Resolutions – September 28, 2021

NUMBER	RESOLUTION TITLE
21-0910	Commending MaryBeth Guenther for 38 years of service with the Medina County Auditor's Office
21-0911	Determining the necessity to close Old Weymouth Road (C.H. 32) between Nichols Road (C.H. 131) and Remsen Road (C.H. 37)
21-0912	Determining the necessity to close Root Road (C.H. 58) between Spencer Lake Road (C.H. 45) and Chatham Road (S.R. 162)
21-0913	Amending the appropriation measure resolution
21-0914	Amending the 2021 appropriations resolution by transferring appropriations
21-0915	Sales tax distribution to the various districts located in Medina County
21-0916	Designating the Battered Women's Shelter of Summit and Medina Counties to receive proceeds from marriage licenses and divorce fees for calendar year 2021
21-0917	Allowing expenses of county officials
21-0918	Allowing claims and authorizing issuance upon the treasurer in settlement of such list of claims
21-0919	Approving personnel changes for the employees under the jurisdiction of the Medina County Commissioners
21-0920	Authorizing a request for proposals for consulting services for move management for the Medina County Courthouse Project
21-0921	Allowing employees to serve as poll workers pursuant to O.R.C. 3501.28(F)
21-0922	Authorizing the adoption of Medina County Indigent Defense Fee/Cost Recoupment Policy
21-0923	Accepting and awarding a bid for Medina County Sheriff Entry Renovation Project
21-0924	Authorizing the sanitary engineer to enter into an agreement with CT Consultants for professional design services
21-0925	Authorizing the sanitary engineer to enter into an agreement with Davey Resource Group for professional design services
21-0926	Authorizing the sanitary engineer to enter into an agreement with Rolling and Hocevar for professional design services
21-0927	Authorizing a contract with the Children's Center of Medina County for child visits at the Center for Medina County Job & Family Services
21-0928	Authorizing a Memorandum of Understanding between the Medina County Job & Family Services and Alternative Paths
21-0929	Authorizing the advertisement for proposals relating to behavioral, mental health and substance abuse services for Medina County Job & Family Services
21-0930	Authorizing the advertisement for proposals relating to foster family software services for Medina County Job & Family Services
21-0931	Accepting and awarding proposals for professional services relating to TANF and Food Assistance Job Development Services for Medina County Job & Family Services
21-0932	Amending the Prevention, Retention & Contingency Plan (PRC) for Medina County Job & Family Services

Resolution of
Commendation
Board of County Commissioners
Medina County, Ohio

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following, members present:

STEPHEN D. HAMBLEY ***WILLIAM F. HUTSON***

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0910

COMMENDING MARYBETH GUENTHER FOR
38 YEARS OF SERVICE WITH THE MEDINA COUNTY AUDITORS OFFICE

WHEREAS, *it has come to the attention of the Board of County Commissioners that MaryBeth Guenther is retiring from the County Auditors Office on September 30, 2021; and*

WHEREAS, *MaryBeth has been associated with the County Auditors Office since 1983; and*

WHEREAS, *MaryBeth served as a faithful employee throughout the years and performed in a superior manner; and*

WHEREAS, *MaryBeth started her employment as a clerk in the Real Estate Department and concludes her career as the Auditor's Expert Budgetary and Tax Levy Analyst; and*

WHEREAS, *she played an active role in the in-depth review and problem resolution for all subdivisions throughout Medina County; and*

WHEREAS, *the Board of County Commissioners wishes to recognize and honor MaryBeth for her commitment to diligent work and dedication to superior financial records in Medina County and for her work with members of the public, private industry and other government agencies with the utmost respect and diligence; and*

NOW THEREFORE, BE IT RESOLVED, *the Board of County Commissioners of Medina County, Ohio, that MaryBeth Guenther be and is hereby commended for her 38 years of service with the Medina County Auditors Office.*

BE IT FURTHER RESOLVED *that the Board wishes to take the opportunity to offer best wishes to MaryBeth for her retirement.*

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

IN WITNESS WHEREOF,
We have hereunto subscribed our names and caused this seal to be affixed at Medina this 28th day of September in the year of our Lord, Two thousand twenty-one.

_____
Stephen D. Hambley

_____
William F. Hutson

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0911

DETERMINING THE NECESSITY TO CLOSE OLD WEYMOUTH ROAD (C.H. 32) BETWEEN NICHOLS ROAD (C.H. 131) AND REMSEN ROAD (C.H. 37)

WHEREAS, per Section 5543.17 of the Ohio Revised Code, the Medina County Engineer has determined it necessary to close Old Weymouth Road (C.H. 32) in Medina Township, between Nichols Road (C.H. 131) and Remsen Road (C.H. 37), on Tuesday, September 28, 2021 for roadside tree removal; and

WHEREAS, the trees for removal are located on the north side of the Nichols Road/Old Weymouth Road intersection and approximately an additional 150 feet northeast on Old Weymouth Road (C.H. 32) ; and

WHEREAS, Rogue Tree Solutions will perform the removal under the direction of the Medina County Engineer; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Medina County, Ohio, that Old Weymouth Road (C.H. 32) in Medina Township, between Nichols Road (C.H. 131) and Remsen Road (C.H. 37), will be closed Tuesday, September 28, 2021, as determined necessary by the Medina County Engineer.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Engineer’s Office

REGULAR MEETING-TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0912

DETERMINING THE NECESSITY TO CLOSE ROOT ROAD (C.H.58) BETWEEN SPENCER LAKE ROAD (C.H. 45) AND CHATHAM ROAD (S.R. 162)

WHEREAS, per Section 5543.17 of the Ohio Revised Code, the Medina County Engineer has determined it necessary to close Root Road (C.H. 58) in Chatham/Spencer Township, between Spencer Lake Road (C.H. 45) and Chatham Road, beginning Monday, October 4, 2021 through Saturday, October 9, 2021 for work on railroad crossing 002053F; and

WHEREAS, the railroad crossing is located on Root Road (C.H. 58) approximately 800 feet south of Spencer Lake Road (C.H. 45); and

WHEREAS, Wheeling and Lake Erie Railroad will perform the work on the railroad crossing under the direction of the Medina County Engineer; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Medina County, Ohio, that Root Road (C.H. 58), between Spencer Lake Road (C.H. 45) and Chatham Road (S.R. 162), will be closed beginning Monday, October 4, 2021 through Saturday, October 9, 2021, as determined necessary by the Medina County Engineer.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Engineer's Office

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0913

AMENDING THE APPROPRIATION MEASURE RESOLUTION

WHEREAS, the Board of County Commissioners adopted appropriation measure Resolution, No. 20-1065, on December 29, 2020 to provide for the current expenses and other expenditures of Medina County, and

WHEREAS, the amounts to be appropriated are within the amounts available on the Certificate of Estimated Resources, and

WHEREAS, changes in the appropriation levels are now necessary.

NOW, THEREFORE, BE IT RESOLVED by this Board of County Commissioners that its Resolution No. 20-1065, adopted December 29, 2020 be amended as follows:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO	DIFFERENCE
MCDAC				
01401100 50691	Drug Abuse Community Grants	1,700,000.00	1,900,000.00	+200,000.00

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Finance Department

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0914

AMENDING THE 2021 APPROPRIATIONS RESOLUTION BY TRANSFERRING APPROPRIATIONS

WHEREAS, O.R.C. 5705.4 provides that any appropriation resolution may be amended or supplemented, and

WHEREAS, it has been determined that expenditures within certain appropriations will be in excess of the amount previously determined, and

WHEREAS, it has been determined that certain appropriation items are in excess of the amounts to be encumbered, and

WHEREAS, the following transfers will not reduce any appropriation below an amount sufficient to cover all unliquidated and outstanding contracts or obligations certified from or against the appropriations.

NOW, THEREFORE, BE IT RESOLVED by this Board of County Commissioners that the following transfers of appropriations be made to be effective with the passage of this resolution.

BE IT FURTHER RESOLVED by the Board that the Auditor be and is hereby authorized to make transfers within said appropriations:

FROM ACCOUNT	TO ACCOUNT	AMOUNT
VETERANS		
00103800 50780	00103800 50540	5,000.00
00103800 50230	00103800 50580	5,000.00
00103800 50320	00103800 50581	10,000.00
MEDINA MUNICIPAL COURT		
50192505 50580	50192505 50610	916.00

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Finance Department

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0915

SALES TAX DISTRIBUTION TO THE VARIOUS DISTRICTS LOCATED IN MEDINA COUNTY

WHEREAS, the electors of Medina County have approved a one-half of one percent sales tax to provide additional revenue to the county school districts for permanent improvements, and

WHEREAS, The Medina County Commissioners have been given the responsibility to disburse this money based on the percentages adopted by the Community Improvement Board, and

WHEREAS, it has now been determined that the third quarter 2021 distribution should be made to the various school districts in the following amounts:

Black River Local School District	$ 87,183.38
Brunswick City School District	1,089,092.07
Buckeye Local School District	365,681.40
Cloverleaf Local School District	373,865.43
Highland Local School District	531,016.74
Medina Joint Vocational School	171,414.27
Medina Board of DD	5,753.35
Medina City School District	1,072,960.38
Norwayne Local School District	7,715.74
Rittman EVSD	4,825.68
Wadsworth City School District	750,455.91
Total	$4,459,964.35

NOW, THEREFORE, BE IT RESOLVED by this Board of County Commissioners that the amounts noted above be distributed to the school districts located within Medina County.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Finance Department

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0916

DESIGNATING THE BATTERED WOMEN'S SHELTER OF SUMMIT AND MEDINA COUNTIES TO RECEIVE PROCEEDS FROM MARRIAGE LICENSES AND DIVORCE FEES FOR CALENDAR YEAR 2022

WHEREAS, Ohio Revised Code Section 3113.35 requires that an agency must submit an application each year in order to request County funding from the proceeds of the additional fees for marriage licenses and divorce decrees for the following year to provide shelter services to victims of domestic violence, and

WHEREAS, an application has been submitted by the Battered Women's Shelter serving Summit and Medina Counties, and

WHEREAS, said application has been reviewed by the Finance Department and it has been determined that said application meets requirements.

NOW, THEREFORE, BE IT RESOLVED by this Board of County Commissioners that the application of the Battered Women's Shelter of Summit and Medina Counties be approved and that this agency be awarded estimated funding in the amount of $45,000 for calendar year 2022.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Finance Department

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0917

ALLOWING EXPENSES OF COUNTY OFFICIALS

WHEREAS, requests for expenses for attending conventions/meeting/seminars have been received in accordance with Section 325.20 of the Ohio Revised Code.

WHEREAS, this Board of County Commissioners has reviewed these requests and found them to be in conformance with Section 325.20 of the Ohio Revised Code.

NOW, THEREFORE, BE IT RESOLVED by this Board of County Commissioners that the expenses for attending the following conventions/meetings/seminars be and is hereby approved:

Common Pleas Court			
Ohio Court Management Program Modern Court Governance, Dublin, OH			
September 13-17, 2021	B. Scheetz	00101602 50560	1,000.00
Sheriff's Office			
Basic SWAT Training, Uhrichsville, OH			
September 20-24, 2021	J. Salsgiver	29002900 50550	350.00
Job and Family Services			
Public Children Services Association of Ohio Conference, Columbus, OH			
September 28-October 1, 2021	M. O'Connell	41134129 50560	950.00
Public Children Services Association of Ohio Conference, Columbus, OH			
September 28-30, 2021	M. Pantalone	41134129 50560	600.00
Sanitary Engineer			
Ohio Association of Litter Prevention & Recycling Professions Conference, Chillicothe, OH			
October 4-6, 2021	L. Beursken	27005400 50560	750.00

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Finance Department

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0918

ALLOWING CLAIMS AND AUTHORIZING ISSUANCE UPON THE TREASURER IN SETTLEMENT OF SUCH LIST OF CLAIMS

WHEREAS, the payment of the required county bills to vendors in the total amount of $838,191.67 are included in the Auditor's office reports from 09/15/2021 to 09/22/2021 for checks dated 10/04/2021 and are hereby the same and authorize the County Auditor to issue warrants on the County Treasurer for payment in the same; and

WHEREAS, a complete list of bills is maintained in the Auditor's office.

