



PRC PLAN

SFY2026-FFY2027 Biennial Renewal

EFFECTIVE DATES: October 1, 2025 – September 30, 2027

INTRODUCTION

The Prevention, Retention, and Contingency (PRC) was established in Shelby County to help families overcome barriers to achieving or maintaining self-sufficiency. The program is designed to provide benefits and services to families who are in need of help with essential supports to move out of poverty, become self-sufficient, maintain/reunite their family, or receive special Temporary Assistance to Needy Families (TANF) funded designated services. All services provided under this PRC Plan have been developed in compliance with Ohio Revised Code Section 5108.04 and are contingent upon the availability of funding.

All services must meet one of the four purposes of TANF which are:

1. Provide assistance so that children may be cared for in their own homes or in the home of relatives;
2. End the dependence of families on governmental benefits by promoting job preparation, work and marriage;
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish numerical goals for preventing and reducing the incidence of these pregnancies; and,
4. Encourage the formation and maintenance of two-parent families.

PRC, by design, has been developed to provide benefits and services that are NOT considered “assistance” as defined by 45 CFR 260.31(a) but alternatively benefits and services excluded from the definition of assistance under 45 C.F.R. 260.31(b). When a benefit or service falls within the definition of “assistance”, there is a set of consequences for the family, including time limits, child support assignment, and data reporting requirements. The following benefits and services do not constitute “assistance” and are, therefore, allowable under the PRC program:

1. Non-recurrent, short-term financial related benefits (hard services) that
 - Are designed to deal with a specific crisis situation or episode;
 - Are not intended to meet recurrent or ongoing needs; and
 - Will not extend beyond four months.
2. Employment retention services, including transportation, case management, equipment, uniforms, tools, training, that enable families to become or maintain economic self-sufficiency.
3. Services that enable families to;
 - maintain their children in their homes;
 - maintain children in a home of a relative; or
 - meet special needs of their children with designated TANF services, i.e. Help Me Grow.

ASSISTANCE GROUP (AG) COMPOSITION

For PRC benefits or services to be authorized an AG must include:

1. A minor child who resides with a parent, kinship relative, legal guardian or legal custodian;
NOTE: An AG with a child “temporarily absent” from the home may still be eligible for PRC benefits/services. Please see the Cash Assistance Manual for definition for a temporary absence.
2. A pregnant individual with no other minor children; or
3. A non-custodial parent living in Shelby County in need of services in order to adequately financially support a child who also resides in Shelby County. Services may include employment-related expenses, financial management services, job search, job placement, education, and job training services.

An assistance group is defined as all household members and must include one of the above (#1, #2, or #3), with the exception of the Kinship Caregiver Program stabilization services, which defines the assistance group as a minor child only.

ELIGIBILITY

In order to receive PRC benefits and services a member of the AG must be:

1. a citizen of the United States; or
2. a qualified alien; and
3. a resident of Shelby County.
4. For Prevention and Retention Services, PRC benefits/services are available to adult applicants on behalf of children in the temporary or permanent custody of the Shelby County Department of Job and Family (SCDJFS) Children Services Unit, even when the child is placed or resides in another county. PRC Prevention and Retention benefits/services are also available to adult applicants on behalf of children placed in the custody of a relative (relative placement) when the placement was facilitated by SCDJFS Children Services Unit, including when the relative resides in another county, provided the provider and child have a current open case in the SCDJFS Children Services Unit.
5. For the Kinship Caregiver Program, services are available to kinship providers residing in Shelby County only who have an active/open case with the agency Children Services Unit, another Public Children Services Agency or who have been specifically identified by the agency as a kinship family with a “Child Only” OWF case. A kinship family is defined as a child living with a blood relative, or other adult who has temporary or permanent custody of the child.

Eligibility for PRC benefits and services is contingent upon the AG meeting the financial and service eligibility requirements as determined the SCDJFS. All eligibility conditions are set forth in the section entitled

ELIGIBILITY/SCOPE OF BENEFITS/SERVICES. Based upon different benefits/services, eligibility conditions will vary from situation to situation, All eligibility is based upon some financial criteria. Eligibility for benefits/services will range from 90% to 200% of the Federal Poverty Level (FPL) based on family size. Additionally, determination of financial eligibility for benefits/service will vary from verification to AG declaration. Payment of reconnection and late fees are included as part of the benefit/service when it is determined another agency cannot assist with these costs.

