

COMMISSIONERS JOURNAL NO. 42 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 14, 2002

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

Present: Donald Wuertz (Absent), Deborah Martin, James D. Ward

PUBLIC COMMENT -- None

RESOLUTION NO. 02-220

IN THE MATTER OF APPROVING PURCHASE ORDERS, VOUCHERS AND PAYMENT OF WARRANTS NUMBERED 329460 THROUGH 329805:

It was moved by Mr. Ward, seconded by Mrs. Martin to approve for payment warrants numbered 329460 through 329805 and Purchase Orders and Vouchers as listed below:

PO Number	Vendor	Description	Account Number	Amount
2P11593	M.A.N. Mapping Services, Inc.	Aerial mapping & Photography for Perry-Taggart Project	3580-4031	\$ 7,800.00
2B43337	Del Cty Family & Children First	Purchased Services/Wellness Block Grant	4510-2013	\$ 23,000.00
<u>Vouchers</u>				
1B10498	Ferguson Steel Co.	Structural Steel/Admin Bldg	8612-4011	\$ 61,600.70
2B43254	Del Cty Juvenile Court	Prof Serv Dec/Jan	4520-2005	\$ 11,549.00
2B43237	House of New Hope, Inc.	Residential Treatment	4530-2081	\$ 8,000.17
2B11023	Isaac, Brant, Ledman & Teetor LLP	Liability/Property Ins. Claims	0060-2505	\$ 36,332.95
2P09282	Myers Tire Supply Dist., Inc.	Heavy Machinery/Equipment	0020-4140	\$ 9,957.00
2B43279	Toddler Inn	Child Care	4580-2080	\$ 13,368.35
1B08265	Tuttle Construction, Inc.	Site Concrete/Sidewalks/Serv Bldg	8612-4011	\$ 12,141.38
1B10489	Tuttle Construction, Inc.	Structural Masonry Walls/Admin Bldg	8612-4011	\$ 1,680.00
1B08359	Northwestern OH Security System	Security System/Serv Bldg	8612-4011	\$ 27,468.85
1B08266	Sellers Electric Co., Inc.	Electrical/Serv Bldg	8612-4011	\$ 78,101.84
1B08342	Gleeson Construction, Inc.	Carpentry & Misc Accessories/Serv Bldg	8612-4011	\$ 9,982.00
1B08343	Gleeson Construction, Inc.	Interior Woodwork/Serv Bldg	8612-4011	\$ 133,860.00
2B11578	Jess Howard Electric	Alum Creek	3590-4011	\$ 46,532.25

Vote on Motion Mrs. Martin Aye Mr. Wuertz Absent Mr. Ward Aye

RESOLUTION NO. 02-221

IN THE MATTER OF SETTING DATE AND TIME FOR COUNTY’S FY 2002 CDBG PROGRAM PUBLIC HEARING # 1:

It was moved by Mrs. Martin, seconded by Mr. Ward to approve the following:

Whereas, a public hearing will be held on **Monday, March 4, 2002, at 8:00 PM** in the County Commissioners Office located at 101 North Sandusky Street in Delaware, Ohio. This hearing is needed to consider the application for the FY 2002 CDBG Program.

Vote on Motion Mr. Wuertz Absent Mrs. Martin Aye Mr. Ward Aye

RESOLUTION NO. 02-222

IN THE MATTER OF SETTING DATE AND TIME FOR A PUBLIC HEARING FOR DELAWARE COUNTY COMMUNITY HOUSING IMPROVEMENT STRATEGY AMENDMENT:

It was moved by Mr. Ward, seconded by Mrs. Martin to approve the following:

Whereas, a public hearing will be held on **Monday, March 4, 2002, at 8:10 PM** in the County Commissioners Office located at 101 North Sandusky Street in Delaware, Ohio. This hearing is needed to provide citizens with information for the proposed amendment of the CHIS.