NOW, THEREFORE, BE IT RESOLVED by this Board of County Commissioners of Medina County, Ohio hereby authorizes payment of the county bills in the amount of $838,191.67 and authorizes the County Auditor to issue warrants on the County Treasurer for payment in the same.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Finance Department

Entry Date	Batch	CHECK RUN	Count	Invoice Amount	Released	Year	Period	Due Date	Dept
09/19/2021	6846	100421	5	6,263.88	Yes	2021	10	10/04/2021	2900
09/21/2021	6847	100421	12	9,552.39	Yes	2021	10	10/04/2021	2904
09/20/2021	6849	100421	41	57,285.61	Yes	2021	10	10/04/2021	5400
09/20/2021	6850	100421	3	24,565.23	Yes	2021	10	10/04/2021	0100
09/20/2021	6852	100421	9	30,932.91	Yes	2021	10	10/04/2021	4100
09/21/2021	6853	100421	9	5,091.18	Yes	2021	10	10/04/2021	4100
09/20/2021	6854	100421	28	225,414.55	Yes	2021	10	10/04/2021	4300
09/22/2021	6855	100421	3	3,126.62	Yes	2021	10	10/04/2021	4300
09/20/2021	6856	100421	11	10,015.24	Yes	2021	10	10/04/2021	1900
09/21/2021	6857	100421	18	48,992.72	Yes	2021	10	10/04/2021	0100
09/21/2021	6858	100421	6	2,375.10	Yes	2021	10	10/04/2021	9200
09/21/2021	6859	100421	19	10,966.77	Yes	2021	10	10/04/2021	4100
09/21/2021	6861	100421	1	36.00	Yes	2021	10	10/04/2021	1200
09/21/2021	6863	100421	3	7,143.91	Yes	2021	10	10/04/2021	0100
09/21/2021	6864	100421	7	3,892.71	Yes	2021	10	10/04/2021	3600
09/21/2021	6865	100421	19	17,182.73	Yes	2021	10	10/04/2021	4100
09/21/2021	6866	100421	3	374.21	Yes	2021	10	10/04/2021	0700
09/22/2021	6867	100421	1	15,305.00	Yes	2021	10	10/04/2021	0100
09/22/2021	6868	100421	12	140,174.73	Yes	2021	10	10/04/2021	5400
09/21/2021	6871	100421	6	523.33	Yes	2021	10	10/04/2021	2300
09/21/2021	6872	100421	8	868.66	Yes	2021	10	10/04/2021	0300
09/21/2021	6876	100421	1	274.78	Yes	2021	10	10/04/2021	3000
09/21/2021	6877	100421	11	7,252.21	Yes	2021	10	10/04/2021	9280
09/21/2021	6878	100421	3	758.56	Yes	2021	10	09/29/2021	4100
09/21/2021	6879	100421	3	391.30	Yes	2021	10	10/04/2021	1650
09/22/2021	6880	100421	7	83,866.87	Yes	2021	10	10/04/2021	4100
09/21/2021	6882	100421	15	21,286.08	Yes	2021	10	10/04/2021	4000
09/22/2021	6883	100421	17	2,653.93	Yes	2021	10	10/04/2021	2115
09/22/2021	6884	100421	1	35.00	Yes	2021	10	10/04/2021	0100
09/22/2021	6885	100421	3	251.59	Yes	2021	10	10/04/2021	2300
09/22/2021	6886	100421	3	59.50	Yes	2021	10	10/04/2021	0100
09/22/2021	6887	100421	10	7,923.36	Yes	2021	10	10/04/2021	2100
09/22/2021	6888	100421	15	32,288.38	Yes	2021	10	10/04/2021	2805
09/22/2021	6889	100421	1	31.63	Yes	2021	10	10/04/2021	3200
09/22/2021	6891	100421	1	937.79	Yes	2021	10	10/04/2021	0105
09/22/2021	6892	100421	2	12.76	Yes	2021	10	10/04/2021	0500
09/22/2021	6893	100421	4	9,047.72	Yes	2021	10	10/04/2021	2805
09/22/2021	6895	100421	16	6,224.68	Yes	2021	10	10/04/2021	2805
09/22/2021	6896	100421	1	44,812.05	Yes	2021	10	10/04/2021	5400
		TOTAL		**$ 838,191.67**					

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0919

APPROVING PERSONNEL CHANGES FOR THE EMPLOYEES UNDER THE JURISDICTION OF THE MEDINA COUNTY COMMISSIONERS

WHEREAS, it is advisable and necessary that the following personnel changes be made for the employees working for the County Commissioners on the dates listed below:

NEW HIRE

Melissa Zawadzki, JFS, Full-Time Attorney at $33.00 on fund 41134129 50030 effective 10/11/21 (PCN 410341001)

Victor Hernandez, Transit, Part-Time Bus Driver at $12.70 on fund 61219203 50030 effective 9/21/21 (PCN 920292016)

Tommy Shad, Transit, Part -Time Bus Driver at $12.70 on fund 61219203 50030 effective 10/4/21 (PCN 920292020)

Cody Osborne, Sanitary, Line Maintenance Worker at $19.89 on fund 10005400 50040 50% & 16005401 50040 50% effective 9/27/21 (PCN 541954003)

Justin Vazinski, Sanitary, Water Distribution Worker at $15.92 on fund 10005400 50040 50% & 16005401 50040 50% effective 9/27/21 (PCN 543654001)

Charles Yaeger, Sanitary, Water Distribution Worker at $15.92 on fund 10005400 50040 50% & 16005401 50040 50% effective 9/27/21 (PCN 543654003)

RATE INCREASE

Angela Smith, JFS, Enforcement Supervisor “From” $27.55 “TO” $28.24 on fund 01455100 50030 effective 9/22/21 (Anniversary Increase)

Ana Gonzalez, Maintenance, Part-Time Cleaning Technician “From” $12.46 “TO” $12.77 on fund 28052806 50030 effective 9/23/21 (Anniversary Increase)

Kenneth Shepard, Sanitary, Chemical Laboratory Supervisor “From” $29.49 “TO” $30.23 on fund 10005400 50030 effective 9/29/21 (Anniversary Increase)

Frank Olshavsky, Sanitary, Treatment Plant Supervisor 1 “From” $30.77 “TO” $31.54 on fund 10005400 50030 effective 9/30/21 (Anniversary Increase)

Matthew Toth, Sanitary, Treatment Plant Supervisor 1 “From” $29.92 “TO” $30.67 on fund 10005400 50030 effective 9/30/21 (Anniversary Increase)

Hubert Rowland, Sanitary, Line Maintenance Worker “From” $19.89 “TO” $21.71” on fund 10005400 50040 50% & 16005400 50040 50% effective 9/30/21 (Probation Increase per CBA and received Grinder Pump 2 Certification for additional increase per CBA)

Charles Burgess, Sanitary, Water Supply Coordinator “From” $29.00 “TO” $29.73 on fund 16005400 50030 effective 10/2/21 (Anniversary Increase)

RETURN FROM LEAVE

Amy Perrine, County Home, LSW/Resident Benefit Coordinator, Family Medical Leave of Absence ending 9/20/21 (Leave began 8/26/21, Resolution 21-0843)

RESIGNATION

Daniel Hamilton, Sanitary, Full-Time Water Distribution Worker effective 9/24/21 (PCN 543654002)

Kara Marlin, JFS, Interim Part-Time Attorney effective 9/24/21 (PCN 410341001)

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Medina County, Ohio, that the personnel changes listed above will become effective on the dates listed.

BE IT FURTHER RESOLVED that the President of the Board be authorized to sign the personnel action forms for these changes.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Human Resources

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0920

AUTHORIZING A REQUEST FOR PROPOSALS FOR CONSULTING SERVICES FOR MOVE MANAGEMENT FOR THE MEDINA COUNTY COURTHOUSE PROJECT

WHEREAS, the Medina County Board of Commissioners is in the process of constructing a new courthouse and renovating and reconstruction of the 1841 Courthouse located at 92 Public Square in the City of Medina, Ohio, as part of the Medina County Courthouse project, to be used for the purpose of county court operations; and

WHEREAS, the County is in need of move consulting services to coordinate the movement of the courts and those departments that support the courts to their new locations; and

WHEREAS, it is the desire of the Medina County Board of Commissioners to request proposals from qualified firms for the purpose of providing move consulting services as part of the Medina County Courthouse project.

NOW, THEREFORE, BE IT RESOLVED by the Medina County Board of Commissioners hereby authorize the Medina County Administrator to advertise for proposals from interested parties for the provision of move consulting services for move management for the Medina County Courthouse project.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: County Administrator

REGULAR MEETING –TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0921

ALLOWING EMPLOYEES TO SERVE AS POLL WORKERS PURSUANT TO O.R.C. 3501.28(F)

WHEREAS, pursuant to Section 3501.28(F) of the Ohio Revised Code, a county board of commissioners may permit county employees to serve as precinct elections officials ("poll works") on the day of an election without loss of employee's regular compensation for that day; and

WHEREAS, the Medina County Board of Elections has indicated that there is a current shortage of poll workers in Medina County for the November 2021 general election; and

WHEREAS, the Medina County Board of Commissioners desires to permit county employees to serve as poll workers and to be given leave with pay for this service in accordance with Ohio Revised Code §3501.28(F).

NOW THEREFORE, BE IT RESOLVED by this Board of County Commissioners of Medina County Ohio, that:

1. Any employee who is a registered voter of Medina County, Ohio and meets other requirements established by law and the Medina County Board of Elections, may request poll worker leave and pay for the purpose of serving as a poll worker on November 2, 2021.
2. All other elected county officials, are authorized, at their sole discretion and under their own terms, to permit their employees to obtain paid leave for the purpose of serving as poll workers on November 2, 2021.
3. Prior to contacting the Board of Elections to register as a poll worker, an employee must obtain written authorization for paid leave from his/her Board of County Commissioners or its designee.
4. Paid leave to serve as a poll worker shall be limited to the date of the election. In the event an employee is required to attend poll worker training during his/her work hours, the employee shall make a prior request and obtain authorization for leave with vacation, personal, or compensatory pay.
5. The designee for agencies under the purview of the Board of Commissioners shall be the directors of the various agencies.
6. The appointing authority, or its designee, reserves the right to reject an application for poll worker leave based on operational need.
7. The Board of Elections reserves the right to refuse to place an employee with prior approval for poll worker leave if the employee's services are not needed on Election Day. In such instance, the employee must report to work during the employee's regular work hours. The Board of Elections may give priority to employees who have served as poll workers in prior elections.
8. An employee working at the polls must work the entire day to receive poll worker leave pay.
9. This resolution shall apply only to non-bargaining unit employees.

BE IT FURTHER RESOLVED by this Board of County Commissioners of Medina County Ohio, that: The Clerk of the Board is hereby directed to certify copies of the Resolution to all Medina County Elected Officials and Appointing Authorities.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: County Administrator

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0922

AUTHORIZING THE ADOPTION OF MEDINA COUNTY INDIGENT DEFENSE FEE/COST RECOUPMENT POLICY

WHEREAS, the Office of the Ohio Public Defender has by Rule OAC 120-1-03 adopted regulations for the appointment of counsel for the indigent; and

WHEREAS, pursuant to Rule OAC 120-1-03, the Board of County Commissioners needs to adopt a plan to recoup all or part of the cost of counsel for persons who meet certain income guidelines.

NOW, THEREFORE, BE IT RESOLVED by the Medina County Board of Commissioners hereby authorizes the following:

1. The Courts of Medina County shall make the appointment of private assigned counsel in accordance with the rules established by the Ohio Public Defender Commission and the State Public Defender to enable Medina County to receive reimbursement from the state for a part of the indigent defense costs.
2. The Courts of Medina County assigning indigent defense counsel shall, in accordance with OAC 120-1-03, order that a part of counsel fees be repaid to the County where appointment is made and the defendant falls into the income guidelines set forth in the rule (above 125 percent of the poverty threshold). In appropriate case, all counsel fees may be assessed unless it creates an undue burden.
3. Payments shall be made pursuant to the Medina County Indigent Defense Fee/Cost Recoupment Policy, a copy of which is attached hereto as Exhibit A.