Countable Income

1. The total gross monthly income, both earned and unearned, of all members of the AG shall be counted, except for excluded income listed below. Earned income is cash received as part of employment, whether it is self-employed or thru an employer. Unearned income includes Social Security, Child Support, Unemployment Compensation, Retirement, etc.
2. All countable income is calculated based upon a thirty-day budget period prior to the date of the PRC application.
3. If the PRC applicant is unable to provide income verification, the SCDJFS must have a signed/dated Release of Information to contact the parties necessary to obtain verification. Failure of the applicant to sign such a release will result in denial of services/benefits.
4. For the Kinship Caregiver program, countable income shall be based on the income received during the thirty-days preceding application. However, if changes have occurred or are anticipated, income from the past will not be used

as an indicator. If income fluctuates to the extent a thirty day period alone cannot provide an accurate indication of anticipated income, a longer period of time can be used to determine anticipated monthly income.

5. For “Child Only” AG, total income shall be counted, both earned and unearned.

Excluded Income

1. Child Support payments assigned to the State of Ohio.
2. Child Support payments paid by an AG member for a child outside the AG, up to the amount ordered (verified by paystubs or CSEA).
3. All income that is federally excluded in the determination of eligibility for federal needs-based programs, such as SSI, and the federally excluded income sources listed in OAC 5101:1-24-20.
4. Gross earnings of a minor child. Unless AG is “Child Only”.
5. Drug discounts and transitional assistance received under the Medicare Prescription Drug, Improvement and Modernization Act at Section 1860D-31 of the Social Security Act.

Residence

PRC benefits/services are available to residents of Shelby County. Residence is established by living voluntarily with the intent to remain permanently or for an indefinite period. Persons residing in a Domestic Violence Shelter are considered to be residents of the county. Please see #4 and #5 under ELIGIBILITY for cases related to Children Services programs.

INELIGIBLE AG’S/INDIVIDUALS

The following AG’s and/or individuals are ineligible for PRC benefits/services:

1. AG’s without a minor child.
2. Single individuals who are not pregnant.
3. AG’s requesting medical services or child care services, with an exception for the Kinship Caregiver Program
4. AG’s requesting payment of out-of-the-home child placement costs.
5. Non-citizens or non-qualified aliens.
6. Any household member who is under a current OWF sanction or SNAP sanction (contingency services only).
7. AG’s who have an outstanding fraudulent OWF/PRC overpayment are ineligible until entire overpayment is paid in full.
8. AG’s who so formulate their spending habits so as to constitute need or financial eligibility.
9. AG’s applying for benefits/services when available PRC services/benefits will not eliminate/reduce the need, i.e. partial payment of rent will not forestall eviction.
10. AG’s who have received benefits for two (2) consecutive years will not be eligible for PRC benefits/services for 24 months from the time the last PRC benefit/service was paid on their behalf. This can be waived in the event of a catastrophic circumstance such as long term illness, only caregiver for sick child, pandemic or other emergent situation out of the control of the applicant.

PRC FRAUD/OVERPAYMENTS

PRC Fraud and overpayment procedures will mirror the section of the Cash Assistance Manual that regulates the same issues for OWF assistance.

PROGRAM OPERATION

To ensure fair and equitable treatment of applicants, the SCDJFS shall continuously operate a PRC program during each fiscal year according to the standards contained in this plan. When necessary, due to reasons at the discretion of the SCDJFS, to reduce or eliminate certain benefits/services, the SCDJFS will amend this plan.

STANDARD OF PROMPTNESS

It is the intent of the SCDJFS to authorize benefits/services within 15 (fifteen) days of the receipt of a completed PRC application. In some instances, this timeframe may not be met due to unavoidable delays on the part of the agency or applicant.

Applications will not be denied solely to the expiration of the 15 day period. Mitigating circumstance, i.e. waiting on income verification beyond the control of the applicant, will be documented in the case record.

