

Sandusky County Prevention, Retention, Contingency Plan

Effective 12/01/2025

PRC PLAN EFFECTIVE 12/01/2025

Updates:

- Edited language page 5, number 2 to include services not extending beyond 4 months.
- Added language for confidential cases, page 6, number 4
- Added language regarding voter registration, page 9, number 8, which resulted in numbers after this being updated.
- Decreased FPL to 200% for all households, only open PCSA and Kinship applications will remain at 300% FPL, page 11
- Page 11, added hard service, appliance assistance can only be same appliance once every 5 years
- Page 14, removed Director approval required for electric bikes
- Updated matrix (page 1) for income limits and maximum benefit total cap
- Updated matrix (page 2) for income limits and maximum benefit total cap

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(A) Overview

(1) The Four Purposes of PRC (a Federal TANF Program)

- (a) To provide assistance to needy families so that children may be cared for in their own homes or in the homes of 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 the purpose

This purpose covers only needy families so children may live with their parents or other relatives. It does not cover children living with non-relatives.

- (b) To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

A state could help any needy parent, including a non-custodial parent or a working parent, by providing 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 the objectives – job preparation, work and marriage - would be consistent with this purpose.

- (c) 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.

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.

- (d) To encourage the formation and maintenance of two-parent families.

A significant share of TANF families consist 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, discourage family formation and fuller involvement of these fathers in the lives of their children.

- (2) PRC assistance is meant to provide short-term relief to families that are in or nearing crisis to prevent unemployment, job loss, and/or retain employment to move families towards self-sufficiency and shall not extend beyond four (4) months, or it will be considered TANF “assistance”. Services are also provided where there is an urgent need to promote the safety and well-being of children to maintain them in

their own home. Examples of crises include but are not limited to domestic violence, unexpected household changes, taking custody of children, having special needs children in the home, job loss, reduction of work hours, or federal shutdown. Services and funds are available to a maximum of \$2,000.00 per household, regardless of service and chapter received in a 24-month period, dependent upon the availability of state and federal funds. Services/benefits are listed in the benefit matrix at the end of the plan. Limits may be increased or decreased at the discretion of the Agency Director or their designee.

- (3) All PRC assistance groups' records will be recorded in the state tracking system and supporting documentation will be found in On-Base. Households with multiple adults will have PRC tracked based on all adult members. If adults separate:
 - (i) The adult with children shall be eligible for any remaining PRC funds not used prior to the household dividing
 - (ii) If each adult takes children to live in their homes each new household will only be eligible for the balance (which will be split equally between both adults) of any PRC payments not used by the former combined household.
 - (iii) All other time limits and benefit amounts apply to new households.
- (4) All confidential cases will be processed by a staff member with confidential case clearance and the determination of eligibility and services/items approved for payment must be reviewed and signed off on by Director or their designee.

(B) Eligibility Requirements

- (1) Social security numbers will be used to check information provided by the assistance group against information held by other federal, state, and local governments; computer matching systems; and program reviews or audits to ensure eligibility for PRC.
- (2) Applicants enrolled in the Comprehensive Case Management and Employment Program (CCMEP) cannot receive PRC services. They must work with their CCMEP worker to discuss supportive services.

(3) Assistance Group Composition

- (a) The PRC program is designed to meet the needs of households with minor children. A minor child is defined as a child who has not attained age nineteen and is a full-time student in a secondary school or in the equivalent level of vocational or technical training. An eligible child must be living in the home of a specified relative (as defined in section 5107.02 of the Revised Code), legal guardian, or legal custodian.
- (b) A child may be "temporarily absent" from the home in accordance with the time frames established in rule 5101:1-3-04 of the Administrative Code and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian or legal custodian.
- (c) Child support obligors with an active order for a child residing in the state of Ohio may also be eligible. They must be current on child support payments or cooperating with CSEA, as defined by CSEA.