BE IT FURTHER RESOLVED by the Medina County Board of Commissioners that this resolution shall be effective for all cases with an appointment date of September 28, 2021 or later.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: County Administrator

Medina County Indigent Defense Fee/Cost Recoupment Policy

1. The Court shall review each defendant's indigent status and determine if recovery of assigned counsel fees or public defender costs is appropriate. The Court may waive the fees if it is determined that the imposition of such would result in an undue hardship on the client.

2. The recoupment policy is in addition to the $25.00 application fee contained in ORC 120.36, which may also be waived by the court.

3. The Court shall order when the recoupment amount is due. However, no recoupment shall be assessed against an individual whose gross income is less than 125% of the Federal Poverty level or if presumed indigent as found in OAC 120-1-03(B). Enforcement may not include jail.

4. Persons shall pay according to the following schedule, determined by the highest degree of offense charged:

Felonies $100.00
Misdemeanors $ 50.00
Abuse/Dependency/Neglect Cases $100.00
Other Juvenile Cases $ 50.00

5. Payments shall be remitted to the Clerk of Court in which the proceeding is heard. The Clerk shall transfer such recoupment amounts to the county treasurer, at least on a monthly basis. The county auditor shall then transmit the appropriate amount to the Ohio State Public Defender. This amount is to be a separate line item from the application fee collections.

Judge Christopher Collier — Date: 20 AUG 21
Medina County Court of Common Pleas, General Division

Judge Joyce Kimbler — Date: 8.23.21
Medina County Court of Common Pleas, General Division

Judge Kevin Dunn — Date: 8-23-2021
Medina County Court of Common Pleas, Probate & Juvenile Division

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0923

ACCEPTING AND AWARDING BID FOR MEDINA COUNTY SHERIFF ENTRY RENOVATION PROJECT

WHEREAS, the Medina County Maintenance Superintendent was authorized to advertise and obtain bids (Resolution No. 21-0861) for the Medina County Sheriff Entry Renovation Project; and

WHEREAS, bid specifications were prepared and advertised in a newspaper of general circulation within the County and on the County's website; and

WHEREAS, bids were received and opened on Wednesday, September 22, 2021 pursuant to law with the following results:

Bidder	Base Bid Amt.
Crown Commercial Construction, Inc.	$71,380.00
Feghali Brothers Construction and Engineering	$72,000.00
Foti Contracting	$78,700.00

WHEREAS, based upon cost and compliance with the bidding requirements, it is recommended that the bids for the Medina County Sheriff Entry Renovation Project be accepted and the bid awarded to Crown Commercial Construction, Inc.; and

NOW, THEREFORE, BE IT RESOLVED by this Board of County Commissioners of Medina County, Ohio, that the bids for the Medina County Sheriff Entry Renovation Project are hereby accepted and a contract awarded to Crown Commercial Construction, Inc. for the total project amount of $71,380.00.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Maintenance Department

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0924

AUTHORIZING THE SANITARY ENGINEER TO ENTER INTO AN AGREEMENT WITH CT CONSULTANTS FOR PROFESSIONAL DESIGN SERVICES

WHEREAS, the Board has previously entered in agreement with CT Consultants in both 2014 and 2019 to perform a sanitary sewer and water rate study; and

WHEREAS, CT Consultants can help streamline the collection of capacity/connection fees, simplify definitions, improve customer service, and help promote economic development and growth of the utilities; and

WHEREAS, CT Consultants has provided a quote to review the current capacity/connection charge calculation system and provide recommendation for a new capacity/connection charge calculation system based on water meter size, the necessity of the frontage tap-in fee, and update definitions accordingly; and

WHEREAS, the Sanitary Engineer recommends the Board enter into an agreement with CT Consultants for design services to review the capacity/connection charge calculation system substantially in the form now on file with the Sanitary Engineer, and as approved by the County Prosecutor.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Medina County Ohio, that the Sanitary Engineer is hereby authorized and directed to enter into a contract with CT Consultants to provide design services to review the current capacity/connection charge calculation system and provide recommendation for a new capacity/connection charge calculation system based on water meter size, the frontage tap-in fee, and update definitions accordingly in the amount not to exceed $9,900.00, and Sanitary Engineer is hereby authorized and directed to act as the agent for the Board in matters associated with CT Consultants.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Sanitary Engineering Department

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0925

AUTHORIZING THE SANITARY ENGINEER TO ENTER INTO AN AGREEMENT WITH DAVEY RESOURCE GROUP FOR PROFESSIONAL DESIGN SERVICES

WHEREAS, severe erosion of the east river bank of the West Branch Rocky River near address 1442 Columbia Road has occurred within the past three (3) to four (4) months; and

WHEREAS, the erosion of the river bank is beginning to impact an existing County owned and maintained fifty-four inch (54") sanitary sewer main; and

WHEREAS, the Board passed resolution 21-0909 to enter into an agreement with Davey Resource Group for design services to complete a topographic/site survey, soil borings, ecological assessment, and begin permitting; and

WHEREAS, Davey Resource Group has provided a quote to provide engineered construction documents, hydraulic modeling, as-built survey and plans, and design review and meetings; and

WHEREAS, the Sanitary Engineer recommends the Board enter into an agreement with Davey Resource Group for design services to provide engineered construction documents, hydraulic modeling, as-built survey and plans, and design review and meetings substantially in the form now on file with the Sanitary Engineer, and as approved by the County Prosecutor.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Medina County Ohio, that the Sanitary Engineer is hereby authorized and directed to enter into a contract with Davey Resource Group to provide design services to furnish engineered construction documents, hydraulic modeling, as-built survey and plans, and design review and meetings in the amount of $41,690.00, and Sanitary Engineer is hereby authorized and directed to act as the agent for the Board in matters associated with Davey Resource Group.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Sanitary Engineering Department

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0926

AUTHORIZING THE SANITARY ENGINEER TO ENTER INTO AN AGREEMENT WITH ROLLING AND HOCEVAR FOR PROFESSIONAL DESIGN SERVICES

WHEREAS, the Sanitary Engineering Department budgets for annual water main replacement project targeting concrete and problematic water mains; and

WHEREAS, there is an existing 16" concrete water main along Fenn Road between Marks and Pearl Road that has been identified for replacement in 2022; and

WHEREAS, this project will not only replace the existing concrete water main along Fenn Road, but will also supplement the proposed new elevated storage tank project to be installed at Fenn and Marks Road; and

WHEREAS, a base map needs to be created in order to begin the design work; and

WHEREAS, the Sanitary Engineer recommends the Board enter into an agreement with Rolling and Hocevar for design services for the creation of a base map, substantially in the form now on file with the Sanitary Engineer.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Medina County Ohio, that the Sanitary Engineer is hereby authorized and directed to enter into a contract with Rolling and Hocevar to provide design services for the creation of a base map in an amount not to exceed $9,450.00, and the Sanitary Engineer is hereby authorized to act as the agent for the Board in matters associated with Rolling and Hocevar.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Sanitary Engineering Department

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0927

AUTHORIZING A CONTRACT WITH THE CHILDREN'S CENTER OF MEDINA COUNTY FOR CHILD VISITS AT THE CENTER FOR MEDINA COUNTY JOB & FAMILY SERVICES

WHEREAS, effective October 1, 2017, The Children's Center of Medina County entered into an agreement with Medina County Job and Family Services for visits of children that are conducted at The Children's Center of Medina County, and

WHEREAS, Medina County Job and Family Services wishes to continue visitation services at The Children's Center for the contract period of October 1, 2021 through September 30, 2022, and

WHEREAS, The Children's Center of Medina County will be hiring a staff person to provide family advocacy services along with the monthly fee for the facility usage for visits will not exceed $62,835.00 per year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Medina County, Ohio to authorize a contract for visitation space and family advocacy services between The Children's Center of Medina County and Medina County Job & Family Services for the period of October 1, 2021 through September 30, 2022 at an amount not to exceed $62,835.00.

BE IT FURTHER RESOLVED that the Director of Medina County Job & Family Services be authorized to enter into an agreement with The Children's Center of Medina County.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Job & Family Services

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0928

AUTHORIZING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE MEDINA COUNTY JOB AND FAMILY SERVICES AND ALTERNATIVE PATHS

WHEREAS, Beginning October 1, 2021, Medina County Job and Family Services will be required to complete an Ohio Child and Adolescent Needs Survey (CANS) Level of Care Assessment to determine a child's placement into a Qualified Residential Treatment Program (QRTP), and

WHEREAS, Alternative Paths will provide a qualified individual to administer the Ohio CANS assessment tool to determine the most effective and appropriate placement for a child and also have knowledge of local resources to support a child's ongoing needs, and

WHEREAS, the qualified individuals will complete the CANS assessment prior to placement in a QRTP or within 30 days after the date of each placement and update the CANS assessment at a minimum of every ninety days or when there are changes in the child's needs or when the child is moved to a different residential agency, and

WHEREAS, Medina County Job and Family Services will reimburse Alternative Paths for all CANS Assessments at a rate of $200.00 per assessment not to exceed $20,000.00 for the agreement year of October 1, 2021 to September 30, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Medina County, Ohio to authorize the Medina County Job and Family Services director to sign a MOU agreement with Alternative Paths.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Job and Family Services

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0929

AUTHORIZING THE ADVERTISEMENT FOR PROPOSALS RELATING TO BEHAVIORAL, MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES FOR MEDINA COUNTY JOB & FAMILY SERVICES

WHEREAS, for children diagnosed with behavioral, mental health and/or substance abuse issues, Medina County Job and Family Services has developed a Request for Proposals to seek services for these children to keep them safely at home or to be able to return them home, and

WHEREAS, by seeking these services, Medina County Job and Family Services can reduce the number of children in residential placement, and

WHEREAS, for Medicaid eligible individuals these services will be billed to the Medicaid program and individuals not eligible for Medicaid, these services will be covered with PCSA federal, state and local funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Medina County, Ohio to allow Medina County Job and Family Services to advertise for proposals from interested parties to provide these behavioral, mental health and substance abuse services.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Job & Family Services

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0930

AUTHORIZING THE ADVERTISEMENT FOR PROPOSALS RELATING TO FOSTER FAMILY SOFTWARE SERVICES FOR MEDINA COUNTY JOB & FAMILY SERVICES

WHEREAS, to recruit additional foster homes, Medina County Job and Family Services has developed a Request for Proposals to seek web-based Software Services for individuals and families to use to start the application process to become licensed foster homes, and

WHEREAS, the proposed software will be used to screen, track and match youth with foster/adoptive families, and

WHEREAS, these software services will be covered with PCSA federal, state and local funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Medina County, Ohio to allow Medina County Job and Family Services to advertise for proposals from interested parties to provide foster family software services.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Job & Family Services

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0931

ACCEPTING AND AWARDING PROPOSALS FOR PROFESSIONAL SERVICES RELATING TO TANF AND FOOD ASSISTANCE JOB DEVELOPMENT SERVICES FOR MEDINA COUNTY JOB & FAMILY SERVICES

WHEREAS, Welfare Reform in Ohio is premised upon providing employment readiness and job skills services to eligible individuals and families so individuals become self-sufficient and take personal responsibility for their own lives,

WHEREAS, the Board of Commissioners of Medina County, Ohio authorized Medina County Job and Family Services to advertise for proposals relating to TANF and Food Assistance Job Development Services pursuant to Resolution Number 21-0678 dated July 6, 2021, and

WHEREAS, an advertisement for proposals was run in the Medina Gazette on July 27, 2021 and several days on the Medina County JFS website (http://www.mcjfs.us), and

WHEREAS, Tri-County Jobs for Ohio Graduates' proposal meets the department's expectations relating to the proposal specifications and the Director of Job and Family Services recommends accepting said proposal, and

NOW, THEREFORE, BE IT RESOLVED that the aforementioned proposal be hereby accepted and awarded up to the "Bid Amount" for the period commencing October 1, 2021 and ending September 30, 2022 for the amount not to exceed $209,711.00.

