or on the service plan) regardless of continued eligibility. However, should the customer apply for other PRC services, eligibility must be determined based on current eligibility criteria. The County is responsible for approving or denying the application in a fair and equitable manner.

For Contingency Services only: If a client participates in shared parenting, the first parent who applies and is approved will receive the service. Shared parenting must be documented and verified.

AGs with more than one adult member will have their PRC tracked based upon the children who are members of the AG. If the adults later decide to live in separate AGs, only the adult who lives in the same AG as the children shall be eligible for any remaining PRC funds not used prior to the AG dividing. If the adults each take children to live in their homes, each new AG will only be eligible for the balance of any PRC payments not used by the former combined AG. All other time limits and benefit amounts will be applicable to both “new” AGs. An adult child with minor children who was formerly a part of another assistance group will be considered a new assistance group once he/she has established a residence of his/her own and would be eligible for PRC if all other criteria are met.

Auto Eligible Assistance Groups

AG’s approved for OWF cash assistance or food assistance, shall automatically be income eligible for PRC Short Term and Ongoing Services. AG must show proof of income for Contingency Service. ACDJFS may, at its discretion, elect to use the applications for these programs as the PRC application, using the most recent application for those services.

Ineligible Assistance Groups

Applicants who are ineligible include:

- Fugitive felons and probation and parole violators.
- Individuals with outstanding OWF or PRC fraud overpayment balance. A PRC AG that is discovered to have fraudulently received or improperly disposed of PRC benefits or

services will be required to reimburse the ACDJFS the full cost of the benefits or service and may be subject to prosecution.

- Individual's ineligible for other public assistance programs due to deliberate non-compliance with the terms of their assistance, including LEAP, (CSEA non-compliance is excluded) are ineligible for **ALL SERVICES**.
- An unmarried, non-graduated parent under 18 years of age, not attending high school or equivalent.
- An unmarried parent under 18 years of age not living in an adult supervised setting.
- A person found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for 10 years.
- An applicant refuses to use available resources or excess income to help meet their need.
- An applicant or assistance group member is on strike.
- An applicant is not a U. S. Citizen or a qualified alien or a resident of Allen County.
- An applicant or AG member is not cooperating with Allen County Children Services.
- Non-compliance with these will not make an applicant ineligible for services through the Allen County Children Services.
- AGs who are under a sanction in the OWF or SNAP programs are ineligible

Income

For Prevention and Retention Services, the AG must have a combined gross monthly income at or below 200% of the Federal Poverty Guidelines (FPG) updated annually. In order for the eligibility of the AG to be determined, the gross earned and unearned income of the AG must be determined and must meet the standard for that service.

Gross earned income examples include, but are not limited to:

- Earnings from work as an employee
- Earnings from self-employment, less the cost of doing business
- Training allowance
- Commission

Gross unearned income examples include, but are not limited to:

- Income as stated in OAC 5101:1-24-20
- RSDI benefits
- Alimony and child support
- Workers' Compensation
- Unemployment Benefits
- OWF and SSI payments

ACDJFS is responsible for determining, using its best judgment, whether income available to the applicant should be, or should have been, used to pay for the need. All gross income of the adult AG members received during the previous 30 days will be used in the computation of financial eligibility. For **Contingency** services only, the income of **all household members** will be considered with the exception of minor children attending secondary school full time.

The applicant is responsible for providing all written or verbal verifications. For any verification obtained by phone, there must be clear documentation in the ACDJFS record concerning the name, position of the supplier of the information, the date verification was obtained, the amount of the verified income or asset and the name of the individual who obtained the verification. Self-declaration of income may be used when all verifications have been exhausted.

Unemployed Participants

Unemployed participants who are not receiving cash assistance are not eligible for hard services for more than four months. For purposes of this plan, an employed person shall be defined as anyone who works during the month of service and is monetarily compensated for that work. Re-determination of eligibility for PRC Ongoing Services will be completed on an annual basis.

Non-Custodial Parents

- A non-custodial parent who lives in the county and whose child resides in Ohio is eligible for PRC services as long as they remain active in at least one of the following programs and all other eligibility criteria are met: 1) OhioMeansJobs - Allen County programs, 2) Seekwork Services or 3) Big Brother/Big Sister Mentor Program.
- The non-custodian's children will not be included as part of the household size composition for eligibility purposes.
- The earned income of a current spouse/significant other of a non-custodial parent shall be disregarded income to the AG for Prevention and Retention Services only.
- All assistance group members will be treated as a unit for the purpose of determining eligibility for the PRC program. Receipt of services by one PRC AG does not preclude providing help to another PRC AG even if they both contain the same child. A non-custodial parent receiving PRC services, for example, will not affect the custodial parent's receipt of PRC benefits.