(4) Citizenship

To qualify for PRC, the assistance group must contain at least one U.S. Citizen, or qualified alien as defined in rule 5101:1-2-30 of the Administrative Code. To issue PRC, at least one adult and at least one eligible child must meet the citizenship requirements.

(5) Residence

- (a) Residence in Sandusky County is a requirement. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period of time.
- (b) Residence is also established by a person who is not receiving assistance from another state and entered the county with a job commitment or is seeking employment, whether currently employed.
- (c) A child is a resident of the county in which the caretaker is a resident.
- (d) In situations of alleged domestic violence, the agency may assist a family moving out of county if the following criteria are met:
 - (i) Open, children services case
 - (ii) Police report filed on incident
 - (iii) Applicant should have a temporary/certified protection order

(6) Income

- (a) Eligibility for PRC is dependent upon the assistance group's demonstration and verification of need for financial assistance and/or services. The income of the assistance group must be compared to the economic need standard established for the benefits and services requested.
- (b) The economic need standards are based upon federal poverty guideline measures, which are updated annually. The only income that will be excluded is as listed in rule 5101:1-24-20 of the Administrative Code.
- (c) All income received or expected to be received during the 30-day budget period is considered when determining financial need. The budget period begins 30 days from the date of the PRC application unless this period does not accurately reflect expected income, in which case income received 30 days prior to the application date may be utilized.
- (d) The total gross income, both earned and unearned, of all PRC assistance group members must be counted. The only exclusion is for self-employment expenses, which shall be deducted from the total profit.
- (e) If the total assistance group income is equal to or less than the standard for the applicable size, the group meets the income requirement. Work eligible OWF recipients will automatically be considered income eligible.
- (f) Written or verbal verification of income is required. Clear documentation of any verification obtained by telephone must be included in the assistance group record.

(7) Disqualified Assistance Groups

The following assistance groups are ineligible to receive PRC:

- (a) Fugitive felons
- (b) Families that fraudulently receive benefits under OWF and PRC until repayment occurs. All PRC overpayments shall be subject to the same rules as TANF overpayments per rule 5101:1-23-70.

- (c) Applicants that falsify their application or documents related to PRC eligibility will be referred to the Benefit Recovery Unit and ineligible until their case is resolved.
- (d) A family serving a sanction or voluntary sanction will be ineligible until the sanction is served and/or fraudulently received benefits are repaid.

(8) Voter Registration

The county agency, in accordance with Section 329.051 Revised Code, must make a voter registration application available to persons applying for or participating in the PRC program. This section applies to both county agencies and those entities with whom the county agency contracts. Third party providing agencies can provide the completed voter registration forms to the county agency who in turn should provide them to the Board of Elections.

(9) Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, cooperating in the eligibility determination process, and cooperating with exploring available community resources.

(10) Application Process

The "Prevention, Retention, and Contingency" application form shall be used unless specified differently for a particular benefit/service.

(11) Standard of Promptness

- (a) Upon receipt of a completed PRC application with all verifications, the county will make an eligibility determination within ten business days.
- (b) This ten-day standard is a suggested timeframe intended to stress the importance of efficiently processing applications. If the need requires an earlier decision, efforts will be made to expedite the determination.
- (c) Denial solely due to expiration of the ten-day period is not acceptable. Sufficient documentation of case activity and any unexpected delays must be included in the assistance group record.

(d) An assistance group objecting to a faith-based provider will be provided a reasonably accessible alternative able to provide comparable services.

(12) Notice of Approval/Denial

(a) At application, individuals will be informed of their right to request a state hearing by being provided the JFS 04059 "Explanation of State Hearing Procedures."

(b) If approved, the JFS 4074 "Notice of Approval" will be mailed/delivered. If denied, the JFS 7334 "Notice of Denial" will be mailed/delivered.

(c) If the application was submitted electronically, the approval/denial notice will be sent electronically.

(d) All payments are made to the vendor per agency procedures. The agency will not reimburse for items already paid for.