BE IT FURTHER RESOLVED that the Director of Medina County Job and Family Services be authorized to enter into agreements setting forth the details of this procurement.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Job & Family Services

REGULAR MEETING – TUESDAY, SEPTEMBER 28, 2021

The Board of County Commissioners of Medina County, Ohio, met in regular session on this date with the following members present:

Stephen D. Hambley William F. Hutson

Mr. Hambley offered the following resolution and moved the adoption of same, which was duly seconded by Mr. Hutson.

RESOLUTION NO. 21-0932

AMENDING THE PREVENTION, RETENTION & CONTINGENCY PLAN (PRC) FOR MEDINA COUNTY JOB AND FAMILY SERVICES

WHEREAS, on October 1, 1997 the State of Ohio adopted the Ohio Works First program which in part, requires Medina County Job and Family Services to develop a local Prevention, Retention and Contingency (PRC) plan, and

WHEREAS, a Board of County Commissioners originally adopted this plan on October 14, 1997, per Resolution No. 97-892, and

WHEREAS, Medina County Job and Family Services has now amended this Plan as follows:

Add and remove on page 9, **CONTRACT SERVICES**

Lost or stolen cards will not be replaced. Each recipient will sign a **voucher** ~~"acknowledgement of amount received receipt" letter.~~

Remove and Add on page 12

~~The MCJFS Work Activities Coordinator, career counselor, intensive case manager, or MCJFS management~~ **Applicants** must file a PRC application on behalf of the work eligible recipient~~.~~

Change on page 15, **NON=CUSTODIAL PARENTS COURT AND ADMINISTRATIVE ORDERED TO PAY CHILD SUPPORT**

Increase the rolling 12 month cap to **$850.00** and increase the gas card for new employment to **$100**, 30, 60 and 90 days of employment increase to **$250** for each of these retention periods.

Remove and Add on page 16, **SCHOOL SUPPLIES**

Remove the word ~~No~~ and add **An**

Add and Remove on page 20, sections **VEHICLE FUEL ALLOWANCE** and **WORK ALLOWANCE**

Add the word **voucher** and remove ~~"acknowledgement of amount received receipt" letter.~~

Reword on page 21, **OTHER PRC/TANF SERVICES THROUGH THE LOCAL AGENCIES OR OTHER COMMUNITY PARTNERS**

Change on page 22, for section **KINSHIP COVERED SERVICES**

Increase the amount not to exceed from ~~$1,000~~ to **$2,000** per child

Remove on page 23, sections **TANF – CHILD WELFARE AND TANF – EMERGENCY SERVICES ASSISTANCE**

Add on pages 23 and 24, section **TANF-CHILD WELFARE EMERGENCY ASSISTANCE**

This section has been added to combine the two sections removed from page 23 to allow for emergency assistance where a family has involvement with child protective services.

Add on page 25, section **APPROVAL OR DENIAL**

> **All documentation used to determine eligibility, including the PRC application and Approval Notice (4074) or Denial Notice (7334) shall be saved to the electronic file for retention purposes.**

WHEREAS, the effective date is October 1, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Medina County, Ohio that the amended Medina County Job and Family Services' Prevention, Retention and Contingency Plan be approved based on specifications attached and as cited above.

BE IT FURTHER RESOLVED that the Director of the Department be authorized to sign said amended Plan document.

Voting AYE thereon: Mr. Hambley and Mr. Hutson

Adopted: September 28, 2021

Prepared by: Medina County Job and Family Services

PREVENTION, RETENTION, CONTINGENCY PLAN (PRC)

Revision #86 **Effective: 10/1/2021** ~~05/01/2021~~

Previous Submissions:
Resolution Number 20-0912 (November 3, 2020)
Resolution Number 20-0300 (April 14, 2020)
Resolution Number 19-0979 (November 12, 2019)
Resolution Number 19-0810 (September 3, 2019)
Resolution Number 19-0351 (April 9, 2019)
Resolution Number 19-0314 (March 26, 2019)
Resolution Number 18-0460 (May 22, 2018)
Resolution Number 17-1054 (December 19, 2017)
Resolution Number 17-0721 (September 1, 2017)
Resolution Number 17-0493 (May 1, 2017)
Resolution Number 16-0737 (August 30, 2016)
Resolution Number 16-0367 (April 26, 2016)
Resolution Number 15-0808 (September 22, 2015)
Resolution Number 15-0660 (July 21, 2015)
Resolution Number 15-0607 (June 30, 2015)
Resolution Number 15-0401 (May 5, 2015)
Resolution Number 15-0055 (January 27, 2015)
Resolution Number 14-0591 (July 1, 2014)
Resolution Number 14-0246 (March 25, 2014)
Resolution Number 13-1086 (December 30, 2013)
Resolution Number 13-1001 (November 25, 2013)
Resolution Number 13-0749 (August 26, 2013)
Resolution Number 13-0668 (July 22, 2013)
Resolution Number 13-0377 (April 29, 2013)
Resolution Number 13-0361 (April 22, 2013)
Resolution Number 12-0725 (July 30, 2012)
Resolution Number 12-0625 (June 25, 2012)
Resolution Number 12-0417 (April 30, 2012)
Resolution Number 12-0332 (April 9, 2012)
Resolution Number 11-1025 (November 28, 2011)
Resolution Number 11-0855 (September 26, 2011)
Resolution Number 10-1884 (October 25, 2010)
Resolution Number 10-1722 (August 23, 2010)
Resolution Number 10-1654 (August 1, 2010)
Resolution Number 10-1407 (June 1, 2010)
Resolution Number 10-1115 (March 22, 2010)
Resolution Number 10-0057 (January 25, 2010)

Medina County Job and Family Services
232 Northland Drive
Medina, Ohio 44256

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I. PURPOSE

The Prevention, Retention, Contingency (PRC) program is a special category of assistance offered by Medina County Job and Family Services (MCJFS). It 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. PRC is meant to assist a family through a presenting crisis and not to maintain a family when long term financial expenses exceed the ability of the family to meet those obligations. The main objectives of providing PRC assistance are to prevent loss of paid employment or eliminate a barrier in securing employment; to provide temporary assistance when the retention of a job is in jeopardy due to an unexpected crisis; and to meet a presenting contingency (unforeseen event that, if not satisfied threatens the safety, health or wellbeing of one or more family members).

PRC client services or contract services indicated throughout this PRC plan meets one or more of the TANF Goals indicated below:

1. Assisting needy families so that children can be cared for in their own homes;
2. Reducing the dependency of needy parents by promoting job preparation, work and marriage;
3. Preventing out-of-wedlock pregnancies; and
4. Encouraging the formation and maintenance of two-parent families.

Medina County Job and Family Services reserves the right to amend this plan as deemed necessary due to program and/or funding changes.

Voter Registration
In accordance with section 329.051 of the ORC, the MCJFS makes available a voter registration application to persons applying for or participating in the PRC program. This is also applicable to those entities with whom the county contracts. Contracted agencies can provide the completed voter registration forms to the MCFJS.

II. PRC SERVICES

1. Are services that have no direct monetary value to an assistance group and do not involve implicit or explicit income support; and/or
2. Are short term financial assistance which is limited to the amount actually required to meet an emergent need, up to the maximum payment standard;
3. After the emergent need is met with PRC funds, the family must be able to meet their ongoing needs;
4. Are services that help families through a presenting crisis that interferes with keeping or getting a job;
5. Meet unexpected infrequent emergencies that could not be avoided;
6. Divert families from applying for cash assistance;
7. Are available within a 12-month period (from the month of application), up to a maximum of $2,000.00.

PRC services are not:

1. Ongoing cash assistance.
2. For repetitive delinquent payments of the same crisis… i.e. continual utility shut offs and eviction notices.
3. An entitlement. Services and/or financial assistance are not guaranteed. In many cases an agency panel will review the presenting need and eligibility based on Medina County's PRC policy and then determines the approval or denial of an application.

4. Available categorically. Recipients of other public assistance programs such as Ohio Works First (OWF), Food Assistance, SSI and/or Medicaid are not automatically eligible for PRC.

III. ELIGIBILITY

The PRC program is intended to meet infrequent emergencies of a legitimate nature that could not have been avoided by any other means available to the applicant.

Eligibility for PRC is dependent upon the PRC Assistance Group's (AG's) demonstration and verification of the need for financial assistance and/or services, and whether the county determines that a provision of PRC will satisfy the need and whether or not the family has the ability to meet their ongoing needs. Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs and whether or not the PRC program can be of benefit to meet said need will be determined by Medina County Job and Family Services.

Exceptions can be approved by a MCJFS administrator or the director.

Other requirements include:

1. Applicants must meet one of the Assistance Group definitions. (See IV.)
2. PRC AG household must reside in Medina County at the time of application.
3. PRC AG members must be citizens or meet the OWF qualified alien requirements in OAC rule 5101:1-2-30.
4. Income for the PRC AG must be at or below the current 150% of the Federal Poverty Guidelines (FPG).
5. The maximum PRC available is $2,000.00 in a 12-month period statewide unless otherwise noted/limited.

6. Families receiving assistance under other MCJFS programs may receive PRC assistance as long as they are participating and cooperating with all OWF and Food Assistance requirements (i.e., cooperating with Child Support Enforcement Agency, participating and following an OWF/FAET work activity component, fulfilling their self-sufficiency contract). Specified adults who are receiving Social Security Disability, SSI or Medicaid due to age, disability, or blindness and are caregivers of minor children are not required to meet the PRC work requirements. Care givers of a child receiving Social Security Disability or SSI due to a disability or blindness are not required to meet the PRC work requirements.

IV. ASSISTANCE GROUP (AG) DEFINITION

A. PRC benefits and services are available to a family assistance group (AG) which includes a minor child or pregnant individual. The fetus is not countable in the AG.

B. PRC benefits and services are also available to a non-custodial parent who is regularly meeting his/her court ordered support obligation for a minor child. The non-custodial parent must be working no less than 30 hours per week**.** In this situation, the PRC AG will consist of the non-custodial parent, his/or her spouse, plus the child (ren) for whom the non-custodial parent is paying support. The income of all PRC AG members will be used in determining eligibility under this provision. For soft or supportive services for the non-custodial parent, reference page 20, section titled, TANF Child Support Enforcement Agency, for eligibility criteria.

C. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian, or legal custodian and other family members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to

achieve economic self-sufficiency. An eligible family can reside with relatives and be considered a separate AG within that household if requesting assistance with car repair.

D. "Minor child" as defined in 45 CFR 260.30 means an individual who:
1) Has not attained eighteen years of age; or
2) Has not attained nineteen years of age and is a full-time student in a secondary school (or the equivalent level of vocational or technical training).

E. An eligible family may also consist of related or non-related adults. These adults would be included in determining the household size and their income and resources would be included when determining eligibility, unless the assistance is for car repair.

V. INCOME/BUDGETING PERIOD

Earned and unearned income received by any PRC AG member within a 30-day budget period, is considered in determining financial need with the exception of the earnings of a minor child. The 30-day budget period begins 30 days prior to the date of application and ends on the application date. The gross income received during this time period is used in the computation of financial eligibility. This includes all gross income, both earned and unearned of the PRC AG members. The only allowable deduction from the countable income is legally obligated child support payments paid via a wage withholding by a member of the PRC AG to or for a non-household member. This wage withholding must be verified.

There are some income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility. Rule 5101:1-24-20 of the Administrative Code addresses the issue of excluded income.

The following are examples of earned income that must be counted in the 30-day budget period. These are examples only and are not meant to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from Self Employment
- Strike benefits
- Training allowance

Self-employment is to be computed using the last 30 days of income. Self-employment income is to be computed based on TANF rules. Tax returns and necessary verifications must be provided by the AG.