COMMUNITY RESOURCES

The availability of resources within the community shall be explored prior to the authorization of PRC benefits/services. Caseworker assisting applicant will provide a list of other community resources that may be available.

APPLICANT RESPONSIBILITY

PRC applicants are responsible for completing all necessary documents, furnishing all required information, and cooperating in the eligibility determination process. Failure to cooperate constitutes conditions for denial of the application. Such failure shall be documented in the case record.

APPLICATION

The SCDJFS shall use an appropriate application for PRC services. Once an application has been approved and a customer begins receiving Prevention or Retention services, the customer may finish the program, as stated on the approval form or client case plan, regardless of continued eligibility. However, should the customer apply for other PRC services, eligibility must be determined based on current eligibility criteria.

For Child Welfare Services, the assistance provided is limited to the amount required to meet the presenting need, up to the financial cap 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. Hard services (food, rent, utilities, etc.) may only be provided to the family for a period of four months or less per occurrence. Families working with SCDJFS Children Service's unit must reapply for TANF PRC services every 12 months.

At the time of application, the voter registration application is available as part of the application packet to persons applying for PRC services.

All applicants will be advised of their right to a state hearing regarding their eligibility for PRC benefits/services. All applicants will be given a copy of the ODHS 4059 Explanation of State Hearing Procedures.

CHILD WELFARE SERVICES

The PRC Program can be used to provide assistance to a family or to a child who is involved with or is at risk of becoming involved with the child protective services system. Shelby County has designed its program to help alleviate a family crisis that could lead to the removal of children from their home, or to help a family so that the children can be safely returned to their family.

Also included as part of these services is the Juvenile Court Liaison program. This program provides a link between juvenile court and the school system for youth on probation or at risk of being on probation. It provides a communication system between youth, families, and schools for youth experiencing truant and/or criminal or behavioral problems. Services include case management, academic services, and support services.

FAMILY PRESERVATION AND REUNIFICATION SERVICES

Family preservation services may be provided to preserve the family as a unit and to prevent unnecessary placement of the children in alternative living arrangements. Family Reunification services may be provided to children/families to facilitate permanent reunification when a child has been placed in foster care. These services are allowable for families/children with an active case with SCDJFS Children Services Unit.

An application for PRC or Family Preservation and Reunification services may be made by an adult family member, his designee, a contracting agency, or a Public Children Service Agency representative when applying on behalf of a child in or being placed in an emergency shelter setting which may include a foster home, group home. The assistance group for these services shall be defined as the biological family, kinship family or an, adoptive family. Eligibility will be based upon 200% or less FPL for the AG and will be determined based on client declaration.

Family preservation and reunification services may be provided to a child and his parents, guardians or custodian. The SCDJFS allowable family preservation and reunification services include, but are not limited to, the following:

Service Type	Cost Cap
Kinship/Relative Supportive Services (rent, mortgage and utility assistance, clothing, necessary personal items, car seats, food, baby items, security items, tutoring and educational supplies, furniture and other household items, extermination and pest control)	\$2,000.00
Diagnostic Services	\$500.00
Transportation Services	\$500.00
Mentoring	\$500.00
Emergency Shelter	\$500.00
Parent Education	\$500.00
Homemaker/Home Health Aide/Family Coaching/Intensive Family Coaching/Supervised Visitation Services. (Limit of a 4 month period)	Up to \$200.00 per Occurrence
Respite Care (Max. of 30 days)	\$2,500.00
Short Term out of home care in foster family home or group home (Max. of 30 days)	\$2,500.00
Rent and Utility Assistance	\$2,000.00
Emergency Food Assistance	\$500.00
Extermination/Pest Control	\$1,500.00
Security Items	\$500.00
Furniture/Other Household Items	\$1,000.00
Educational/School Supplies/Tutoring	\$1,000.00

KINSHIP CAREGIVER PROGRAM SERVICES

The Kinship Caregiver Program (KCP) services may be provided to kinship caregiver families with an active case with the SCDJFS Children Services Unit or any other Public Children Services Agency and kinship caregiver family resides in Shelby County. KCP provides reasonable and necessary stabilization and caregiving services so that kinship caregivers, as defined in section 5101.85 of the Ohio Revised Code, can provide and maintain a home for a child in place of a child's parents. A kinship home is defined as a blood relative of the child, or other adult who has temporary or permanent custody of a non-relative child. The KCP program has been determined to meet TANF purpose #1. Payments for services will be paid directly to a vendor/provider of services. At no time will cash payments or reimbursements be made to the kinship family.