(13) Overpayment Procedures

(a) Overpayment methods include lump-sum or monthly repayment agreement. All overpayments will be referred to the Benefit Recovery Unit for collection.

(b) If no repayment method is chosen within 30 days of notification, legal action may be taken, and the entire assistance group will be ineligible until restitution is made.

(14) PRC cannot be used for any portion covered under the Medicaid program.

(C) Scope of Coverage

The following chapters describe the benefits and services provided under the PRC program.

Chapter 1: Family Preservation and Reunification Services

(A) PRC payments may be issued for supportive services to promote family stability as determined necessary and subject to available unencumbered funds.

(B) Assistance Group Composition

(1) See page 5.

- (2) There is also potential eligibility for a pregnant individual with no other minor children. The applicant must be in the 6th month of pregnancy and provide physician verification.
- (3) Services may also be provided for customers who do not reside in the county if they have an open/active case with the Public Children Services Agency division.

(C) Income

- (1) The assistance group's gross income must be at or below 200% of the federal poverty level for the household size.
- (2) For children services cases and kinship caregivers, income must be at or below 300% of the federal poverty level.
- (3) Self-declaration may be the only available income verification in some situations.

(D) Application Process

An application may be made by an adult family member, their designee or a Public Children Services Agency representative applying on behalf of a child. The JFS 7200 "Application for Cash, Medical, and Food Stamp Assistance" may also serve as the PRC application.

(E) Services

- (1) Soft Services: After School Programs for At-Risk Children, Care Management, Family Mentoring, Home Maker, Parent Education, Respite Care, and Strengthening Families Services.
 - (a) PRC cannot be used for any portion covered under the Medicaid program.
 - (b) Other funding options must be explored and exhausted before using PRC as a last resort.
 - (c) Maximum limit of \$1,000.00 one-time in a 12-month period.
- (2) Hard Services:
 - (a) **Appliance Assistance** for purchase or repair of stoves, refrigerators, heating stoves (if only heat source), air conditioners (if medically necessary), fans, hot water heaters, washers, and dryers. The same appliance may not be approved for at least 60 months (5 years).
 - (i) Only necessary items/services for adequate living

- (ii) A repair estimate is required for repairs, showing need and cost effectiveness which applicant will obtain.
 - (iii) Homeowner must verify insurance won't cover new items.
 - (iv) Applicant must provide lease showing responsibility for appliances.
 - (v) Agency must secure three written estimates for new appliances.
 - (vi) Agency may include paying homeowner's insurance deductible.
 - (iv) Agency will determine if repair or purchase is more cost effective.
 - (vi) Maximum limit of \$1,000.00 one-time in a 24-month period.
- (b) **Home Repair** for purchase, repair of furnace, water tank; repair of home structure, walls, roofing, plumbing, water supply, flooring, water/sewage system.
- (i) Applicant must provide proof of home ownership.
 - (ii) Homeowners insurance must be explored.
 - (iii) Applicant must secure three written estimates.
 - (iv) Agency will authorize lowest estimate.
 - (v) Maximum limit of \$2,000.00 one-time in a 24-month period.
- (c) **Furniture** including bedroom furniture (bed, bed frame, mattress, box springs, etc), couches, chairs, kitchen table and/or chairs.
- (i) Agency must secure three written estimates.
 - (ii) Agency will authorize lowest estimate.
 - (iii) Maximum limit of \$1,000.00 one-time per 24-month period
- (d) **Household Expenses** such as bedding, linens, cooking/eating utensils, vacuum, brooms, cleaning products.
- (i) Applicant must secure three written estimates.
 - (ii) Agency will authorize lowest estimate
 - (iii) Maximum limit of \$250.00 one-time in a 24-month period.
- (e) **Shelter Assistance** such as first month's rent, security deposits, past due rent, mortgage payment assistance to maintain housing situation and prevent homelessness.
- (i) Past due rent/mortgage to prevent eviction/foreclosure, must
 - (1) Provide notice of eviction/foreclosure