The following are examples of unearned income that must be counted in the 30-day budget period. These are examples only and are not meant to be an all-inclusive list:

- RSDI, SSI Benefits
- Alimony and Child Support
- Veteran Administration Benefits
- Workers' Compensation Benefits
- Unemployment benefits
- Pension and Retirement Benefits
- Strike Benefits
- Investment Income
- Rental Income
- OWF

Written or verbal verification from the income source is required. Any verification that is obtained by phone must be dictated clearly in the PRC AG case record to include the following:

- The name and position of the individual supplying the information

- The date the verification was obtained
- The amount of the verified income
- The name of the individual who obtained the verification

For eligibility purposes, the total PRC AG countable income must be equal to or less than the current 150% of the FPG for the applicable PRC AG size.

VI. RESOURCES

Families must use their own resources to help meet their needs. Resources exceeding $2,000.00 must be counted as an available resource. The first $2,000.00 will be excluded as a resource and any overage applied to meet the presenting need (i.e., PRC applicant has $2,250.00 in available resources, the first $2,000.00 is excluded and the remaining $250.00 will be counted as available to meet the need and, therefore, reduce the PRC payment). Resources include those that are liquid and available (such as, cash on hand, money in checking or savings accounts, savings certificates, stocks or bonds). It does not include the value of real property, auto, life insurance, household goods, investments, 401k, loans or scholarships under Bureau of Indian Affairs Student Assistance Program. Verification of resources is required.

A PRC applicant is encouraged to explore and utilize any program, benefit, or support system which may reduce or eliminate the presenting need. County personnel determining eligibility for PRC should be aware of community resources which may be contracted for or otherwise utilized to help meet the need.

VII. INELIGIBILE ASSISTANCE GROUPS

Applicants who are ineligible include:

- Fugitive felons, probation and/or parole violators
- AG's which include individuals who are under a disqualification and are ineligible to participate in the OWF or Food Assistance programs
- Individuals ineligible for other programs due to deliberate non-compliance with the terms of their assistance or have chosen not to receive assistance so as not to participate in the work participation assignment.
- Unmarried, non-graduate minor parent, with a child more than 12 weeks old, and not attending high school or participating in activities aimed at enabling the teen to receive an equivalency degree
- Unmarried minor parent or pregnant minor not living in an approved adult supervised setting
- Individuals found to have fraudulently misrepresented residence in order to obtain assistance in two or more states is ineligible for ten years
- PRC AG's which consist of a household member that is currently serving a sanction or penalty period from any public assistance program, unless the requested service is for vehicle repair to assist a sanctioned PRC AG member in gaining or retaining employment and for assistance needed due to a personal disaster such as a tornado, flood, or fire. This provision does not apply if there are funds available from the area being declared a disaster by the governor. Any AG subject to this provision will be required to have eligibility for PRC determined by a panel consisting of one (1) supervisor and two (2) caseworkers and must follow all guidelines and criteria set forth in Section XI (E) of this plan for vehicle repair.
- AG who has not signed a repayment agreement for an existing over payment in Medina County.
- AG's which include individuals who are not current on the repayment of an existing overpayment(s) in Medina County.

- AG's with fraudulent (IPV) overpayments for OWF and PRC assistance – must have these overpayments paid in full to be eligible for PRC funds. Eligibility cannot be authorized until it is verified that the fraudulent overpayment is paid in full. If payment is made by a personal check – authorization of PRC funds can't occur until it is verified that the personal check has cleared and not returned as NSF.
- An AG who has not made a payment towards their rent, utility in the last 4 months. Payments made by another organization do not meet this requirement.
- Non-citizens or individuals who do not meet the OWF qualified alien requirements in OAC rule 5101:1-2-30.
- Illegal aliens and/or aliens not authorized to work.

VIII. APPLICATION PROCESS

1. A PRC application must be completed
2. A face-to-face interview is required, unless waived by agency management, and
3. All providers of services for PRC purposes must be willing to accept a voucher from Medina County Job and Family Services.

IX. APPROVAL/DENIAL

The county is responsible for using objective criteria when determining eligibility. Eligibility should be approved or denied within 10 business days. In order to meet the 10-day requirement, applicants must provide all necessary verifications. Failure to provide verifications timely or meet eligibility criteria may result in the PRC application being denied. Eligibility will be carefully evaluated on a case-by-case basis in a fair and equitable manner.

A PRC application may also be denied when it is documented by MCJFS that no attempt by the applicant has been made to prevent a reoccurrence of an emergent need unless the PRC applicant has experienced an extraordinary circumstance or expenses.

X. MISUSE OF PRC FUNDS

Any PRC funds issued inappropriately or incorrectly, based on misrepresentation of facts or a situation by the applicant will be considered an overpayment of funds and will be referred to the Benefit Recovery Unit for recoupment. Additionally, any misuse of PRC funds by the client may also be referred for recoupment.

XI. AMOUNTS AND TYPES OF ASSISTANCE

PRC payments are limited to the amount actually required to meet the need up to the maximum $2,000.00 payment standard in a 12-*consecutive* month period of eligibility, unless specifically stated elsewhere in this PRC policy.

PRC total amount for the 12-month period will never exceed the maximum amount of $2,000.00, unless specifically stated elsewhere in this PRC policy. PRC funds issued in any other county within the 12-month period prior to application will be counted toward the $2,000.00 maximum limit.

A. CONTRACT SERVICES (meets TANF Goal #1 and #2)

Services are for OWF and SNAP E&T clients who are TANF eligible receiving assistance and participating in the employment program with a contracted vendor.

The following services are accessible as long as funds are available:

1. Medina County Transit Services, Taxi Services or Transit Tokens for working individuals to help defray transportation expenses for beginning employment. Each client is eligible for up to 40 tokens or 20 rides.
2. Medina County Transit Services, Taxi Services or Transit Tokens to assist individuals in job search activities. Each client is eligible for up to 40 tokens or 20 rides.
3. Drug Screening to assist OWF and SNAP E&T clients in becoming employed.
    a. There must be an offer for employment,
    b. The employer must require it of all applicants, not just OWF and SNAP E&T recipients and
    c. The employer must require all applicants to pay for their own drug testing out of pocket.
4. Payments can be made for reinstatement fees and license plate fees, except for individuals who have DUI convictions.
5. Background checks to assist OWF and SNAP E&T clients in becoming employed. Clients will sign a release of information so an authorized contracted vendor staff member could then share this information with a potential employer.
    a. There must be an offer for employment,
    b. The employer must require it of all applicants, not just OWF and SNAP E&T recipients and
    c. The employer must require all applicants to pay for their own drug testing out of pocket.
6. Funding of Certificates of Qualification for Employment applications to overcome criminal background barriers to employment.
7. Clients participating in the Ohio Works First Program and the SNAP E&T Program will be eligible to receive work related incentives. Verification of employment is required, except for job search and/or job interviews.
    a. MCJFS or the vendor can provide a onetime $200.00 Kohl's or Walmart gift card for the purchase of work appropriate clothing to clients assigned to job search activities involving job interviews, new employment, career changes or as required by current employer. Decisions regarding need and style of clothing will be determined by the Work Activity Staff, contracted vendor staff or MCJFS management. A MCJFS contracted staff member or MCJFS case manager will accompany or shop on behalf of the participant to ensure proper expenditure of funds.
    b. Clients will be eligible to receive $100.00 in gas cards upon the start of new employment to help defray employment related transportation costs.
    c. When a participant has completed 30 calendar days of employment, they will receive $100.00 in gas cards to assist them with job retention and defray employment related transportation costs.
    d. When a participant has completed 60 calendar days of employment, they will receive $100.00 in gas cards to assist them with job retention and defray employment related transportation costs.

These special provisions are outside of the PRC annual $2,000.00 policy cap.

Eligibility will be determined on a case by case basis and authorized by a contracted vendor staff member.

Lost or stolen cards will not be replaced. Each recipient will sign a voucher ~~"acknowledgement of amount received receipt" letter~~.

A PRC application is not needed to access these services.

If employment is lost and new employment is gained, clients may access these services again.

The vendor will invoice MCJFS for any direct expenditures made on behalf of participating clients.

B. COUNSELING (meets TANF Goal #1 and #2)

If services are not available through other community agencies or resources, and counseling is required as stated in a self-sufficiency contract, PRC funds may be authorized not to exceed $2,000.00. This payment for assistance is included within the $2,000.00 maximum PRC payment standard.

C. DRIVER'S LICENSE FEE (meets TANF Goal #1 and #2)

Driver's license fee can be covered for financially eligible AG members who meet the employment requirements defined in section III (Eligibility) – bullet 6 on page 4 of this PRC plan.

D. FOOD ASSISTANCE (effective 12/22/08) **(meets TANF Goal #1 and #2)**

Grocery cards will be purchased when there is available PRC or TANF incentive funds available. These cards will be used for eligible OWF and/or Food Assistance clients as one-time assistance.

This special provision is outside of the PRC annual $2,000.00 policy cap.

This Food Assistance Program is available once in a 12-month period. This assistance is a non-recurrent, short term benefit that is designed to address a specific crisis or episode of need.

Eligibility Criteria

1. Applicants must be residents of Medina County
2. Economic need must be at or below 130% of the Federal Poverty Guidelines. All household earned and unearned gross income within a 30-day budget period will be considered in determining financial need. The 30-day budget period begins 30 days prior to the date of application. Written or verbal verification from the income source will be required. Client statement will be accepted.
3. The assistance group must include, at a minimum, a pregnant woman or minor child living with a parent, specified relative, legal guardian, or legal custodian.
4. Approval for this program requires an authorization form completed by the caseworker and a supervisor.
5. A face to face interview is not required.
6. Voucher must state "For Food Only" - No Alcohol, Tobacco Products, Paper or Cleaning Products.

The following current PRC policy requirements do not apply to this emergency food program:

Work requirements, sanction and resource limitations, OWF, Child Support, food stamp participation and cooperation requirements, and ineligible assistance groups except for fugitive felons, probation and/or parole violators.

E. FOOD AND EMERGENT NEEDS (meets TANF Goal #1 and #2)

Purpose

- Cards may be approved for families new to the Food Assistance program and need a benefit card, which takes 7 to 10 days to receive.
- Cards may be approved for families with lost cards, or other circumstances where the family will have to wait 7 to 10 days for a new card.

Eligibility

- Eligibility will be tracked with the voucher system. Voucher must be signed by client to verify their receipt of the gift card.
- Benefits will not be included in the general PRC caps.
- Income must be below 150% of poverty.
- Up to $50.00 in gift cards will be issued for each eligible household.

Approval

- Receipt of gift cards must be approved by an administrator.

Household will be required to provide their receipt showing what was purchased and the total amount purchased. If there is any balance on the gift card, these must be returned to the agency.

F. HEATING AND OTHER UTILITIES (meets TANF Goal #1 and #2)

Payment for heating and other utilities can be authorized while the Home Energy Assistance Program (HEAP) is in operation. The assistance group must provide their current fuel bill and verify they have applied for HEAP /TANF through Community Action during HEAP season.

In order to assist a family in meeting their housing needs, PRC funds can be applied for a prior bill at a former address, if the utility company refuses to reconnect the utility until the delinquent payment is made. Assistance for heating fuel and other utilities are subject to MCJFS PRC policy that limits the maximum amount to $2,000.00 within a 12-month period (from the month of application).

The utility must be in the name of a household member.

If the assistance group is in receipt of a utility reimbursement and their Percentage of Income Plan (PIP) payment is less than their utility reimbursement amount, the assistance group will not be eligible to receive PRC for that utility.

1. **HEATING AND OTHER UTILITY SERVICES REGULATED BY PUCO**:
   Payment may be authorized to avoid disconnection of heating and other utility services and for re-connection of heating and other utility services, and enrollment of a PRC AG into the percentage of income payment plan (PIP). PRC is not able to pay for utility deposits due to repayment issues. The applicant will be strongly encouraged to enroll in the PIP plan. The PIP plan protects customers from disconnection of service, if prescribed monthly payments are made. Verification is required of a disconnection notice, and indication that the PRC payment will meet the emergent need.

2. **NON-REGULATED UTILITIES:**
   Non-regulated utilities (Wadsworth, Lodi, Seville, etc.) and heating fuel (oil, propane, or wood) payments can be made to prevent disconnection of utility service, to restore service, or to ensure continuation of services. In the case of heating fuel, the application for PRC

funds must be approved before the fuel is delivered by the service provider. Non–Regulated utilities are not HEAP eligible but verification of disconnect is necessary.