For stabilization services, an application for TANF PRC KCP services shall be made for each child separately by the kinship caregiver(s). The assistance group for these services shall be defined as "Child Only". Each AG is considered to be an AG of one. The child must meet the definitions of "child" as defined in 45 CFR 260.30. For these services, only the income of each child shall be counted toward eligibility, which is determined to be at 200% FPL or less.

For caregiving services, which are defined as temporary relief of child caring functions, (e.g. day care), the assistance group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver. For these services, the income of the entire assistance group shall be counted toward eligibility, which is determined to be at 200% FPL or less. To receive services the child must be under age thirteen at the time of application and may remain eligible until they turn thirteen or the child must be under eighteen years of age and meet the definition of special needs, pursuant to OAC 5101:2-16-01.

For both stabilization and caregiving services, the income received during the past thirty days shall be used as an indicator of the income that will be available to the assistance group, unless changes in income occurred or can be anticipated. The income amount will be based on client declaration.

The SCDJFS allowable KCP stabilization services include, but are not limited to, the following:

Service Type	Cost Cap
Pre-School, Child Care assistance related to employment, training, job search and readiness for Caregivers (4 month limit) and Respite Care)	\$1,500.00 per month per child
Rent, Mortgage and/or Utilities	\$2,000.00
Transportation Related (1 occurrence during the 12 month eligibility period)	\$ 600.00
Other – Clothing, Car Seats, Furniture, Food, Baby Items, Security Items, Tutoring/Educational Supplies and other necessary personal items and household items.	\$2,000.00

The SCDJFS allowable KCP caregiving services include, but are not limited to, the following:

Service Type	Cost Cap
Child Care assistance related to employment, training, job search and readiness for Caregivers (maximum of 4 months)	\$1,500.00 per month per child

CHILD WELFARE RELATED RMS SERVICES

In addition to the above listed direct service types, costs may also be generated by SSRMS for staff while providing the following services, which meet the purpose of TANF #1, “providing assistance to needy families so that children can be cared for in their own homes or the homes of relatives”.

Services include, but are not limited to the following:

- Child Welfare TANF PRC eligibility, which include caseworker activities during TANF eligibility process, such as performing case file review, verification of documents, approval/denial of application, preparation of eligibility notice or informing family of eligibility in person.
- Family preservation activities, which include activities performed on behalf of a child and their family if there is not an in-home case or a custody case established. Activities include: screening and assessment of needed services, providing program information and referral and linking of services such as family preservation services parenting training, substance abuse treatment, and counseling.
- Custody Case management services, which include making referrals to, arranging for services, planning, supervising and assessing results of services provided to families and children. This would include Adoption Services and Supports as well as Life Skills services and supports. Additional services may include home management. May be used for the first six month a child is in care with reunification plan in place.
- Non-custody case management activities, which include activities on behalf of a child and their family where an in-home case is established. Activities include: development and implementation of a regime of reasonable efforts which are undertaken to prevent the removal of the child into placement, and or activities related to the development and implementation of a regime of services for an adopted child and/or the child’s family which are undertaken to support the maintenance of the adoption and/or prevent the disruption of the adoption. Such activities include supporting the management of care or services referred to, or arranging for care of services, planning or supervising care or services, supporting access to care or services, assessing results of care or services and performing a case assessment.
- Kinship Programs (Kinship Navigator Outreach/Kinship Permanency Incentive Program/ Kinship Caregiver Program), which include services to identify and support kinship caregivers and to maintain children in the kinship caregivers home. This includes making referrals to, arranging for services, planning, supervising and assessing results of service provided to kinship caregivers and children.