Vote on Motion Mr. Ward Aye Mr. Wuertz Absent Mrs. Martin Aye

RESOLUTION NO. 02-223

IN THE MATTER OF APPROVING THE PREVENTION, RETENTION, CONTINGENCY

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PROGRAM FOR THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES:

It was moved by Mr. Ward, seconded by Mrs. Martin to approve the plan.

**DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PREVENTION, RETENTION, CONTINGENCY**

INTRODUCTION

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include nonrecurring short-term, crisis-oriented benefits and, ongoing services that are directly related to the four purposes of the TANF program (reference 45CFR260.20) which do not meet the federal definition of assistance. Nonrecurring short-term assistance addresses discrete crisis situations, which do not provide for needs extending beyond four months. These nonrecurring benefits and services may encompass more than one payment a year, as long as the payment provides short-term relief and addresses a discrete crisis situation rather than meeting ongoing recurrent needs. These benefits and services are consistent with the federal definition of “nonassistance” as found in 45CFR260.31(b). The definition of “nonassistance” includes:

1. Nonrecurring, short-term benefits that:
 - a. are designed to deal with specific crisis situation or episode of need;
 - b. are not intended to meet recurrent or ongoing needs; and
 - c. will not extend beyond four months;
2. Work subsidies (i.e.; payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training;
3. Supportive services such as transportation provided to families who are employed or seeking employment;
4. Refundable earned income tax credits;
5. Contributions and distributions from, Individual Development Accounts (IDA);
6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment -related services that do not provide basic income and support.

Assistance through the Delaware County Prevention, Retention, and Contingency Program is provided through the following categories:

- Employment Related Assistance
- Family Preservation and Reunification
- Financial Crisis
- Help Me Grow
- Youth Development Services
- Kinship Care/Navigator
- Wellness Block Grant

DEFINITIONS As used for this program:

Assistance Group:

a.) **PRC** benefits and services are available to a family assistance group (AG) which includes a minor child or pregnant individual as defined in Sections 5108.01 and 5108.06 of the revised code. At a minimum, an eligible family must consist of a minor child who resides with a parent, caretaker-relative, legal guardian, or legal custodian who is legally obligated to support and care for the child (or consist of a pregnant individual). No family is eligible for PRC assistance unless the family includes a minor child who resides with the parent, caretaker relative, legal guardian, or legal custodian. PRC assistance may also be provided to a pregnant individual with no other minor children. The unborn child will be included in the AG and considered in determining financial eligibility if the mother is in the third trimester of pregnancy. A minor child may be connected to more than one assistance group receiving PRC depending upon the service provided and other individuals residing with the minor child. All individuals living in the household that would benefit from the PRC assistance would be counted an Assistance Group.

A child may be “temporarily absent” from the home in accordance with the time frames established in rule 5101:1-3-04 of the Ohio Administrative Code and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker, relative, legal guardian or legal custodian. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian and other 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.

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An assistance group must contain at least one adult (age eighteen or over) and at least one minor child (under age eighteen or under the age of nineteen and a full-time student in a secondary school or in the equivalent level of vocational technical training) who is the natural or adopted child of the adult or is a child for whom the adult has legal or kinship responsibility and who lives with the adult.

b.) **Employment-Related** PRC benefits and services are available to noncustodial parents who provide proof of compliance with child support orders. The child of the noncustodial parent must reside in Delaware County.

Assistance Group contribution means the amount of liquid resources of the adult in excess of \$200.00. Assistance Group contributions pertain to contingency needs only.

Budget Period means the thirty- (30) calendar day period immediately proceeding the date of application for PRC. The thirty-day budget period is considered when determining financial need. The date used to count back 30 days will be the date the application is date stamped into the agency.

