

**Crawford County Department of Job & Family Services**  
 PRC Plan: List of Services & Benefits  
 (Contingent upon available funding)  
 Effective October 1, 2017

\*\*See endnotes for verifications related to all PRC services

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<p><b>TRANSPORTATION SERVICES &amp; BENEFITS</b> <i>TANF purpose 2</i></p> <ul style="list-style-type: none"> <li>• Driver's education classes</li> <li>• Gasoline vouchers for newly employed individuals.</li> <li>• Car Repairs*** for employed individuals</li> <li>• Public Transportation <del>within county</del> for employed individuals.</li> <li>• Drivers License Fees in order to obtain or retain employment, (excluding license reinstatement fees)</li> <li>• Car Insurance for employed individuals</li> </ul> <p><b>Note:</b> To access gasoline vouchers, car repairs, car insurance or public transportation the person requesting said service must be employed twenty-five (25) hours per week or more. Valid Ohio Drivers license, insurance, title/registration required for car repairs and gas vouchers.</p>	<p>Gas vouchers for work can be accessed for 90 days and up to <b>\$300</b> in a 24 month period (1 occurrence) and are not included in other transportation services.</p> <p>Gas Vouchers follow NET payment schedule.</p> <p>Driver's Education \$375</p> <p>Car Repairs \$1,500 max in 24 month time period</p> <p>Public Transportation max 4 months for temporary transportation issues in 24 month time period</p> <p>Car insurance: 3 months</p>	<p>Family assistance groups with minor child(ren).</p> <p>Non-custodial parents with a legal obligation to pay child support.</p>	<p>200% FPL</p>	<p>Employed Individuals for car repairs, car insurance, public transportation.</p> <p><i>Recently</i> employed for gas vouchers: obtained employment within last 30 days, have not received 1<sup>st</sup> pay, and no other employment income in the last 30 days (including short/long term disability from employer, not unemployment)</p> <p>Under employed or unemployed individuals for driver's education.</p> <p>Employment must be outside the home and not considered self-employment for gasoline vouchers, car repairs, car insurance, and public transportation.</p>	<p>Verification of employment</p> <p>Invoices/bill for driver's education classes, car insurance, drivers license fees, (excluding license reinstatement fees)</p> <p>Client must provide a valid drivers license, title or registration, and proof of insurance for gas vouchers and car repairs.</p> <p>Car Repairs: 3 estimates unless vehicle is inoperable.</p> <p>Public Transportation: contracted budget invoice</p>
<p><b>WORK RELATED EXPENSES</b> <i>TANF purpose 2</i></p> <ul style="list-style-type: none"> <li>• Required work related clothing &amp; uniforms</li> <li>• Tools/Equipment required by employer</li> <li>• Outfits for job interviews</li> <li>• No street attire (jeans, t-shirts, &amp; etcetera)</li> <li>• Cost of documents needed for employment (ex: picture ID, birth certificate)</li> <li>• Pre-employment background check</li> <li>• Hygiene and related items</li> </ul>	<p>Up to \$300 once in a 24 month period. <u>Work Clothes</u> 35+ hours/week up to 5 outfits. 30-34 hours/ week up to 4 outfits. 25-29 hours/week up to 3 outfits. Less than 25 hours/week up to 2 outfit. <u>Interview Clothes</u> – 1 outfit</p> <p>\$25 cap on hygiene and related items.</p> <p>Same or similar tools/equipment can only be purchased once.</p>	<p>Family assistance groups with minor child(ren).</p> <p>Non-custodial parents with a legal obligation to pay child support.</p>	<p>200 % FPL</p>	<p>Recently employed – obtained employment within last 30 days, have not received 1<sup>st</sup> pay, and no other employment income in the last 30 days (including short/long term disability from employer, not unemployment)</p> <p>Under employed or unemployed individuals for interview clothes</p>	<p>Verification of employment</p> <p>Employer statement detailing required clothes and/or tools</p> <p>Verification of interview</p>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<b>FAMILY DISASTER ASSISTANCE</b> <i>TANF purpose 1</i> <ul style="list-style-type: none"> <li>• Benefits to assist with damage or loss sustained as a result of natural disaster upon declaration by governor.</li> </ul>	Cap based on amount allocated by ODJFS for Emergency Food and Shelter	Family assistance groups with minor child(ren)	200% FPL	Families sustaining disaster related damage or loss upon disaster declaration by governor	Proof of damages