3. COOKING FUEL, WATER AND SEWAGE:
These utilities are not restricted by the HEAP program provisions and are available year-round. Verification the cooking fuel is separate from the home heating source is required.

4. INTERNET:
Payment for internet services is permitted for school aged children in grades K-12 who are verified to be attending school; no matter the method of enrollment, i.e.; remote learning, blended learning, or attending all day in-person at school. Internet capability is deemed necessary for school aged children as this is a need for not only daily class work but also to complete homework.

If cable is part of the internet package, the provider must be able to unbundle the internet package from cable, as cable is not deemed a necessity so not payable by PRC. Only the internet portion is allowable to be paid by PRC and this unbundling must be completed in a fashion to ensure if the cable goes unpaid the internet will not be included in any disconnection due to non-payment.

G. HOUSEHOLD EXPENSES (meets TANF Goal #1 and #2)

Payment for appliances is limited to the repair or replacement of cooking stoves, heating stoves, hot water tanks, or refrigerators. Replacement of any of these appliances can be approved only if repair greater than the maximum for this category. A maximum of $1,000.00 in a 12-month period is allowed for purchase from a retail store (new or used) or repair of any of the above items. A written estimate of the repair for the appliance from a legitimate repair source must be provided. A relative is not a legitimate repair source unless employed or trained as a repairperson. Review of lease is required for all rental property to determine if repair or replacement of an appliance is the assistance group's responsibility.

H. JOB RELATED EXPENSES (meets TANF Goal #1 and #2)

1. Payment can be authorized on behalf of an eligible PRC AG for purchase of tools, safety equipment, or uniforms (maximum of 5 uniforms) as required by an employer or as deemed necessary per a self-sufficiency contract. Payment under this provision is not to exceed $750.00. This payment for assistance is not included within the $2,000.00 maximum PRC payment standard.

   Verification from employer is required.

2. PRC may also be authorized to purchase clothing for employment purposes. MCJFS can provide PRC funds for the purchase of work appropriate clothing to clients assigned to job search activities involving job interviews, new employment, career changes or as required by current employer. This program is in effect until the current supply of gift cards are exhausted.

This special provision is outside of the PRC annual $2,000.00 policy cap. Decisions regarding need and style of clothing will be determined by the Work Activity Staff or MCJFS management. A MCJFS contracted staff member or MCJFS case manager will accompany the client to ensure proper expenditure of funds.

Qualified individuals are:

- Receiving Food Stamps and/or OWF for their families and are actively involved with MCJFS Work Activities Coordinator, in a job search/job interview capacity.

or

- Referred for this assistance by MCJFS management for special consideration.

Benefits:

- Those qualified individuals who are in a job search/job interview capacity, or new employment or are in need of clothing as a requirement by the current employer are eligible to receive up to $200.00 in a Kohl's or Wal-Mart gift card for the purchase of appropriate work clothing and/or shoes.

This special provision is outside of the PRC 12-month restricted policy cap of $2,000.00, however as a hard service, gift cards reflect a form of "cash assistance" and is a one-time only benefit to a work eligible recipient.

Household will be required to provide their receipt showing what was purchased and the total amount purchased. If there is any balance on the gift card, these must be returned to the agency.

Application:

- ~~The MCJFS Work Activities Coordinator, career counselor, intensive case manager, or MCJFS management~~ Applicants must file a PRC application on behalf of the work eligible recipient. In addition, a voucher will need to be typed to track the issuance of the Kohl's or Wal-Mart card. The voucher will be printed and filed (or scanned) in the client case file.

Ineligible Assistance Groups include the following:

- Self- Employed individuals
- Adult only households
- Individuals who are not citizens of the United States or Qualified Aliens.

Eligibility Criteria:

1. Applicants must be residents of Medina County.
2. The assistance group must include, at a minimum, a pregnant woman or minor child living with a parent, specified relative, legal guardian, or legal custodian.
3. A signed and completed PRC application is required.
4. A face to face interview is not required.
5. Required employment hours and weeks must be verified by an employer statement.
6. Eligibility workers must check for funds availability via the voucher data base.

I. KINSHIP CAREGIVER PROGRAM (meets TANF Goal #1)

- Program is effective 7-17-2019 and ongoing while there is availability of funding. The program can be extended if other funds are available.
- In accordance with Substitute House Bill 166 of the 133rd General Assembly, the kinship caregiver program (KCP) assists kinship caregivers with providing and maintaining a home for a child in place of a child's parents. The KCP consists of two components: 1) Stabilization; and 2) Caregiving.

a. Kinship caregiver must provide a PRC application.
b. The household must reside in Medina County unless Medina County Children Services

placed the child(ren) with a kinship caregiver in another county. Placement in another county will need to be documented.

c. An active children services case is not a requirement for eligibility for these services.
d. For the purpose of this section, the agency providing services shall document that the services provided relate to the risk of the minor child(ren) or will facilitate reunification or help maintain the child(ren) in their current placement.
e. Approved and covered services do not count towards the yearly PRC cap of $2,000.00.

1. Stabilization Services

Each child living with a kinship caregiver shall constitute an Assistance Group (AG) of one (1) with the income of the child not exceeding 200% of the Federal Poverty Guidelines (FPG). Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver. Examples include, but are not limited to childcare services not to exceed four months; incidentals incurred when taking on the responsibility of caring for a child unexpectedly (cribs, car seats, food vouchers, etc.); socialization; and educational readiness programs, etc.

For Stabilization Services, eligibility will be determined and documented for each individual child in the Kinship caregiver household and gross monthly income must be at or below 200% of the FPG.

2. Caregiving Services

The assistance group for the caregiving services shall consist of at least one minor child who is under the age of 13 at the time of the application or over the age of 13 if the child meets the definition of special needs pursuant to 5101:2-16-01. The Kinship Caregiver and any other (adult) member of the assistance group must be participating in paid employment on a full or part-time basis; engage in a training or educational activity that prepares the caregiver for paid employment; or participating in one or more work activities as a condition of eligibility for OWF or SNAP.

- To meet TANF goal #1 through relief of child caring functions, the assistance group's gross monthly income must be at or below 200% of the FPG. The caregiving services may be provided at a licensed or unlicensed provider or may take place in the home of the kinship caregiver.
- For Caregiving Services, eligibility will be determined and documented for the assistance group (household).
- For Child Care for qualified families:
  - Payment for childcare services cannot exceed the maximum established for the Publicly Funded Child Care Program.
  - Payment will be made directly to the provider.
  - Payment will be permitted for licensed and non-licensed providers.
  - No co-payment will be assessed for the kinship family.
  - An annual review of eligibility must be determined at least once every 12 months.

J. LEAP SERVICES (meets TANF Goal #1 and #2)

Products and services can be covered for eligible LEAP clients. The client(s) must be eligible for and receiving LEAP program services in order to receive needed supportive services and/or products, no application process will be required as long eligibility is documented.

K. MOTOR VEHICLE EXPENSES: (meets TANF Goal #1 and #2)

Vehicle Repairs - Payment is limited to PRC applicants who are:

- Employed and need transportation to and from work, or
- Participating in in-person education classes (e.g. GED, secondary education)
- In compliance and fulfilling their self-sufficiency contract.
- Specified adults who are receiving Social Security Disability, SSI or Medicaid due to age, disability, or blindness and are caregivers of minor children are not required to meet the PRC work requirements. Caregivers of a child receiving Social Security Disability or SSI due to a disability or blindness are not required to meet the PRC work requirements.

PRC AG must:

- Have no other working vehicles titled to the PRC AG members, unless the other vehicles are being used for employment or education.
- Have at least one estimate from a legitimate repair source, and
- Submit an application for vehicle repairs prior to the repair services being conducted, and
- Have an operable vehicle after the repair, and
- Be the titled owner or lessee of the vehicle requiring repair

A relative or self-repair is not a legitimate repair source unless the person completing the repair is employed as a mechanic at an Automotive Service Excellence (ASE) certified repair facility. If a relative or self-repair is utilized, PRC can be authorized for parts purchased.

Auto repair must be completed by a certified ASE repair facility. The repair or parts source must be willing to accept a MCJFS voucher. If the estimate is questionable, the PRC AG may be required to get additional estimates. PRC funds may be used to tow a vehicle to an ASE certified automotive repair shop. MCJFS requires applicants to have vehicles repaired within Medina County unless there are extenuating circumstances. The following must be provided before payment of transportation expenses can be authorized:

- Verification of valid driver's license for applicant
- Proof of car insurance
- Verification of ownership of the vehicle or the lease agreement

L. MOTOR VEHICLE PAYMENTS (meets TANF Goal #1 and #2)

Car payments, lease payments, or insurance payments (up to 3 months) may be made not to exceed $500. The vehicle must be titled to a PRC AG member. The car must be used for transportation to

work or to comply with an OWF or Food Stamp program work activity component. PRC AG members must be in compliance with the self-sufficiency contract, if applicable. This payment for assistance is included within the $2,000.00 maximum PRC payment standard.

PRC cannot pay any fines incurred by the applicant, reinstatement fees for a driver's license, or impounding fees.

M. NON-CUSTODIAL PARENTS COURT AND ADMINISTRATIVE ORDERED TO PAY CHILD SUPPORT (meets TANF Goal #2)

TANF funds can be used to:

- Meet goal #2 to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage for families with gross monthly income at or below 200% of the FPG.
- Eligibility will be determined as follows:
    1) The non-custodial parent must be a resident of Medina County.
    2) Looking at the non-custodial parent's household monthly countable income, and that income is less than 200% of poverty
    3) The order must be a Medina County Court or Administrative Order.
    4) The non-custodial parent is ordered to pay child support and the minor child(ren) of that order do not reside in the same household as the non-custodial parent.
    5) The documented / verifiable employment must be a minimum of 32 hours a week.
    6) This program will be available to a non-custodial parent once in a rolling 12-month period with a cap of ~~$350.00~~ $850.00
    7) This benefit will be available to non-custodial parents until the funding for this benefit is depleted.

One week of documented new employment	30 days of documented new employment	60 days of documented new employment	90 days of documented new employment
~~$50.00~~ $100 gas card	~~$100.00~~ $250.00 employment retention bonus	~~$100.00~~ $250.00 employment retention bonus	~~$100.00~~ $250.00 employment retention bonus

MCJFS will disperse a ~~$50.00~~ $100.00 non-recurring gas card (ongoing referred to as an "retention bonus") to a non-custodial parent who meets the eligibility requirements, upon commencing employment after the first week of work is completed. The purpose of this initial ~~$50.00~~ $100.00 gas card is to assist the non-custodial parent with transportation to their employment.

A ~~$100.00~~ $250.00 retention bonus will be disbursed when the non-custodial parent has retained the job for 30 consecutive days, when they have retained the job for 60 consecutive days, and when they have retained the job for 90 consecutive days. The purpose of this retention bonus is to help clients purchase needed goods to overcome common barriers to commencing new employment such as work uniforms or tools, transportation costs, certifications, making new childcare arrangements, and so forth.

One PRC application will cover the four-month employment service period.

Applications with extenuating circumstances can be approved by an administrator or director on a case-by-case basis.

Lost or stolen cards or checks will not be replaced.

N. SCHOOL SUPPLIES (meets TANF Goal #1)

- The purpose is to assist households with school supplies for their children.
- The program will be effective June to September to purchase school supplies when TANF Regular funds are available.
- Medina County Job and Family Services will purchase school supplies and local agencies will assist in putting school supplies together and distribute these to eligible households.