Application Process

Applicants are required to complete an appropriate ACDJFS PRC application form which **includes a budget** for all PRC services. ACDJFS reserves the right to determine the appropriate application forms for each service, or may designate multiple forms of applications acceptable for each service. Applicants will be provided the Explanation of State Hearing Procedures, by providing a copy of the JFS 04059. At the time of application, ACDJFS will make a voter registration application available to the applicant. The voter registration application as prescribed by the Secretary of State under section 3503.10 of the ORC will be made available to persons who are applying for, receiving assistance from, or participating in the PRC program (reference ORC 329.051).

As part of the application process for PRC Short-Term Expenses and Contingency Services, applicants must view the Agency financial literacy video and review the information sheet with a PRC Caseworker. The Caseworker must be able to verify that the applicant can maintain household expenses with available resources. When this is complete, the application will be expedited to five working days.

Every effort must be made to explore the availability of community resources prior to the authorization of PRC. An applicant is required to apply for and utilize any program, benefit, or

support system that may reduce or eliminate the request for financial assistance and/or services. This may include a requirement to attend budget counseling, make contacts or keep appointments with another agency prior to approval of services. County personnel determining eligibility for PRC are aware of resources that may be contacted, or otherwise utilized, to help meet the need. If such a resource exists, county personnel shall direct the applicant to seek such assistance. Any applicant who refuses to explore or utilize available resources shall have his/her application for PRC services denied.

Generally, those applying for PRC benefits must provide the social security numbers only of those persons for whom they are seeking benefits. However, there may be instances where the social security numbers of other members of the household may be needed to verify income or other eligibility criteria to determine eligibility even though they are not seeking benefits themselves. ACDJFS may decide that certain members of the AG are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be eligible for PRC if they are otherwise eligible. Social Security numbers may be used when contacting appropriate persons or agencies to determine eligibility and verifying information given for PRC; for example, income, disability benefits or other similar benefits and programs. Such information may affect the household's eligibility for PRC.

Applications may not be accepted more than 30 days prior to the date service is to begin, unless it is necessary to take the application earlier to ensure the applicant can receive the service. In order to be financially eligible for PRC, the assistance group's gross combined incomes, both earned and unearned, shall be considered. The earned income of all minor children in the AG who are attending school (twelfth grade or lower) full-time shall be disregarded income to the AG. The earned income of a current spouse/significant other of a non-custodial parent shall be disregarded income to the AG for Prevention and Retention Services only.

An AG that objects to a faith-based provider will be provided with an alternative provider of services within a reasonable period of time. The alternative provider will be reasonably accessible and provide comparable services. AG's will be given notice of their right to request an alternative provider. All AG's will receive a copy of the Information regarding PRC Benefits (Form 1006), which includes information on use of Social Security Card, Fraudulent Assistance, Charitable Choice and Voter Registration.

The determination of all applications shall be made within seven (7) working days after all verifications are received. If all verifications are not received within seven (7) working days of the application, the application may be denied. No application shall remain pending more than 30 days from the date the signed application is received to the Agency for lack of documentation unless the client has been given additional time to provide the documentation. The application and all information gathered during the determination process will be kept in a PRC file for the AG. Any subsequent PRC applications for that AG will be added to that file unless it has been purged and destroyed according to record destruction policies.

Reapplication & Goal Planning

Unless specifically listed otherwise, an assistance group may apply for PRC services more than one time per year, as long as the maximum dollar amount for those services has not been

reached. For all Ongoing Services, goals will be set and reviewed for progress at service mid-point after approved application. If during the review process, ACDJFS determines that the client is not adhering to his/her plan of reaching self-sufficiency, the service may be terminated unless it is out of the client's control. If re-applying for the same service the following year, the client's previous service year goals will be reviewed to determine progression.

Notice of Approval or Denial

If an application for PRC is approved, the ACDJFS shall mail or otherwise deliver the ACDJFS PRC 703 "Notice of Approval of your Application for Assistance." If an application for PRC is denied, the ACDJFS shall mail or otherwise deliver the ODJFS 7334, "Notice of Denial of your Application for Assistance."