<b>CHILD WELFARE &amp; AT RISK YOUTH SERVICES</b> <i>TANF purpose 1</i> <ul style="list-style-type: none"> <li>• Family counseling</li> <li>• Vocational and educational counseling</li> <li>• Respite care</li> <li>• Screen families and assess needs</li> <li>• Family preservation and reunification services</li> <li>• Domestic violence services</li> <li>• Rent Deposit and 2 months' rent.</li> <li>• Hygiene and related items</li> <li>• Home based intervention services</li> <li>• Parenting courses</li> <li>• Case management services</li> <li>• Visitation services</li> </ul>	No cap on services with exceptions noted below (as needed)  \$2,500 cap on rent deposit and two months' rent. \$50 cap on hygiene and related items.	Parents or specified relatives with minor child(ren) at risk of neglect, abuse or exploitation, including delinquency problems.	200% FPL child determined at-risk by Public Children Services Agency	Families with children at risk of abuse or neglect.	Contracted budget invoice or child welfare referral  <u>Rent Deposit and 2 months' rent – completed W-9 form and landlord /tenant PRC Agreement.</u>
<b>WELLNESS SERVICES</b> <i>TANF purpose 3</i> <ul style="list-style-type: none"> <li>• Teen pregnancy program</li> <li>• Pregnancy awareness outreach efforts</li> <li>• Community awareness campaign</li> <li>• After School Programs</li> </ul>	Contracted services	Youth ages 10-18	No economic standard for outreach. 200% FPL for direct services	Community at large	Contracted budget invoices
<b>Family Nutrition Services</b> <i>TANF purpose 1</i>	1 Box per year	TANF eligible family with minor child(ren) Non-custodial parents with a legal obligation to pay child support	200% FPL	Community at large	Verification of last 30 days income or documentation from agency file
<b>Educational Bonus</b> <i>TANF purpose 2</i>	<ul style="list-style-type: none"> <li>• GED \$500</li> <li>• HS Diploma \$500</li> <li>• Vocational Cert \$500</li> <li>• Associate Degree \$500</li> <li>• Bachelors Degree \$500</li> </ul>	Family assistance groups with minor child(ren) Non-custodial parents with a legal obligation to pay child support	200% FPL	Newly graduated students from accredited institutions or individuals recently passing GED test.	Certificate, Degree, GED or Diploma. Must be eligible when graduated and must apply within 30 days after graduation or passing GED test.

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<p><b>YOUTH DEVELOPMENTAL SERVICES</b> <i>TANF purpose 2</i></p> <ul style="list-style-type: none"> <li>• School fees and supplies for vocational education</li> <li>• School fees for Secondary school</li> <li>• No on-line school fees <b>out of state</b></li> <li>• No miscellaneous fees such as lost ID badges</li> <li>• Licensed or professional summer camp, summer educational programs and after school programs. Camps funded through Strong Families Grant excluded.</li> <li>• Juvenile diversion services as determined through Family and Children First Council Committee for youth at-risk of Entering the court System (old HB 57 plans)</li> </ul>	<p>No cap on services (as needed)</p>	<p>Family assistance groups with minor child(ren)</p> <p>Child only-minor child temporarily out of the home 180 day reunification</p> <p>Non-custodial parents with a legal obligation to pay child support</p>	<p>200% FPL</p>	<p>Vulnerable at-risk youth through age 18</p>	<p>Contracted budget invoices and service delivery documentation.</p> <p>Invoices/bill</p> <p>Verification of enrollment</p> <p>Verification of income, approved PRC application, school sessions or F&amp;CF or court referrals.</p>