Eligibility

- Household must have a dependent child
- School age student must be age 5 to age 18
- School age student is defined as entering Kindergarten through 12th grade
- School student must be a resident of Medina County
- No duplicate supplies for any child
- ~~No~~ An application is necessary
- Eligibility will be determined with the household completing a PRC Statement of Eligibility form to document household members and monthly income
- This program will not be included in the general PRC caps

O. SHELTER EXPENSES (meets TANF Goal #1 and #2)

1. Rent payments may be authorized for the following situations:
    a. Homeless applicants who have registered with Operation: HOMES, and are cooperating with that program
    b. Homeless applicants who attempt to register with Operation HOMES and found ineligible for their services.
    c. Applicants who are residing in a domestic violence center
    d. Applicants who have a court ordered eviction
    e. Applicants whose residence is uninhabitable due to natural, chemical or any other type of condition causing it to be uninhabitable as declared by a city, county, township or state agency. Verification of circumstance is required.
    f. Payment of rent to avoid eviction due to delinquency in rental payments. Verification is required from the landlord indicating the amount of rent that is delinquent. A 3 day notice to leave the premises or an equivalent statement to a 3 day notice to leave the premises is required.
    g. First month rent for work related relocation. Verification of full time employment is required. PRC will not pay for relocation to another state or county unless the full-time employment is viable and offers an opportunity that is not available locally. PRC will not pay relocation costs for any other reason.

If the landlord of the PRC applicant is a relative (i.e., mother, father, brother, etc.), the applicant must provide verification of a rental agreement or history of rent payment before consideration can be determined under the rent provision of the PRC plan.

Payment of condo maintenance fees and lot rent that are in arrears if the applicant has a notice of eviction for non-payment of these items may be covered under this provision of the plan. Payment shall not exceed the maximum shelter payment.

Payment shall not include any type of late or processing fees.

2. Security Deposit:

A security deposit may only be authorized for payment when the applicant who is currently residing in Medina County and has been approved for a Housing Choice voucher through Medina Metropolitan Housing Authority (MMHA) but cannot utilize said housing voucher at their current residence due to one of the following reasons: 1) the current landlord will not accept the housing voucher; 2) the rental unit will not pass the (MMHA) housing quality standards inspection.

3. Emergency Shelter Payment

Emergency shelter payment for applicants who are homeless and have no alternative living arrangement available as referred by Operation: HOMES staff. Payment is limited to the cost of up to $180.00, at a local motel, and cannot exceed the OWF payment standard for family size.

4. Residents of the Medina County Battered Women's Shelter

A security deposit and first month's rent may be authorized for payment when the applicant is currently residing in the Medina County Battered Women's Shelter and is transitioning into permanent housing.

- The applicant must be cooperating in their case management plan with their Battered Women's counselor.
- The applicant must be able to meet their ongoing need.
- The rental unit must be located in Medina County, unless approval for out of county location is approved by a MCJFS administrator or the director.

This shelter cost assistance of $2,000.00 is not included in the PRC 12-month restricted policy cap of $2,000.00.

P. SHORT TERM EDUCATION EXPENSES (meets TANF Goal #1 and #2)

Short term education, school application, entry, or registration fees and testing expenses (ex. Commercial driver's license, state boards, certification, or driver license), as required by prospective or current employer to secure or maintain employment. Payment is limited to $500. This payment for assistance is included within the $2,000.00 maximum PRC payment standard. Applicants must first pursue other available funding sources for short term education. Short term is defined as nine months or less.

Q. SUPPORTIVE SERVICES (meets TANF Goal #1 and #2)

Drug and/or alcohol assessments may be considered under this provision on a case-by-case basis to be determined by a panel consisting of one (1) supervisor and two (2) caseworkers. Payment under this provision is not to exceed $2,000.00. This service does not authorize employment-related medical treatment. The purpose of the assessment would be to establish an OWF client's ability to do a work assignment. The assessment can also recommend services and assignments that would address the barriers preventing the OWF client from attaining self-sufficiency.

R. TANF COVID-19 (meets TANF Goal #1 and #2)

Program effective date is March 20, 2020 and until available funding is exhausted.

Eligibility – the program is limited to 200% of the Federal Poverty Level for persons in a TANF eligible family.

Family is defined in federal and state laws and regulations as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lives in the state, but does not reside with his/her minor child(ren).

All other eligibility requirements on pages 4 to page 7 of this PRC plan must be met with the exception that the agency may use self-attestation to verify eligibility and document this in the case record or dictation. The agency can use verbal authorization or electronic signature in lieu of a written signature from the applicant.

Up to $2,000.00 can be authorized to cover shelter, utilities or food expenses for an assistance group using the TANF Summer Youth Allocation with direct expenditure code of 158-510051. Additional federal funds including TANF Performance Incentive and TANF Regular funds can be used to supplement this program.

Payment under this provision are not included in the general PRC caps.

Approved expenditures must be reported using the PRC Reporting Tool for the Disaster category.

S. TANF Disaster Assistance (meets TANF Goal #1 and #2)

Disaster Assistance will be made available when the county has been declared a state of emergency by the State of Ohio or the Federal Government.

PRC Disaster Relief funds will be issued in an amount not to exceed $750.00 to families whose income does not exceed 150% of the Federal Poverty Guidelines. In order to quality, the PRC assistance group's dwelling must have been adversely affected by the declared disaster.

The PRC Disaster Funds may be used for necessary clothing expenses; household items and furniture; home repairs; tree and limb removal; rent; emergency shelter and utilities. This assistance will be available effective immediately with the date of the declared disaster and shall remain in effect for 30 days.

This special provision is outside of the PRC annual $2,000.00 policy cap.

T. TANF SUMMER YOUTH EMPLOYMENT PROGRAM (meets TANF Goal #1 and #2)

The TANF Subsidized Summer Employment Program for Youth will enable Medina County Job and Family Services to provide a program to low income TANF-eligible Medina youth to gain valuable work experience while earning a paycheck to help meet basic needs. The program will offer the opportunity to youth to develop a work history and have a current reference form an employer.

This program will be contracted to provide Case Management Services for participants.

The TANF Subsidized Summer Employment Program for Youth will run May 1st through September 30th of each calendar year or until all allocated funds are used.

Eligibility Requirements:

1. Income for the TANF/PRC AG must be at or below the current 200% of the Federal Poverty Guidelines (FPG).
2. Youth receiving TANF cash or PRC benefits meet the eligibility criteria.

3. Youth age 14-18, enrolled in secondary school, as long as the youth is in a needy family and in school.
4. The youth served may be non-custodial parents as long as they are considered "needy" and have a minor child. "Needy" is AG countable income at or below 200% of the federal poverty level.
5. Youth in a foster care setting age 14 to 18 years of age if they are full-time student in a secondary school may be served under the TANF Summer Youth Employment Program.
6. Wages for the TANF Summer Youth Employment Program are capped at $10.00 per hour for this allocation. Performance bonuses or lump sum payments are not allowed.
7. All youth participating in the TANF Summer Youth Employment Program must be registered on the OhioMeansJobs website. Upon registration to OhioMeansJobs.com, youth will be issued a virtual backpack in which they can store documents, career plans, assessments, a career profile, and other information from their career exploration and job searches. Parental or legal guardian consent is required for youth to register in OhioMeansJobs.

Wages received from the TANF Subsidized Summer Employment Program for Youth are a special provision and are outside of the PRC annual $2,000.00 policy cap.

TANF Summer Youth Employment Program by the 14–18 year-old is not countable income for Food Assistance and TANF/OWF Cash Assistance.

U. CCMEP AND TANF YOUTH EMPLOYMENT PROGRAM (meets TANF Goal #1 and #2)

CCMEP TANF will be used to provide work experience to eligible youth ages 14 to 24.

Once the CCMEP TANF funds are exhausted and additional funds are needed to cover work experience for eligible youth, TANF Regular funds or other available TANF funds will be used to supplement these services.

Eligibility will be determined based on the requirements for the CCMEP TANF program or other available TANF programs.

V. TRANSPORTATION EXPENSES: (meets TANF Goal #1 and #2)

Taxi service or Medina County Transit-Service is available for no more than 20 one-way trips to fulfill work related activity.

- Transportation costs for working individuals up to $100 to help defray transportation expenses for beginning employment (i.e., gasoline purchase, oil change, etc.). The vendor must be willing to accept a MCJFS voucher.

This transportation cost assistance of $100.00 is included in the PRC 12-month restricted policy cap of $2,000.00.

W. VEHICLE FUEL ALLOWANCE (entire section updated effective 12/22/08) (meets TANF Goal #1 and #2)

As funds are available, MCJFS will provide gas cards in various amounts ($10, $15, $20, $25, etc.) to assist eligible working OWF/FS clients. This program is in effect when PRC funds or TANF incentive funds are available.

This special provision is outside of the PRC annual $2,000.00 policy cap.

Eligibility will be determined on a case by case basis and authorized by a supervisor. Eligible AGs can receive no more than $100.00 in a PRC or TANF incentive gas allowance in a 12-month period.

Lost or stolen cards will not be replaced. Each recipient will sign a voucher ~~"acknowledgement of amount received receipt" letter~~.

Ineligible Assistance Groups include the following:

- Self- Employed individuals
- Adult only households
- Families receiving Medicaid only
- Individuals who are not citizens of the United States or Qualified Aliens.
- Households serving a sanction

Eligibility Criteria

1. Applicants must be residents of Medina County
2. Economic need must be at or below 150% of the Federal Poverty Guidelines. All household earned and unearned gross income within a 30-day budget period will be considered in determining financial need. The 30-day budget period begins 30 days prior to the date of application. Written or verbal verification from the income source will be required.
3. The assistance group must include, at a minimum, a pregnant woman or minor child living with a parent, specified relative, legal guardian, or legal custodian.
4. Approval for this program requires an authorization form completed by the caseworker and a supervisor.
5. A face to face interview is not required.
6. Required employment hours and weeks must be verified by an employer statement. Eligibility workers must check for funds availability via the voucher data base.

All ineligibility criteria as defined in section VII, do not apply.

X. WORK ALLOWANCE (meets TANF Goal #1 and #2)

Gas cards or approved public transportation to qualified individuals applying for OWF benefits to complete their Work Activity.

MCJFS will provide one gas card in the amount of $20.00 to assist eligible OWF clients, providing their own transportation to complete their Work Activity, while their Work Allowance is processed. Clients must own their own vehicle to receive a gas card.

MCJFS will cover the cost of public transportation through Medina Transit to assist eligible OWF clients to complete their Work Activity.

Those individuals receiving OWF will have their eligibility based on their current public assistance application (7200). An individual can not apply specifically for this program through the regular PRC program.

This special provision is outside of the PRC annual $2,000.00 policy cap.

Lost or stolen cards will not be replaced. Each recipient will sign a voucher ~~"acknowledgement of amount received receipt" letter~~.

OTHER PRC/TANF SERVICES THROUGH THE LOCAL AGENCIES OR OTHER COMMUITY PARTNERS ~~CONTRACTING OR CHILD WELFARE~~

Client eligibility for Contract Services

- AG's gross monthly income without regard to available resources must be considered (pay stubs, employer statement, child support and Social Security Administration print-outs, CRISE budget screens, etc.). Also, the "PRC Statement of Eligibility" form (for self-declaration of income) can be completed by the AG to verify the gross monthly income for all AG members. The total monthly gross income is then compared to the chart on the back of the current "PRC Statement of Eligibility" form for services meeting TANF goals #1, #2, and #4. Income eligibility must be reviewed and re-determined once every 12 months or as income changes occur to determine continual eligibility. *Income verification or a signed copy of the "PRC Statement of Eligibility" form signed by the applicant must be documented in the client case file.*
- Verification of birth date and citizenship of all AG members. These items can also be verified via the "PRC Statement of Eligibility" form (for self-declaration). Non-citizens are not eligible for services unless they meet the OWF qualified alien requirements in OAC rule 5101:1-2-30. When in doubt, it is required that the contractor obtain a copy of the alien registration card and to contact MCJFS to further verify eligibility. This is required for all TANF goals (1-4). *Birth date and citizenship verification or a signed copy of the "PRC Statement of Eligibility" form signed by the applicant must be documented in the client case file.*
- TANF goal #3 to prevent and reduce the incidence of out-of-wedlock pregnancies does not require the verification of income. Age limit for these services based on the MCJFS PRC policy is up to the individual's 22nd birthday. After the individual turns age 22, they no longer qualify for contract services that meet TANF goal #3 as defined above. *Pregnancy prevention services must be documented in the individual case file.*
- TANF funded contracts require state hearing forms (approval, denial, termination of services) and the opportunity for AG members age *17 and over to register to vote, and a referral of the AG to MCJFS for possible help through need based programs. *Copy of state hearing forms, the JFS referral form and proof of meeting the voter registration requirement must be documented in the client case file.*

*Per the Board of Elections, an individual age 17 must be age 18 by October 8th in order to vote in the general election.