- (2) Payment must result in -0- balance owed, or verification additional balance paid.
 - (3) Budget required to show future ability to pay ongoing rent/mortgage. If the household monthly income is less than monthly expenses, the agency will not approve this service.
- (ii) First month's rent/deposit for:
- (1) Moving from homeless shelter or battered women's shelter
 - (2) Current residence uninhabitable or condemned – must have documentation
 - (3) Budget required to show future ability to pay ongoing rent. If the household monthly income is less than monthly expenses, the agency will not approve this service.
- (iii) Must have resided in Sandusky County when homeless situation occurred
- (iv) Maximum limit of \$2,000.00 one-time in a 24-month period.
- (f) **Transportation Services** such as vehicle repairs, Transportation Resources for Independent People of Sandusky County (TRIPS), etc. For vehicle repairs:
- (i) Applicant must provide verification of valid driver's license, state minimum vehicle insurance, and vehicle ownership (title and registration in applicant or spouse's name, proof of marriage may be required).
 - (ii) Applicant must secure three written estimates.
 - (iii) Agency will generally authorize lowest estimate unless mitigating circumstances.
 - (iv) The value of the repair estimate must not be more than the trade-in value of the vehicle
 - (v) For repairs, must be essential for safe operation, determined case-by-case.
 - (vi) Maximum limit of \$2,000.00 in a 24-month period.
- (g) **Utility Assistance** such as deposits, past due amounts, etc.
- (i) Home Energy Assistance Program (HEAP) and/or Percentage of Income Payment Plan (PIPP) must be utilized first, if

applicable.

(ii) If utilities in landlord's name, landlord must verify tenant responsibility and Sandusky County Auditor's website must show landlord's name.

(iii) Maximum limit of \$500.00 in a 12-month period.

(j) **Personal Hygiene Items** to assist with items unavailable for food assistance purchase: laundry detergent, soap, shampoo, conditioner, toilet paper, paper towels, diapers, wipes, laundry basket.

(i) Maximum of \$250.00 once in a 12-month period.

Chapter 2: Workforce Development

(A) Assistance Group Composition

See page 5

(B) Income

(1) Households whose only income source is not employment (e.g. SSI, SSD) are ineligible.

(2) Assistance group's gross income must be at or below 200% of the federal poverty level.

(3) Self-declaration may be the only available income verification in some situations.

(C) Application Process

An application may be made by an adult family member, their designee or a Public Children Services Agency representative applying on behalf of a child. The JFS 7200 "Application for Cash, Medical, and Food Stamp Assistance" may also serve as the PRC application.

(D) Services

(1) **Transportation Assistance** only for currently employed or in school for an in-demand occupation.

(a) Insurance payments allowed if not including cosmetic repairs.

(b) Vehicle payments allowed to avoid repossession, up to maximums.

(c) Routine maintenance per manufacturer recommendations allowed.

(d) Maximum limit of \$2,000.00 one-time in a 24-month period.

(2) Bicycles and electric/motorized bikes

- (a) Applicant must secure three estimates (online or in-person).
- (b) Maximum \$350 for a bicycle with helmet once every 60 months (5 years).
- (c) Maximum \$700 for an electric/motorized bike with helmet once every 60 months (5 years).