<p><b>TRAINING EMPLOYMENT &amp; CAREER ADVANCEMENT SERVICES</b> <i>TANF purpose 2</i></p> <ul style="list-style-type: none"> <li>• Short term education expenses - books, manuals, tuition, etc. for required core curriculum (No out of state education allowed).</li> <li>• Testing fees for board certification &amp; state licensure</li> <li>• Fees for Industry Recognized Credentials (ODE)</li> <li>• Paid Internships related to field of study</li> <li>• Required uniforms</li> </ul>	<p>Non-recurrent, short term benefits up to \$6,000 once in a 36 month period for individuals who have not attained an Associate's Degree or higher.</p> <p>Fees for training/testing must be pre-approved and PRC cannot reimburse for training/testing expenses that have already been paid.</p> <p>Maximum of 3 uniforms</p> <p>Paid internship 100% reimbursable to employer up to 3 months. Maximum of \$10.00 per hour.</p>	<p>Family assistance groups with minor child(ren)</p> <p>Non-custodial parents with a legal obligation to pay child support.</p>	<p>200% FPL</p>	<p>Recently employed individuals who require training assistance to advance</p> <p>Individuals who are unemployed or underemployed</p>	<p>Verification of employment</p> <p>Invoices/bill</p> <p>Applicant must complete Training Task List</p> <p>Verification of enrollment</p> <p>Fees statement</p> <p>Verification of IRC via Ohio Dept of Ed.</p> <p>Monthly wage statement or pay stubs must be turned in with a monthly invoice. Work Agreement with employer on file.</p>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<p><b>On-The-Job Training Contract</b>  <i>TANF purpose 2</i>            (paid to the employer) Training reimbursement which assists employers recoup a portion of the cost of training eligible new hires.</p>	<p>50% of gross wages for probationary training with a cap of \$3,000 and 50% of gross wages for post-probationary 90 day period with a cap of \$3000. Max total of \$6,000</p>	<p>TANF eligible individuals</p> <p>Non-custodial parents with a legal obligation to pay child support</p>	<p>200% FPL</p>	<p>TANF eligible individuals</p>	<p>Training plan must be signed by company, individual and Jobs Unit staff</p> <p>Verification of wages must be provided by company</p> <p>Employee must be retained to receive payment</p> <p>Economic need must be documented either by submitting proof of gross monthly income or by confirming current eligibility of on-going Medicaid (not-presumptive), current receipt of Food Assistance under the Food Stamp Act of 1977 (SNAP), or the Free &amp; Reduced Lunch program.</p>
<p><b>Subsidized Employment Program</b>  <i>TANF purpose 2</i>            (paid to employer) Provides eligible individuals an opportunity to obtain employment and provides employers an incentive to hire those individuals.</p>	<p>100% reimbursement of gross wages per month up to 3 months paid to the employer for steadily employing a TANF eligible individual 30 hours or more per week at minimum wage or higher</p>	<p>TANF eligible individuals</p> <p>Non-custodial parents with a legal obligation to pay child support</p>	<p>200% FPL</p>	<p>TANF eligible individuals</p>	<p>Monthly wage statement or pay stubs must be turned in with a monthly invoice.</p> <p>SEP Contract with employer on file.</p> <p>Economic need must be documented either by submitting proof of gross monthly income or by confirming current eligibility of on-going Medicaid (not-presumptive), current receipt of Food Assistance under the Food Stamp Act of 1977 (SNAP), or the Free &amp; Reduced Lunch program.</p>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<p><b>CONTINGENCY SERVICES</b>  <u>an emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work, and marriage.</u> <i>TANF purpose 1</i></p> <ul style="list-style-type: none"> <li>• <u>Utilities</u>- With disconnect notice or disconnected.</li> <li>• <u>Rent or mortgage payment</u> - With legal (court) eviction only, for rent (victims of domestic violence excluded from court eviction notice requirement with police report evidencing reported domestic violence). Must be at least 1 month behind for mortgage. Land contracts will be viewed the same as rent.</li> <li>• <u>Bulk fuel for heating</u> – With less than a 10-day supply remaining.</li> <li>• Emergency shelter or temporary housing.</li> <li>• Repair or purchase of furnace or water tank for home owner occupied residence.</li> <li>• No bills not in a household member's name</li> <li>• No past accounts/bills from prior addresses.</li> <li>• No deposits, no turn-on/reconnect fees, no late fees, no payment toward the first 6 months of occupancy for rent/mortgage, no miscellaneous fees.