Authorization and Payment

Purchases will be made from approved vendors only. Once eligibility for PRC is established, the ACDJFS director/designee will authorize and generate payment for the assistance, goods, and/or services. The item will be purchased from the vendor with the lowest and best price in accordance with ACDJFS procurement policy. Authorization may occur at any time during a period beginning on the date PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the ACDJFS. All PRC payments are made by the ACDJFS to the vendor. The county ensures that its policies meet all auditing requirements.

Types of Services

Please note that the TANF purpose(s) for each service is listed below:

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

Prevention & Retention: Short-Term Services

- All General Eligibility & Application Requirements apply
- \$1500 per consecutive 12-month period not to exceed the amount required to meet the presenting need or the amount listed below for that service.
- If the application is approved, the consecutive 12-month period shall begin the day the application was signed.
- Contracts between ACDJFS and service providers may exceed caps.
- May reapply any number of times during a 12-month period as long as maximum dollar amount has not been exceeded.
- A budget and the financial literacy program **must be completed** with an ACDJFS worker to document ability to make ongoing payments.

| TANF Purpose | Service | Additional Requirements | Cap |
|--------------|--|--|---|
| #1 | A one-time payment per child at the time of placement of a child or children in the home by Allen County Children Services. | | \$100 ONE Time |
| #2 | Job related expenses: uniforms not to exceed \$100/rolling calendar year, tools and safety equipment (i.e. safety glasses, steel toed work boots, hard hats) | Must work or documented to work at least 25 hours per week earning minimum wage | \$100/ rolling calendar year for uniforms \$500/rolling calendar year for tools and safety equipment |
| #2 | Identification materials: i.e. driver's license, state identification, birth certificates; EXCLUDES FINES, COURT COSTS, LATE FEES | | |
| #2 | Automobile repairs: Reimbursement not to exceed the presenting need. Repairs covered are those only vital to the functionality of the vehicle. General maintenance is NOT covered. | <ol style="list-style-type: none"> 1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Proof of insurance 5. Current vehicle registration 6. Three estimates on letterhead from repair shop that will take ACDJFS voucher. Need to include vehicle make, model and year; and itemized parts list and labor costs. If for tires, need to state old tires are unsafe. | \$750 per 24 months (One time in 24 months) |
| #2 | Car payment: PRC will pay for no more than one month of the actual payment. If applicant is unable to show the ability to pay succeeding months, the application will be denied. | <ol style="list-style-type: none"> 1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Proof of insurance | \$500 per 24 months |

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|---------|---|---|--|
| | | <ul style="list-style-type: none"> 5. Current vehicle registration 6. Must show ability to pay later months 7. Statement from creditor with payment amount, amount behind, and if applicant is in danger of repossession | |
| #2 | Car insurance: If applicant is unable to show the ability to pay succeeding months, the application will be denied. If no lien, only liability will be covered. If loan, will pay what is required from bank up to limit. WILL PAY NO MORE THAN 3 MONTH PREMIUM | <ul style="list-style-type: none"> 1. Employed the last 45 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Valid driver's license 4. Current vehicle registration 5. Provide three estimates | \$500 per quarter; (One time in 24 months) |
| #2 | Down payment for a vehicle: PRC will match 200% of applicant's down payment. (Cost of the vehicle not to exceed the value of the car as determined by ACDJFS) If applicant is unable to show the ability to pay succeeding months, the application will be denied. | <ul style="list-style-type: none"> 1. Employed the last 90 days 2. Must work or documented to work at least 25 hours per week earning minimum wage 3. Must show ability to pay later months of car payments and insurance 4. Valid driver's license 5. Proof of insurance 6. Quote from dealer with price of vehicle, make model, year and mileage 7. If vehicle is privately owned, a copy of the owner's title | \$600 ONCE per lifetime |
| #2 | Driver's Education: To allow a parent to obtain a Driver's license | | |
| #2 | Testing/certification and licensing fees: To allow a parent to obtain the license/certification required for employment; PRC funds CANNOT BE USED FOR FINES | Completion of two successful pre-tests | |
| #2 & #3 | Pre-pregnancy and family planning services | | |