KINSHIP CAREGIVER – Non- Child Welfare Related

The Kinship Caregiver Program (KCP), one-time payment program may be provided to specifically identified kinship caregiver families with an active “Child Only” OWF case with the agency. This stabilization program is to help kinship families, not affiliated specifically with the SCDJFS Children Service’s unit with extraordinary costs in providing and maintaining a home for a child in place of a child’s parent(s). The fee structure is not intended to serve as direct compensation for placement and will allow a maximum annual one-time payment of \$300 for each child placed in the kinship home. The payment is intended to assist relative kinship caregivers who are determined to have significant unexpected increased household costs and needs as the result of caring for the additional child(ren) in their home. The KCP program is designed to help keep the children in the home and meets TANF purpose #1. This program will be provided at the agency discretion, once a year, based on availability of funds.

An application for TANF PRC KCP services shall be made for each child separately by the kinship caregiver(s). The assistance group for these services shall be defined as “Child Only”. Each AG is considered to be an AG of one. The child must meet the definitions of “child” as defined in 45 CFR 260.30. For this program, only the income of each child for the last 30 days, unless changes have occurred or are anticipated, shall be counted toward eligibility. AG eligibility is determined to be at 200% FPL or less and will be based on client declaration.

COMMUNITY OUTREACH

The PRC Program may also be used to provide Community Outreach to the residents of Shelby County and may be designed to prevent problems or at least prevent community and individual conditions from becoming more severe. Activities may include the use of billboards, print, and broadcast media, and other general community information/awareness activities designed to inform a general or targeted population about community needs and available services. Community Outreach and the listed activities are allowable under Section 4030 Children and Families (B)(2)(e) of the PRC Reference Guide and can be used to supplement services designed to meet each of the four purposes of the TANF Program.

EMPLOYMENT AND CAREER ADVANCEMENT SERVICES

Employment and Career Advancement Services will be provided through the Shelby County Department of Job and Family Services Employment and Family Services Unit and the services available in the agency's OhioMeansJobs Shelby County center. The purpose of the Jobs Center is to provide outreach and resources related to employment and training to the unemployed and underemployed residents of Shelby County. Employment and Career Advancement Services are also intended for non-custodial parents who meet PRC eligibility criteria indicated in this plan.

Services within this program are designed to assist participants with developing and improving job skills, obtaining and maintaining employment, and advancing in their current career or starting a new career. These services include, but are not limited to:

- Employability and career assessments
- Assistance with developing or updating resumes
- Interview practice and preparation
- Preparation and availability of Job Search resources
- Employment related workshops
- Information on training and advanced training needed for career advancement
- Job Skills Training and other work-related services
- Case Management for those with challenges to securing employment
- Information and referrals to supportive service programs, such as other available PRC services, child care, transportation, etc.

Agency staff will work with participants according to each individual's needs and career goals. Services provided will be driven by the participant, according to their progress in their goal attainment. Eligibility for the program will be reviewed every 12 months or until the client reports full time employment, whichever comes first.

Job skills training and other work-related services, such as, Occupational Skills Training (tuition, books, and required course supplies), On-the-job Training, and Apprenticeship programs, will follow guidelines and client suitability criteria established under the Workforce Innovation and Opportunity Act (WIOA) Area 7 policies. Payments to eligible training providers will not exceed \$5,000 per term/semester, up to the total amount allowable under WIOA. PRC funding may supplement other training funding sources as needed. This service is contingent upon the availability of PRC funds.

Services provided under the Employment and Career Advancement Program meet TANF purposes 1 and 2.

Per Chapter 3 in the PRC Reference Guide under Section 3.1 (C), certain benefits and services do not require a PRC application or certification. Such activities that occur under this program may include employer recruitment, outreach, Information and Referral, billboards, and public service announcements.

Disaster or other Special Funding

From time to time Agencies are allocated special funding in response to emergent needs, most recently COVID. Any such funding will be used in accordance with all directives assigned as well as state and federal guidelines and requirements. The PRC Plan will be amended to comply with the directive in the event of disaster/catastrophic event.