Contingency services are cash payments or vouchers for an emergent need. An emergent need is a condition that threatens the health, safety, or decent living arrangements of an assistance group to the extent that it would prohibit the children from being cared for in their own home or inhibit job preparation, work and marriage. Examples would include utility assistance, shelter expenses, personal expense (clothing, hygiene items), home repair, appliances, furniture, household expenses (bedding vacuum cleaners, cleaning products), and disaster assistance. An * helps identify contingency services under each category of assistance.

Department means the Delaware County Department of Job and Family Services.

Date of Eligibility will be determined as the date the application is date stamped as received into the agency. This date will be used as a denial date, continuing eligibility date, and budget period date. This date is not the voucher date. The voucher date is the actual date the voucher is written.

Disaster Related Assistance:

Special disaster related funds can be accessed in situations where the Governor of the state of Ohio has designated the county as a disaster area or under a state of emergency. Referrals will come through and be coordinated with the American Red Cross of Delaware County. An AG must still contain a minor child as defined in the plan. An AG must first attempt to access their insurance prior to using the PRC Program. PRC can be used to cover insurance deductibles when other eligibility criteria are met. Disaster Related Assistance is available even if the AG has used the program maximum under the regular PRC program. The CDHS may issue a one-time cash payment and/or services up to \$1,500 per family dwelling using the Disaster Relief funding per ODHS letter dated 7/1/98.

Eligible Service means the goods or services that may be provided through the particular category of PRC assistance as detailed below.

Financially Eligible means that the AG's combined income and liquid resources for the budget period are equal to or less than the Income Eligibility Standard applicable to the particular category of PRC, or the AG meets one of the other eligibility criteria stated in Appendix A.

Income means all earned and unearned income received by any adult member of the PRC Assistance Group during the budget period. Income shall be reduced by child support, alimony, and child care payments. This includes all income which is normally disregarded when determining eligibility for Ohio Works First or Disability Assistance. All income which is received or expected to be received during the thirty-day budget period is considered when determining financial need.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed ODHS 7341, Applicant/Recipient Authorization for Release of Information should be obtained from the applicant for an inquiry. Once the release is received, verification which is obtained by phone, must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. More stringent verification is required when PRC benefits and services involve a direct monetary gain by the applicant and opportunities for fraud are prevalent.

Income Eligibility Standard means that percentage of the Federal Poverty Guideline against which the AG's combined income and liquid resources are compared for purposes of determining financial eligibility or ineligibility, or the means tested program which applies. Refer to Appendix A.

Respite care are services designed to provide temporary relief of child-rearing functions which includes services such as crisis nurseries, day treatment, protective day care, and volunteers or paid individuals who provide services within the home.

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Residence means resident of Delaware County. Residence is also established by an applicant who is not receiving PRC assistance from another county and entered the county with a verified job in Delaware County.

Liquid Resources means cash, savings and any other asset that is readily convertible to cash

Means-Tested Eligibility means that an AG is eligible for PRC services based upon receipt of another means-tested form of assistance. These types of assistance include OWF Cash Assistance, Food Stamps, Medicaid, WIC, or are eligible for free/reduced lunches through the schools.

Period of Eligibility means the period of time beginning with the date of authorization of eligibility for PRC and ending after the number of days applicable to the particular category of PRC during which goods and services may be authorized by the department.

Time Limit means the amount of time that must elapse between periods of eligibility applicable to the particular category of PRC.

Ineligible Family AG's:

Federal and State law must be adhered to when providing PRC benefits and services. List below are federal and state prohibitions based upon 42 U.S.C. 608, section 431 if PRWORA and the Ohio Revised Code;