Prevention & Retention: On-going Services

- All General Eligibility & Application Requirements apply
- \$10,000 per consecutive 12-month period not to exceed the amount required to meet the presenting need. If the application is approved, the consecutive 12-month period shall begin the day the signed application was received by the Agency. No cap on child welfare services. Contracts between ACDJFS and service providers may exceed caps.
- A budget **must be completed** with an ACDJFS worker to document ability to make ongoing payments.
- On-going services are on a rolling calendar year.

| TANF Purpose | Service | Cap |
|--------------|--|--|
| #2 | Pre-employment preparation, including literacy and GED programs, job readiness classes, and the Mentor Program as approved by the Agency. | |
| #2 | Job search/Job Readiness/Job Retention | |
| #2 | On-The-Job Training (OJT): Subsidized employment program that offsets employer training costs for hiring TANF eligible job seekers. Employers will be reimbursed up to 50% of eligible trainee's wage during the established training period. | \$3000/rolling calendar year |
| #2 | <p>Employment related transportation expenses for 60 days in a rolling calendar year, may include transportation to and from day care.. The first date of service is the begin date of the 60 days. An AG that includes more than one employed individual, each individual is eligible for the 60 days. Required to show verification of need for training. For employment, required verifications include: schedule, pay, hours of employment, name of employer.</p> <p>Must have at least 25 hours per week of working and/or training/education (or combination of both) at time of initial application. If AG applies for services the following year, the work/training requirement is 30 hours or more.</p> <p>REQUIREMENTS for Gas Voucher:</p> <ul style="list-style-type: none"> • Valid driver's license • Current vehicle registration • Current car insurance | 60 days in a rolling calendar year |
| #2 | Job search, job interview, and job readiness related transportation expenses for 30 days in a rolling calendar year. The first date of service is the begin date of the 30 days. | 30 days in a rolling calendar year |
| #2 | OWF applicant's transportation will be provided for participation. | 30 days per application |
| #2 | <p>Educational/Training expenses for tuition, lab fees, tools, uniforms, testing fees, certification fees. Participants must be working with the Agency and meet all criteria regarding eligibility and suitability requirements that will ensure a reasonable expectation of employment in the occupation.</p> <p>*To ensure PRC funds are used to support training that leads to viable employment opportunities and long-term self-sufficiency for customers, education/training can only be authorized to support in-demand occupations. ACDJFS uses methodology established by the Ohio Department of Job and Family services based on Labor Market Information in compliance with Workforce Innovation and Opportunity Act (WIOA) requirements to determine in-demand occupations.</p> | Two (2) sessions (quarters, semesters, etc.) |

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|---------|---|------------------------------------|
| #2 | Transportation to Education/Training for up to 90 days. | 90 days in a rolling calendar year |
| #1 & #2 | Child welfare protective services per contract. Child Support Enforcement services per contracts. | |

Contingency Services

Eligibility Requirements

- All General Eligibility & Application Requirements
- Client must provide documentation of a crisis that has occurred in the last 60 days
- Payments not to exceed \$750 (except disaster assistance) per consecutive 24-month period, but not to exceed the amount actually required to meet the presenting need. If the application is approved, the consecutive 24-month period shall begin the day the signed application is approved.
- Combined gross income of **all household members** for the month prior to application will be considered with the exception of minor children attending secondary school full time and will be based on all household members excluding the income of minors in secondary school and must be at or below 200% of the FPG.
- May reapply any number of times during the 12-month period as long as maximum dollar amount has not been exceeded. The 24 months begins on the 1st approved application date.
- All liquid assets must be verified and used, before the household is eligible for PRC contingency services. Liquid assets may include: cash, checking and savings accounts (including credit union accounts, Christmas and vacation clubs), dividends and interests, savings certificates (including Certificates of Deposit), trust funds or estates, 401K or retirement accounts, mutual funds, stocks and bonds that are available.
- Client must complete a budget with ACDJFS workers to document ability to make ongoing payments including:
 - Verify how all income within last 30 days was spent by everyone in home. If a client cannot provide receipts for the 30 days needed, he/she will be required to account for income on a written statement at the time of application.
 - Income must have letter of support from whomever is assisting with household expenses. Must be signed/dated and include a phone number so information can be verified.
 - Must be able to maintain future monthly expenses.
- A budget and the financial literacy program **must be completed** with an ACDJFS worker to document ability to make ongoing payments.
- Consistent with the goal of self-reliance for Allen County families, assistance for Contingency **services will require a 10% customer co-pay toward the total amount needed**. This applies to utilities, rent, mortgage, deposit, down payment and appliances. Acceptable means of payment include cash, credit card, cashier's check or money order made payable to Allen County Job and Family Services or receipt of payment made to directly vendor.