JOB DEVELOPMENT (meets TANF Goal #1 and #2)

To provide work activity and job development services which will assist food assistance and/or TANF eligible individuals in obtaining and retaining employment therefore allowing them to become self-sufficient and take personal responsibility for their own lives and future. Eligibility for these services will be determined by MCJFS for households at or below 200% of the FPL. Eligible individuals will then be referred to the contracted vendor(s).

KINSHIP COVERED SERVICES (meets TANF Goal #1)

Initial services, in the judgment of MCJFS staff, will be provided to children who are removed from their homes and placed with kinship caregivers. The initial services through the PRC Program, may be used to provide assistance to a family involved with the child protective services system to 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.

Eligibility exists for any child who meets PRC citizenship requirements and the child's gross monthly AG (assistance group) income does not exceed 200% of the FPL. Such services are considered separate from the specialized Family Preservation and Reunification categories. These PRC benefits do not include caregiver income and are excluded from the caregiver's eligibility for

PRC services. On-going foster or residential services are specifically excluded. Eligible items must be obtained within their first four months of placement of a 12-month period.

Initial Services

Items not to exceed ~~$1,000.00~~ $2,000 per child

- Clothing (including coats, hats, boots, shoes, car seats, diapers and formula, beds including mattress/cribs, bedding, highchairs and school supplies)
- Home safety items and baby proofing items, which are not permanently attached to real property may be purchased (fire extinguishers, smoke alarms, door alarms and locks, baby gates, electric outlet plugs and cabinet door latches)

Food

Not to exceed $1,000.00 per household

Home Services

- Appliances (including washer/dryers) – not to exceed $2,000.00 per household
- Services (amount to be determined)
  - Bed Bug Treatment, eradication and prevention
  - Lice Treatment, eradication and prevention

Applications and eligibility determinations for Kinship Covered Services will be handled by staff in the Children Services division of MCJFS. Expense code: 455-510050.

LITERACY (meets TANF Goal #1 and #2)

To provide literacy and GED services to TANF eligible individuals/families for Job Readiness. Eligibility for services will be determined by the contractor who will need to follow all appropriate TANF requirements.

OHIOMEANSJOBS (meets TANF Goals #1 and #2)

OhioMeansJobs youth staff will work with Medina County youth, ages 16 – 24 to provide job skills training to assist youth with job readiness. Training could include, soft skills workshops, resume writing assistance and career counseling. Eligibility for these services will be determined by MCJFS for households at or below 200% of the FPL as well as other eligibility requirements listed on pages 4 and 5 of this PRC Plan. Eligible individuals will then be referred to OhioMeansJobs for services.

TANF – CHILD SUPPORT ENFORCEMENT AGENCY (CSEA) (meets TANF Goal #1 and #2)

TANF funds can be used to:

- Meet goal #2 to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage for families with gross monthly income at or below 200% of the FPG.
- Through the RMS process (activity code 994), allowable TANF activity for a child support case that is not represented by another 900 series activity code.
- Soft supportive services include the "Seek Work Program" so the non-custodial parent can gain income to pay their child support obligation.
- Eligibility will be determined as follows:
  1) Looking at the non-custodial parent's monthly countable income, and
  2) Looking at the countable income of the assistance group in which the child where paternity has been established and there is a support obligation, and

3) Both 1 and 2 above are each under 200% of FPL.

~~TANF – CHILD WELFARE~~ ~~(meets TANF Goal #1 and #2)~~

- ~~A child removed from the home of his/her parents shall constitute a PRC Assistance Group of one for the purposes of this service. The child(ren) must be eighteen years of age or younger and the child(ren) must be in the home of one or both parents or placed by Medina County Job and Family Services.~~
- ~~There must be a reunification or protective supervision plan for the child(ren) to return to the home of his/her parents, specified relative, legal guardian or legal custodian. Eligibility for these services is dependent upon the PRC Assistance Group's demonstration of need for financial assistance and/or services and the determination that provision of PRC services will satisfy the need.~~

~~For the purposes of this section, the agency providing services shall document that the services provided relate to the risk of the minor child(ren) or will facilitate reunification or help maintain the child(ren) in their current placement, or that services provided prevented adjudicated unruly or misdemeanant youth from out-of-home placement.~~

~~TANF – Child Welfare funds can be used to:~~

- ~~To meet TANF Goal #1 through family stability services for families with gross monthly income at or below 200% of the FPG and subject to the availability of funds.~~
- ~~TANF Goal #2 to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage for families with gross monthly income at or below 200% of the FPG.~~
- ~~Services and/or products that meet **TANF** Goal #3 to prevent or reduce the incidence of out-of-wedlock pregnancies with no income eligibility requirements as long as the needed service and/or product is for a child involved with the MCJFS Children Services' division.~~
- ~~TANF Goal #4 to encourage the formation and maintenance of two-parent families for families with gross monthly income at or below 200% of the FPG.~~

~~TANF – EMERGENCY SERVICES ASSISTANCE~~ ~~(meets TANF Goal #1 and #2)~~

~~TANF – Emergency Services Assistance (ESA) can be used to prevent child abuse or neglect; prevent removal of a child from his/her home; prevent placement of a child away from his/her kinship family care; safely return a child to his/her parent, guardian or custodian. Services include pre-placement preventative services; reunification services; and/or life skill services as defined in O.A.C. 5101:9-6-36 and 5101:9-6-36.1 to a child or his parent, guardian, or custodian as the agency determines necessary. Payment for services may not be made to the family. Service shall not include the cost of substitute care. Eligibility for services will be based on AG incomes at or below 200% of the FPG. For any other need, the Eligibility Services worker, Family & Children Services worker and a Supervisor will need to meet and discuss the need. TANF is to be utilized to help alleviate a family crisis that could lead to the removal of children from their home, or to help a family so the children can be safely returned to their family. These qualified emergency services do not have any yearly limitations.~~

TANF – CHILD WELFARE EMERGENCY ASSISTANCE (meets TANF Goal #1 and #2)

Emergency assistance shall be used for instances where a family has involvement with child protective services as necessary to address child abuse or neglect; prevent removal of a child from his/her home; prevent placement of a child away from his/her kinship family care; safely return a child to his/her parent, guardian or custodian.

The PRC assistance group shall constitute all members of a regular TANF assistance group (i.e., whom assistance is requested, add in any children and their siblings (full/half) parents (natural or adoptive) or kinship caretakers) who reside in the home together.

If a child(ren) have been removed from the home, the PRC assistance group (AG) shall be the household members prior to removal under the provisions of TANF temporary absence (i.e., all members noted in in this paragraph).
The child(ren) of which child protective is involved, must be eighteen years of age or younger and reside in the home of one or both parents or absent from the home due to child protective involvement.
Services in this section include pre-placement preventative services; reunification services; and/or life skill services to a child or his parent, guardian, or custodian as the agency determines necessary.
Shelter payments for a parent(s) temporarily residing in a recovery facility may also be provided, paying directly to the facility. This shall constitute payment for only the shelter portion of stay and be distributed at 100% of full shelter costs for the first 30 (thirty) days; 75% of full shelter costs at 60 (sixty) days of stay; 50% of full shelter cost at day 90 (ninety), and a final payment of only 25% full shelter cost at day 120 (one-hundred-twenty). The succession of payments are not guaranteed and can be re-evaluated as the case plan continues. In no circumstance shall the payments exceed 4 (four) in any 12 (twelve) month period
Payment for any services under this section may not be made to the family. Service shall not include the cost of substitute care.
Eligibility for assistance in this section shall be based on AG incomes at or below 200% of the FPG. For any other need, the Eligibility and Children Services Division should consult an administrator to meet and discuss the need.
These qualified emergency services do not have any yearly limitations except for the ones noted above.

Applicants are required to fill out and submit a PRC application.

TANF – TITLE XX

Same as TANF-Child Welfare as indicated above.

TUTORING SERVICES (meets TANF Goal #1 and #2)

a. General Public Tutoring Services for TANF eligible individuals whose family's income is at or below 200% of the FPG.

b. Children Services Tutoring for individuals with no income requirements that are referred for tutoring services by MCJFS staff under goal three (3) of the TANF requirements.

YOUTH SERVICE COORDINATION

- To meet goal #1 through family stability services for families with gross monthly income at or below 200% of the FPG. Supportive services to include, but not limited to: parent education, mentoring and respite services, parent advocacy and service coordination.
- Services and/or products that meet goal #3 to prevent or reduce the incidence of out-of-wedlock pregnancies. Supportive services to include, but not limited to: In home parent/child coaching skills, social and recreational activities and activities to improve family functioning.

XII. AUTHORIZATION

Once eligibility for PRC is established the MCJFS Director or designee will authorize and generate payment for the assistance, goods, and/or services. Authorization may occur at any time during a period beginning on the date that 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 MCJFS. All PRC payments are made by MCJFS to the vendor. MCJFS must ensure that its policies meet all auditing requirements.

XIII. APPROVAL OR DENIAL

Notice of approval or denial: if it is determined that an application for PRC is approved, the MCJFS shall mail or otherwise deliver the ODJFS 4074, Notice of Approval of Your Application for Assistance. If it is determined that an application for PRC is denied, MCJFS shall mail or otherwise deliver the ODJFS 7334, Notice of Denial of Your Application for Assistance. All documentation used to determine eligibility, including the PRC application and Approval Notice (4074) or Denial Notice (7334) shall be saved to the electronic file for retention purposes.

Medina County Job and Family Services agree to implement the Prevention, Retention Contingency Plan as written above.

_____ _____

Medina JFS Director Date

Medina County Job and Family Services
Prevention, Retention and Contingency
Federal Poverty Guidelines (FPG) (effective 1/13/2021)

PRC AG SIZE	100% STANDARD	135% STANDARD	150% STANDARD	185% STANDARD	200% STANDARD
1	$ 1,074	$ 1,449	$ 1,610	$ 1,986	$ 2,147
2	$ 1,452	$ 1,960	$ 2,178	$ 2,686	$ 2,904
3	$ 1,830	$ 2,471	$ 2,745	$ 3,386	$ 3,660
4	$ 2,209	$ 2,982	$ 3,313	$ 4,086	$ 4,417
5	$ 2,587	$ 3,492	$ 3,880	$ 4,786	$ 5,174
6	$ 2,965	$ 4,003	$ 4,448	$ 5,486	$ 5,930
7	$ 3,344	$ 4,514	$ 5,015	$ 6,186	$ 6,687
8	$ 3,722	$ 5,025	$ 5,583	$ 6,886	$ 7,444
9	$ 4,100	$ 5,535	$ 6,150	$ 7,585	$ 8,200
10	$ 4,479	$ 6,046	$ 6,718	$ 8,285	$ 8,957

Reference B

ACRONYMS CONTAINED IN THE BODY OF THE PLAN

ASE – Automotive Service Excellence

AG – Assistance Group

CCMEP TANF – Comprehensive Case Management and Employment Program for Temporary Assistance to Needy Families

CSEA – Child Support Enforcement Agency

CWC – Cornerstone Wellness Center

ESA – Emergency Services Assistance

FPG – Federal Poverty Guidelines

HEAP – Home Energy Assistance Program

HMG – Help Me Grow

IJS – Individual Job Search

MCJFS – Medina County Job & Family Services

McWRADP – Medina County Work Release and Diversion Program

ODJFS – Ohio Department of Job & Family Services

OWF – Ohio Works First

MMHA – Medina Metropolitan Housing Authority

PRC – Prevention, Retention & Contingency Plan

PIP – Percentage of Income Program

SEP – Subsidized Employment Program

SNAP E & T – Supplemental Nutrition Assistance Program Employment and Training

SSI – Supplemental Security Income

TANF – Temporary Assistance to Needy Families

WIOA – Workforce Investment Opportunity Act