</li> <li>• Must bring up-to-date bill to current status, typically \$0 balance except those on PIPP. – Any fees not paid by PRC and any amount over PRC limit must be paid and are not part of 20% co-pay</li> </ul>	<p>Individual vendor payment to meet an immediate crisis or episode of need once in a month period. No payment for PUCO utilities during HEAP heating season, unless the applicant has exhausted all other available resources.</p> <p>The maximum amount of payment is \$1,500 with a 20% co-pay per AG once in a twenty four (24) month period. If a 3rd party pays toward bill, the payment will be deducted from the original amount owed and the 20% co-pay owed by the applicant will be based on the new balance.</p> <p>Client who is in subsidized housing must show proof that utility allowances have been applied to the utility balances throughout the year before utilities can be paid.</p>	<p>Parents with minor child(ren) and specified relatives with minor child(ren)</p> <p>Minor child(ren) must be in residence for time which the assistance is requested.</p>	<p>200% FPL</p>	<p>TANF eligible families</p> <p>Unemployed individuals</p> <p>Under employed individuals</p>	<p><u>All Contingency</u></p> <ul style="list-style-type: none"> <li>• Invoices/ bills.</li> <li>• Receipt for 20% co-pay (co-pay not required in documented domestic violence situations).</li> <li>• Receipt for any fees not paid by PRC and any amount over PRC max</li> </ul> <p><u>Utilities</u></p> <ul style="list-style-type: none"> <li>• Proof of disconnect notice or disconnected</li> </ul> <p><u>Bulk Fuel</u></p> <ul style="list-style-type: none"> <li>• Fuel company statement indicating fuel is at less than a 10-day supply</li> </ul> <p><u>Rent/Mortgage</u></p> <ul style="list-style-type: none"> <li>• W-9 form (Rent)</li> <li>• Landlord/PRC Agreement filled out by landlord (Rent)</li> <li>• Legal (court) eviction notice with the exception of domestic violence cases which require police report dated 30 days or less prior to application.</li> <li>• Lease agreement (rent) or property record (mortgage) with evidence that the household has lived there more than 6 months and paid rent for at least the first 6 months on their own.</li> <li>• Proof rental is not in a foreclosure status.</li> </ul> <p><u>Emergency Shelter</u></p> <ul style="list-style-type: none"> <li>• Proof legal (court) eviction finalized or proof no longer able live in home</li> </ul> <p><u>Furnace/Water Tank</u></p> <ul style="list-style-type: none"> <li>• Verification of needing repair or replaced.</li> </ul>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED	TARGETED GROUP	VERIFICATIONS**
<p><b>HEAD LICE/PEST ERADICATION</b> <i>TANF purpose 1</i></p> <ul style="list-style-type: none"> <li>• Training on the application of over-the-counter lice and other pest eradication treatments/ cleaning techniques, and other prevention strategies.</li> <li>• Treatment solutions, cleaning agents and/or services. Home evaluations/treatments and follow up home evaluations/treatments if necessary.</li> </ul>	<p>Treatment (Initial and Follow- Up) \$2,500</p> <p>Once in a 12 month period.</p>	<p>Family assistance groups with minor children.</p>	<p>200%</p>	<p>Households with minor children in a needy family.</p>	<p>Completed PRC application</p> <p>Verification of infestation</p> <p>Contracted budget invoices with documented verification of service delivery.</p> <p>Invoices/bills</p> <p>Verification that applicant household has completed training and sufficiently prepared for treatment (cleaned, thrown away un-cleanable items, etc.)</p>
<p><b>KINSHIP NAVIGATOR SERVICES</b> <i>TANF purpose 1</i></p> <p>Information, referral, support services, identification of kinship care giver, assessment, respite care, support groups, parenting classes, access to services.</p>	<p>Cap based on amount allocated through contract</p>	<p>Kinship care givers who are relative custodians of minor child(ren)</p>	<p>200% FPL</p>	<p>Relatives caring for children with need of support systems.</p>	<p>Contracted budget Invoices with documented verification of service delivery.</p>