1. No assistance for families without a minor child.
2. No assistance to a single individual, unless such individual is pregnant.
3. No benefits or services to an individual who is not a citizen of the United States or a qualified alien.
4. No assistance for families that fraudulently receive assistance under the OWF and PRC programs until full repayment occurs. Ref. 5101.83 of the ORC.
5. An individual who is a fugitive felon or a probation or parole violator.
6. For contingency cases, assistance groups that do not use their own income and resources to help meet their need or the family caused the emergent need to occur through some action or lack of action on their part. Example: Any presenting need brought on by refusing to accept or quitting a job with out good cause as defined in the Delaware County Workforce Development guidelines. PRC may not be issued if it can be shown through past history that the AG has planned and anticipated a presenting need on an annual basis. The assistance group must apply the Assistance Group contribution toward meeting the need.
7. Assistance Groups who have received PRC assistance through the Delaware County PRC plan that was effective through February 2002 or who received PRC for Contingency needs through another Ohio county will not be eligible until the time limit, as found in the PRC Plan in effect through the above dates, has expired for that category of assistance.
8. The Assistance Group must provide verification of their ability to continue to meet the emergent need for which they are requesting PRC assistance.
9. Assistance Groups receiving Employment-Related PRC that without just cause terminate their employment or withdraw from training programs prior to completion shall have the full cost of their PRC assistance calculated as an overpayment and will not be eligible for further PRC assistance until that overpayment is paid in full.

APPLICATION, ELIGIBILITY DETERMINATION, PAYMENT, AND NOTICE

Application for PRC shall be made by an adult member of the Assistance Group. The adult shall complete, sign, and date the applicable PRC Application form (Appendices B,C, and D). Verification of income and currently available liquid resources is required. Verification that the minor child meets the program definition may be required.

Eligibility for PRC will be determined once a completed and signed PRC application is submitted to the Department and all required verifications are received. Eligibility determinations shall be completed not later than ten business days from the date of application, if all required verifications are received. If required verifications are not received by the tenth business day from the date of application (unless a legitimate and unavoidable delay is experienced and communicated to the caseworker by the applicant) or the applicant has otherwise abandoned the application, the application will be denied. In cases where education and training is the goal, the date may be extended until all career assessments are complete.

Income Eligibility

All income that has been received by any adult member of the PRC Assistance Group during the thirty-day budget

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period and any liquid resources that are readily convertible to cash are considered when determining financial eligibility. This includes all earned and unearned income or liquid resources that are normally exempt or disregarded when determining eligibility for OWF Cash Assistance or Disability Assistance. Income shall be reduced by child support, alimony, and child care payments. Written verification of income, liquid resources, and payments used to reduce income are required. Alternatively, the caseworker may secure and document verbal verifications, if written verifications cannot be secured within time frames necessary to timely determination of eligibility as outlined in this program policy. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the:

- Name and position of the supplier of the information
- The date the verification was obtained
- The amount of the verified income or expense
- The name of the individual who obtained the verification. A current signed and dated application will act as the release of information when making collateral contacts.

The gross amount of the PRC AG's countable income and liquid resources is totaled and compared to the Financial Eligibility Standard for the assistance group size. If the total is equal to or less than the Financial Eligibility Standard, the Assistance Group is financially eligible. If the totaled amount is above the Financial Eligibility Standard, there is no financial eligibility for PRC. If the applicant meets another stated means test for a service or benefit, they are eligible for that service or benefit.

Means-tested Eligibility

If the PRC Assistance Group receives any of the following means-tested benefits, they are eligible for PRC Assistance:
OWF Cash Assistance, Food Stamps, Medicaid, WIC, Free/Reduced Lunches.

If the Assistance Group is eligible, the caseworker will determine the amount of the Assistance Group Contribution for Contingency categories only. The Assistance Group must agree to apply the Assistance Group Contribution toward the need in order to be eligible for payment by the Department. Once eligibility for PRC is established and the eligible service(s) and cost(s) are identified, the caseworker will submit the completed application and verifications for supervisory review and approval. The amount paid by the Department shall reflect the Assistance Group Contribution when applicable. Upon supervisory approval, payment authorization forms are submitted to the Fiscal Department for payment. The Fiscal Department makes payment to the vendor within thirty calendar days of receipt of an approved payment authorization. In no case is payment for PRC services made to a member of the Assistance Group.