PREVENTION SERVICES
ELIGIBILITY/SCOPE OF BENEFITS

Service/Benefit	Conditions	Eligibility	Cost Cap	Need Standard	Time Limit	TANF Purpose (from page 1)
Family Preservation: Relative/Kinship C.O.P.S case	Family is currently working with the agency's Children Services unit.	Declaration	See page4/ 5 for details	200% FPL	Duration of case. Hard Services 4 months or less per occurrence.	1
Family Preservation: In-home C.O.P.S case	Family is currently working with the agency's Children Services unit.	Declaration	See page 4 for details	200% FPL	Duration of case. Hard Services 4 months or less per occurrence.	1
Family Reunification: Foster Care	Family is currently working with the agency's Children Services unit.	Declaration	See page4 for details	200% FPL	180 days from removal date	1
Family Reunification: Relative/Kinship C.O.P.S case	Family is currently working with the agency's Children Services unit.	Declaration	See page4/ 5 for details	200% FPL	Duration of case. Hard Services 4 months or less per occurrence.	1
Juvenile Court Liaison	Referrals made by Juvenile Court or a local school system	Declaration	None – contracted services	200% FPL	Duration of JCL case	1
Diversion Program	Able-bodied applicants for TANF and/or SNAP benefits	Declaration	None – agency direct services	200% FPL	60 days in a 12 month period	2
Employment and Career Advancement Services	Adults seeking assistance with employment and/or training-related services, including non-custodial parents	Declaration; Verification for Training Services	None – agency direct services; OS Training follows WIOA Policies	200% FPL	12 months from date of application	2
Youth Workforce Preparation and Employment programs	Youth in transition needing services related to education and employment	Declaration	None – contracted or agency direct services	200 % FPL	12 months from date of application	2
Kinship Caregiver (Non-Child Welfare Related)	Kinship family specifically identified as Child Only OWF case living with kinship provider.	Declaration	Annual one time payment of \$300 per child taken into the home	200% FPL "Child Only AG"	Annual one time payment only- No continued eligibility.	1

CONTINGENCY SERVICES

ELIGIBILITY/SCOPE OF BENEFITS

Service/Benefit	Conditions	Eligibility	Cost Cap	Need Standard	Time Limit	TANF Purpose (from page 1)
Rent	AG must have an eviction notice or have emergency need for housing as verified by SCDJFS (phone call, etc.). Payment must stop eviction for at least 60 days. Benefits are not available for AG's under an OWF or FSET sanction. Funds can be used for deposits.	Verification	\$1500.00	200% FPL	Household may receive Contingency Services once in a 12 month period.	1
Utilities	AG must have a shut-off notice & payment must prevent shut-off or return service for at least 60 days. Deposits and/or reconnect fees can be authorized.	Verification	\$1500.00	200% FPL	Household may receive Contingency Services once in a 12 month period.	1
Emergency Shelter	AG must be residents of Shelby County and in need of emergency shelter due to circumstances beyond the AG's control; or leaving a Domestic Violence Shelter.	Declaration	\$800.00	200% FPL	Household may receive Contingency Services once in a 12 month period.	1

RETENTION SERVICES

ELIGIBILITY/SCOPE OF BENEFITS

Service/Benefit	Conditions	Eligibility	Cost Cap	Need Standard	Time Limit	TANF Purpose (from page 1)
Services/items determined necessary by the SCDJFS for an applicant to enter or maintain employment which includes, but is not limited to tools, clothing, shoes, or transportation. Transportation reimbursement rate will mirror the rate used for Medicaid Transportation in our agency. (See current rates.)	The applicant must have participated in a SCDJFS Employment and Training Program within the previous three (3) months.	Declaration	\$600.00	150% FPL	Funds must be used within 3 months of application. Eligibility is once in a 12 month period. Individuals may receive Contingency Services in addition to Retention Services within the same 12 months	2

The Shelby County Department of Job and Family Services reserves the right to authorize PRC benefits/services based upon determination of need and the availability of funding. This PRC Plan is effective October 1, 2025– September 30, 2026.

Tina Hooks , Director, Shelby County DJFS

Date

Reviewed by:

Shelby County Commissioners

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