<p><b>YOUTH MENTORING SERVICES</b> <i>TANF purpose 2</i></p>	<p>No cap on services, (as needed)</p>	<p>TANF eligible family</p>	<p>200% FPL</p>	<p>Any at-risk youth through Age 18.</p>	<p>Completed PRC application and verification of economic need.</p> <p>Economic need must be documented either by submitting proof of gross monthly income or by confirming current eligibility of on-going Medicaid (not-presumptive), current receipt of Food Assistance under the Food Stamp Act of 1977 (SNAP), or the Free &amp; Reduced Lunch program.</p> <p>Contracted budget Invoices with documented verification of service delivery.</p>

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP	VERIFICATIONS**
<p><b>YOUTH EMPLOYMENT &amp; TRAINING</b>  <i>TANF purpose 2</i></p> <p>Tutoring, study skills training, instruction &amp; drop-out prevention  Alternative secondary school services or dropout recovery services  Paid &amp; unpaid work experiences  Occupational skills training  Education &amp; Workforce Preparation  Leadership Development  Supportive Services  Transportation  -Gas Vouchers  -Car Repairs  -Public Transportation  -Car Insurance  Educational Testing  School Fees  Uniform &amp; Tools for Work  Driver's License Fees &amp; Classes  Reasonable accommodations for youth with a disability.  Cost of documents needed for employment  Adult Mentoring  Comprehensive Guidance &amp; Counseling  Financial Literacy Education  Entrepreneurial skills training  Labor market &amp; employment information  Preparation for higher education  Participation Incentives  CCMEP Outreach</p>	<p>Occupational Training:  Up to \$6,000 in a 12 month period.</p> <p>Incentives for such things as attendance and attaining specific employment and training goals not to exceed \$50 per occurrence.</p> <p>Paid work experience: Up to 1040 hours in a 6 month period.</p> <p>Transportation assistance for participation in youth services or training as needed.</p> <p>Car repairs once in a 12 month period.</p> <p>Gas vouchers, car insurance, public transportation not to extend beyond 4 months.</p>	<p>TANF eligible family</p>	<p>200% FPL</p>	<p>Youth 14-18 living in PRC eligible household (Parent or specified guardian)</p> <p>Youth 18-24 in a family with minor child and in a needy family</p> <p>Youth 18-24 who have a minor child and in a needy family</p>	<p>Completed PRC application and verification of economic need. Economic need must be documented either by submitting proof of gross monthly income or by confirming current eligibility of on-going Medicaid (not-presumptive) current receipt of Food Assistance under the Food Stamp Act of 1977 (SNAP), or the Free &amp; Reduced Lunch Program.</p> <p>Contracted budget invoices and service delivery documentation</p> <p>Invoices/Bills</p>
<p><b>Ohio Youth Works Summer Work Experience For Youth Age 14-15</b>  <i>TANF purpose 2</i></p>	<p>May 1<sup>st</sup> – September 30<sup>th</sup></p>	<p>TANF eligible family</p>	<p>200%FPL</p>	<p>Youth age 14-15 in a needy family and enrolled in school.</p> <p>Youth in foster care setting and enrolled full time in secondary school</p>	<p>Completed PRC application and verification of economic need. Economic need must be documented either by submitting proof of gross monthly income or by confirming current eligibility of on-going Medicaid (not-presumptive) current receipt of Food Assistance under the Food Stamp Act of 1977 (SNAP), or the Free &amp; Reduced Lunch Program. Contracted budget invoices &amp; service delivery documentation</p> <p>Invoices/bill</p>

\*\*The following verifications are required for all PRC services:

- Proof of Economic Need: total gross income for everyone included in the PRC AG for the last 30 days ending the date of application OR ***if allowed for service requested***, confirmation of eligibility for either on-going Medicaid (not presumptive), current receipt of Food Assistance under the Food Stamp Act of 1977 (SNAP), or current eligibility for the Free & Reduced Lunch Program.
- Verification of identity (Social Security Number) for all PRC AG members, citizenship of applicant, and residency.

\*\*\*It is the intent of the program to assist low-income families with unexpected vehicle repair expenses, not expected regular maintenance. Therefore, services that would be considered “regular maintenance” such as oil changes, windshield wiper replacement, bulbs, etc. will not be covered unless required as the result of another necessary repair. Necessary repairs are those needed to ensure the vehicle becomes safe and operational. Solely cosmetic repairs will not be approved.