If it is determined that an application for PRC is approved, the Department shall mail or otherwise deliver the ODHS 4074, "Notice of Approval of Your Application for Assistance." If it is determined that an application for PRC is denied, the Department shall mail or otherwise deliver the ODHS 7334, "Notice of Denial of Your Application for Assistance."

Necessary CRIS-E entries and documentation will be made by the caseworker at the time of authorization.

Allegations that persons have fraudulently misrepresented their income or resources for purposes of gaining eligibility for PRC will be investigated through the usual overpayment protocols of the Department. Overpayments for persons found to have, in fact, fraudulently misrepresented their income and resources will be pursued for collection by the Department.

HEARINGS

Assistance Groups whose PRC application has been denied or who have been found to have committed fraud and charged with an overpayment have the right to Department and State Hearings as detailed in the Public Assistance Manual.

INELIGIBLE SERVICES

Services available through the PRC program are detailed under each category of the program, below. In no case are medical expenses authorized, except for pre-pregnancy family planning services, pre-employment screening, and non-medicare covered services.

Assistance Groups must have received an approval letter and an approved voucher prior to receiving the services for which they are applying. Services that have already been provided will not be considered for PRC funding. This will not apply to applications for past due rent, mortgages and utilities.

LIMITATIONS OF FUNDING: Services provided under the Prevention, Retention, Contingency Program will be based on availability of federal and state funds to cover the services.

No person(s) shall on the grounds of race, color, national origin, disability, age or religion, be excluded from participation or be denied benefits of, or be otherwise subjected to discrimination under any program, service or benefit authorized or provided by Delaware County Department of Job and Family Services.

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CATEGORIES AND AMOUNTS OF ASSISTANCE

EMPLOYMENT RELATED ASSISTANCE

Employment related assistance is designed to assist individuals to become employable, employed, or to retain employment. This category of PRC is administered through the Delaware Workforce Development Unit of the Department, with financial eligibility or other means tested eligibility, as stated in Services or Benefits Chart, determined by the PRC worker.

Assistance Groups receiving Employment-Related PRC that without just cause terminate their employment or withdraw from training programs prior to completion shall have the full cost of their PRC assistance calculated as an overpayment and will not be eligible for further PRC assistance until that overpayment is paid in full.

Monetary Limit

Assistance through this category is limited to \$1,000.00 per 90 day period of eligibility or as stated in the Benefits and Services Chart. Additional funds available at the discretion of the Director or Assistant Director. If a change occurs during the time limit, eligibility must be redetermined. Maximum of 1 month car payment and 3 months worth of insurance. A PRC application for care repairs requires 2 estimates that have been prepared within 30 days of the PRC application. One estimate may be waived if the car is inoperable or needs towed in order to obtain an estimate.

Time Limit

An Assistance Group may re-apply for Employment Related Assistance after 3 months have elapsed since the end of a prior period of eligibility or within the guidelines as stated under the service and benefit chart. If changes occur within the 90-day period of eligibility, eligibility must be re-established prior to the provision of additional services.

Financial Eligibility Standard

200 % of the Federal Poverty Guideline or means tested programs as stated in Appendix A.

Available Services

The following services are available through Employment Related Assistance: This list is not all-inclusive. Refer to list of Services and Benefits Chart. If an individual receives assistance with automobile needs, they must prove possession of a driver’s license, insurance, and ownership of the automobile.

If a person requests assistance with education/training they must complete an assessment and evaluation process following the Workforce Investment Act criteria. This will demonstrate an ability to succeed in the education/training program. Applicants for education/training may be required to complete activities to prepare them for the initial education/training request (i.e.: require a GED before entering a more advanced program; require basic skill review before entering a more advanced program; have childcare and transportation arranged; have ability to meet all financial obligations).