(3) Driver's license fees

- (a) For expiring license to maintain ability to drive to/from work.
- (b) For initial or reinstatement (excluding alcohol, drugs, weapons offenses).
- (c) For reinstatement, applicant must submit:
 - (i) Verification court fees/fines paid to -0- balance
 - (ii) Verification of valid insurance

(4) Vehicle registration fees

- (a) Only if current registration expiring
- (b) To maintain legal registration to drive to/from work

(5) Job Readiness/Employment-related Needs

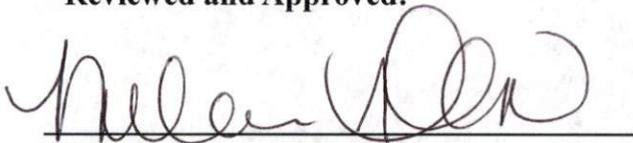
- (a) Employment required clothing, safety boots, hygiene items, testing fees, background checks, birth certificates, driver's license/state ID, tools, required equipment, and pre-employment drug testing/background checks if:
 - (i) There is a job offer or applicant has current employment
 - (ii) Employer requires of all applicants
 - (iii) Employer requires applicants to pay out-of-pocket
- (b) Only with verification from prospective/current employer
- (c) To obtain or maintain self-sufficient employment
- (d) Up to \$250 per employed person, one-time in 12 months

Service or Benefit	TANF Purpose	Cap	Assistance Group	Economic Need Standard	Needed Verification
<p><u>Chapter 1 – Family Preservation and Reunification Services</u> <i>Soft Services:</i></p> <ul style="list-style-type: none"> • After-School Programs for At-Risk Children • Care Management • Family Mentoring • Home Maker • Parent Education • Respite Care • Strengthening Family Services <p><i>Hard Services:</i></p> <ul style="list-style-type: none"> • Appliance Assistance • Home Repair • Furniture • Household Expenses • Shelter Expenses • Transportation Services • Utility Assistance • Personal Hygiene Items 	<p>Purpose 1a. To provide assistance to needy families for children may be cared for in their own homes or in the homes of relatives</p>	<p>See PRC Plan for limits on items/services.</p> <p>**\$2,000 maximum per household, regardless of services or chapter received in a 24-month period**</p>	<p>Parents/specified relatives with minor children, legal custodian/guardian with minor children.</p> <p>Potential eligibility for a pregnant individual.</p> <p>Potential eligibility for child support obligors.</p> <p>Potential eligibility for customers who do not reside in Sandusky County only if they have an active/open case with Sandusky County PCSA</p>	<p>300% FPL for children services cases and any kinship caregiver.</p> <p>200% FPL for all other households</p>	<p>Completed PRC application.</p> <p>Verification of income for the 30 days of income received during the 30-day budget period.</p> <p>Note: Other verifications may be needed depending upon service requested.</p>

Service or Benefit	TANF Purpose	Cap	Assistance Group	Economic Need Standard	Needed Verification
<p>Chapter 2 – Workforce Development Transportation Assistance such as: vehicle insurance and deductible payments, vehicle payments, routine vehicle maintenance services, driver’s license fees, vehicle registration fees, bicycles, motorized bikes, and helmets.</p> <p>Job Readiness and Employment related such as: uniforms, safety boots, testing fees, background tests, birth certificates, driver’s license/state ID, tools.</p>	<p>Purpose 1b. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.</p>	<p>See PRC Plan for limits on items/services.</p> <p>**\$2,000 maximum per household, regardless of services or chapter received in a 24-month period**</p>	<p>Parents/specified relatives with minor children, legal custodian/guardian with monior children.</p> <p>Potential eligibility for child support obligors.</p>	<p>200% FPL</p>	<p>Completed PRC application.</p> <p>Verification of income for the 30 days of income received during the 30-day budget period.</p> <p>Note: Other verifications may be needed depending upon service requested.</p>

The Sandusky County Department of Job and Family Services agrees to implement the PRC plan as written. The county reserves the right to amend its plan at any time. Written verifications will be submitted with any and all further PRC plan amendments. A copy of the plan and any amendments will be available at the agency for public inspection. The plan will also be available for review at the following internet address: [www. SanduskyCountyDJFS.org](http://www.SanduskyCountyDJFS.org)

Reviewed and Approved:

A handwritten signature in black ink, appearing to read 'Melanie Allen', written over a horizontal line.

Melanie Allen, Director
Sandusky Co. Dept. Of Job and Family Services

11/17/25
Date