NOTE: For Contingency services, the applicant must demonstrate a verifiable and documented personal or economic crisis which occurred in the previous 60 days, and which resulted in the need for Contingency services. Eligibility for Contingency services are conditional upon the crisis being outside of reasonably expected expenses, and documented by, at a minimum, receipt for payment toward addressing the stated crisis. If this crisis was a result of a criminal act, including the theft of such items as checks, cash or necessary AG goods, the applicant must furnish a police report made within 24 hours of the alleged criminal act.

Contingency Services

| TANF Purpose | Service | Requirement(s) | Cap |
|--------------|--|---|--|
| #1 | Utilities: including deposits, disconnects and reconnect fees. Gas and electric will only be available in coordination with WOCAP (when HEAP is available). | <ul style="list-style-type: none"> • Social Security card and State ID for all household members • Provide WOCAP approval or denial regarding Winter Crisis or HEAP • Disconnect notice • Proof of payment made in last 90 days • 10% co-payment required | \$750 |
| #1 | <p>Rent, Mortgage, Deposit or Down Payment available in coordination with WOCAP Limited to the amount actually required.</p> <p><i>RENT DEPOSITS WILL ONLY BE PAID FOR THOSE in a domestic violence situation OR the move is due to an emergency that is out of the client's control</i></p> | <ul style="list-style-type: none"> • Social Security card and State ID for all household members • 10% co-payment required <p>If homeless:</p> <ul style="list-style-type: none"> • Need statement of residency from the shelter or agency working with client • Have eviction notice or notice to leave premises • Approval or denial from WOCAP <p>If moving, have letter from landlord stating:</p> <ul style="list-style-type: none"> • Cost of monthly rent and/or deposit • Estimate of monthly utilities • How much has already been paid toward rent/deposit • Arrangements made to pay for balance after ACDJFS voucher • Name, address and phone number of landlord • If subsidized housing for first time – need letter from MET verifying amount subsidized <p>If staying at current location:</p> <ul style="list-style-type: none"> • Verification of number of months client is behind in rent and amount owed • Arrangements made to pay for balance after ACDJFS voucher | \$750 |
| #1 | Appliances: Purchase of a stove OR a refrigerator | <ul style="list-style-type: none"> • ACDJFS will make a home visit to verify the need. • Social Security card and State ID for all household members • 10% co-payment required | \$650 |
| #1 | For Homeless Families to stay in a hotel or paid shelter, until appropriate suitable arrangements can be made. This is as a last resort and in coordination with WOCAP, Family Promise and/or other agencies as appropriate. | | \$650 |
| #1 | Disaster services, to assist with damage/loss sustained as a result of natural disaster upon declaration by Governor (will not duplicate other federal disaster relief. If applicant receives disaster services, he/she cannot be duplicated for other contingency services). Disaster services will only be provided if additional State funding is received specifically for disaster relief. | | \$1,500 <i>If the state does not establish a cap</i> |

Community & Economic Development

Community and Economic Development Programs developed as a result of the planning process serve to enhance local communities by identifying human service/economic development needs and strategies to address those needs may be funded by Allen County Job and Family Services to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. Economic Development Strategies identify activities that target low-income families in the community, such as:

- Staffing a community planning process for the County Family Services.
- Committee or subcommittee that identifies the specific needs of TANF recipients toward achieving stable employment.
- Covering a share of the planning and development financing for local organizations or community development corporations that employ TANF recipients.
- Subsidized work programs or wage support can be used in conjunction with economic development funds to community development corporations.
- Expansion or retention of employment opportunities
- Collecting and distributing information about job opportunities and/or prospective changes in the demand for specific occupations.
- Providing information for job seekers of new job prospects and employers of available personnel.
- Providing job skills and remedial skills training for employees and potential employees through local community colleges.

Allen County Department of Job and Family Services agrees to implement the PRC County Program as written above. This plan becomes effective on February 1, 2019 and shall remain in effect until otherwise modified or terminated.

Joseph A. Patton, Director

Date