Transportation (Employment Related Only)	Employment Related Services
Automobile repairs	Necessary tools
Lease payments	Work Support Retention Services
Bus tickets	Required safety equipment
Cab fare	Necessary/Required clothing
Gas vouchers	Telephone deposit
Car payment	Short-term Training
Car insurance	Ergonomic equipment
Driver’s Education	Job Retention Services
Car registration/Tags	School and certification fees
Job Preparation services	Diversion Benefit
Texts books and supplies	Incentives

FAMILY PRESERVATION AND REUNIFICATION SERVICES

Family preservation and reunification services are administered through the Social Services division of the agency. They are designed to address:

- Family crises that could lead to the removal of children from their homes
- The reunification of families following the removal of their children

Requirements

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A requirement of eligibility for Family Preservation and Reunification Services is that the Assistance Group has active involvement with the Children Services division of the Department. An adult family member, his or her designee, or a Public Children Services Agency representative applying on behalf of a child may make application. The completion and submission of the Family Preservation and Reunification Services application shall also be required. TANF funds cannot be used for a foster child that has been removed from the home longer than 6 months. There must also be a reunification plan that states that the child/parent are working towards reunification within the 6 months.

Monetary Limit

Assistance through this category is limited to \$1000 per 6-month period of eligibility. If changes occur in the 6-month period, eligibility must be re-established.

Financial Eligibility Standard -

200% of the Federal Poverty Guideline or within the guidelines of Service and Benefit Chart. The Director or his designee may waive the Financial Eligibility Standard in other cases in this category.

Time Limit

An Assistance Group may re-apply for Family Preservation and Reunification Services after six months have elapsed since the expiration of a prior period of eligibility or within the guidelines of the Services and Benefits Chart. The Director or his designee may waive the time limit for Family Preservation and Reunification Services

Available Service

The following services are available through the Family Preservation and Reunification Services category: This list is not all-inclusive.

***Shelter costs**

Heating fuel or utility deposits, including reconnect fee
Emergency housing
Home repairs
Security deposit
Cooking fuel, water, sewage payment
Rent, including late fees
Mortgage Payment, including late fees

***Other Household Costs:**

Furniture
Telephone installation
Household items
Necessary Clothing

***Medical/Diagnostic Costs:**

Non-Medicaid covered services (treatment, medical care, and pharmaceuticals)
Diagnostic Services

***Family Services**

Parent Education
Respite Care (see definitions)
Home Health Aide Services
Homemaker services
Mentorship services
Therapeutic counseling
Kinship Care
Unruly Youth
Juvenile Diversion

Applicants for rent assistance must have been issued an Order to vacate Premises or a letter from the landlord stating they must vacate the Premises. In the event that the applicant needs to relocate to utilize subsidized housing, a letter from the current landlord stating they will not accept subsidized housing will be required.

Services that are covered by the Medicaid program cannot be provided. Note: whether or not the individual is Medicaid eligible is not the determinant. Even though the individual is not covered by Medicaid, services cannot be provided if they are covered by that program. The applicant will need to provide a statement from a Medicaid provider stating that the service requested is not a medicaid-covered service.

Note: Services provided through the category of Family Preservation and Reunification Services may be funded

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through TANF, Title IV-B, or local funds. Assistance Groups must be PRC eligible, that is, contain an adult and minor child and meet financial eligibility standards for the category, in order that TANF funds be used. The Department will, however, use its discretion in selecting funding sources for these cases. Cases that are not PRC eligible will be funded through IV-B or local dollars.

FINANCIAL CRISIS

Services to address financial crises are administered through the Family Unit and/or PRC worker. They are designed to address:

- Financial crises resulting in an inability of the family to provide for basic needs that may lead to homelessness or otherwise threaten the well-being of their children or inhibit job preparation, work and marriage.

Requirements

Application for assistance because of financial crisis must be made by an adult family member. Application shall be made by the completion and submission of the PRC Application.

Monetary Limit

Assistance through this category is limited to one month's cost for emergency housing, mortgage payments, rent and security deposits up to \$1,000.00 per 90-day period of eligibility or as stated within the guidelines of the service or benefit. All other services through this category are limited to \$500.00 per 90-day period of eligibility or as stated within the guidelines of the service or benefit. Additionally, a combined cap of \$1,00.00 should apply for the financial crisis category. (For example: Assistance of \$500.00 may be approved for utilities which would leave \$500.00 available for rent assistance for the 90 day eligibility period.) If a change occurs within the 90-day time period, eligibility must be re-established.

Financial Eligibility Standard

200% of the Federal Poverty Guideline or as stated within the guidelines of the Service and Benefit Chart. We will not pay late fees.

Time Limits

An Assistance Group may re-apply for PRC Contingency needs due to a financial crisis after twelve months have elapsed since the end of a prior period of eligibility or within the guidelines as stated under the Service and Benefit Chart. The Director or designee may waive time limits.

Available Services

The following services are available through the Financial Crisis category: This list is not all-inclusive.

***Shelter costs:**

- Emergency housing
- Heating fuel or utility deposits, including reconnect fees
- Mortgage payment
- Rent
- Security deposits
- Cooking fuel, water, sewage payment
- Home Repairs
- Furniture

***Other Household Costs:**

- Household items
- Necessary clothing
- Furniture

***Medical/Diagnostic Costs - will not be used against PRC limit**

- Non-medical covered services (treatment, Medical care, and pharmaceuticals)
- Diagnostic services

***Family services- will not be used against PRC limit**

- Parenting Education
- Respite Care
- Home Health Aide Services
- Homemaker Services
- Mentorship services
- Therapeutic counseling- Transition counseling
- Basic Life Skill Training/advocacy- ABLE services

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Applicants for rent assistance must have been issued an Order to vacate Premises or a letter from the landlord stating they must vacate the Premises. In the event that the applicant needs to relocate to utilize subsidized housing, a letter from the current landlord stating they will not accept subsidized housing will be required.

Services that are not covered by the Medicaid program can be provided. Note: Whether or not the individual is Medicaid eligible is not the determinant. Even though the individual is not covered by Medicaid, services cannot be provided if they are covered by that program. The applicant will need to provide a statement from a Medicaid provider stating that the service requested is not a Medicaid-covered service.

HELP ME GROW

The Help Me Grow Program is administered through the Family and Children First Council. Help Me Grow includes the Welcome Home visits for newborns, Early Start, and Early Intervention services. Eligibility for TANF funding is determined by the Delaware County Department of Job and Family Services. Specifics of the program are included in the plan document as submitted and approved by the Ohio Department of Job and Family Services. Financial standard is 300% of poverty.

THE WELCOME HOME PROGRAM

The Welcome Home Program provides a supportive home visit to families bringing home a newborn child for the first time. The skilled visitor gives information about the health of the new mother and baby and makes referrals to additional services and community supports as needed. The visitor conducts developmental screening and assessment procedures for the child. Families are provided practical information about feeding, bathing, diapering, childhood illness, and child development. Families are provided information about how to introduce siblings to the new baby. The service promotes early literacy by discussing the importance of literacy skills and by providing baby's first book to the family. Financial standard is 300% of poverty.

EARLY START

The Early Start Expansion Program is administered by the Family and Children First Council. The program provides family focused casework activities through an intensive home visitation program. Casework activities will provide screening of child health and development, an individualized service plan, information and referral, and case management/service coordination. Program activities will also address family self-sufficiency through addressing the stresses of participating in work and education and training activities. Goals of the program will be to promote family stability and to support the parent's transition to employment.

The eligible population for Early Start Expansion will be families with children under the age of three and/or a pregnant woman who are income eligible up to 300% of poverty or who are receiving any other means-tested program as outlined in the means-tested definition. Refer also to the Services and Benefits Chart.

The application for Ohio Works First Cash Assistance or other means-tested applications will serve as the application for the Early Start Expansion. Eligibility for the PRC program will be determined by the Assistance Group as defined in the Services and Benefits Chart. Referrals will be made to the Early Start Coordinator by designated staff in the Delaware County Department of Job and Family Services. At the time of enrollment, families must be receiving Ohio Works First Cash Assistance, or be eligible for Early Start Expansion PRC. Families will be eligible for services until their youngest child turns three years of age. Ongoing eligibility for Early Start will be based on 300% of poverty or eligibility for a means-tested program as outlined in the means-tested definition.

Continued receipt of Early Start services does not preclude eligibility for other categories of PRC assistance. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

EARLY INTERVENTION SERVICES

The Early Intervention Program provides services to families with children birth to three where the child is diagnosed as having a developmental delay. It provides resources for screening and diagnostic assessment. It provides ongoing home visiting services that provides family support to assist families in coping with physical or cognitive needs of their children during the first three years of a child's life. Families are provided information and guidance about working with the child as well as therapeutic intervention. The child is provided specialized services to meet the child's specific needs and assures that the family has a primary service coordinator. Financial standard is 300% of poverty. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

YOUTH DEVELOPMENT SERVICES

The Delaware County Department of Job and Family Services, through involvement in various community partnerships (ie. school systems, Big Brothers/Big sisters, Juvenile Court, JOG, Family and Children First Council, chambers of commerce) has identified a need for programming which will provide vulnerable at-risk-youth with an opportunity for positive development through various asset building experiences. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

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Services are listed in the Service and Benefits Chart and are included in the Youth Development services.

PRC Program Category: “ Non-Assistance”

Services received under this section shall not count as an occurrence for PRC services subject to occurrence limits. These services are available “ as needed” and do not have a cap.

Assistance Group:

To be eligible for services under this section, a participating youth must be a member of an “Assistance Group”. The Assistance Group must contain a minor child. A pregnant woman meets the definition of Assistance Group. The Delaware County Department of Job and Family Services definition of Assistance Group shall be used and shall be expanded under this section to also include:

- Minor Child living with specified relatives (ORC 5107.01)
- Minor Child living with legal custodians/guardians (ORC 5107.02)
- Minor parent/head of household (ORC 5107.02)
- A pregnant minor

Economically Needy Standard:

- Families at 200% of poverty.

Eligible Youth:

- An individual who has not attained age 18, or
- An individual who has not attained age 19, and is a full-time student in a secondary school or in the equivalent level of vocational, technical training or home school.
(ORC 5108.01)

KINSHIP CARE/NAVIGATOR

Kinship Care/ Navigator services are provided through Helpline of Delaware & Morrow Counties, Inc. Eligibility for services is determined by the Delaware County Department of Job and Family Services. Specifics of the program are included in the plan document as submitted and approved by the Ohio Department of Job and Family Services. The Kinship program provides information, referral and supportive services for relative caregivers, legal guardians or court-ordered legal custodians responsible for the day to day care of a minor child (not their biological child) residing with the caregiver. Kinship Navigator services include identification of kinship caregivers, assessing needs, facilitating access to services, information and referral to appropriate providers (i.e. legal services, child care services, respite care services, training, support groups and financial assistance). Financial standard is 300% of poverty. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

WELLNESS BLOCK GRANT

The Wellness Block Grant is administered through the Family and Children First Council. The goal of the Wellness program is to prevent out-of-wedlock births among teens in Delaware County. Specifics of the program are included in the plan document as submitted and approved by the Ohio Department of Job and Family Services. Financial standard is 300% of poverty. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

JUVENILE DIVERSION

The Juvenile Diversion Program is provided by the Juvenile Court. This program is designed to keep unruly children out of the Court system and at home. This is accomplished through school liaisons, a suspension alternative program, parent education, and a supportive group program for unruly girls. The financial standard for this program is 300% of poverty. Receipt of Juvenile Diversion services will not count toward time limits attached to other categories of PRC assistance.

ADULT LITERACY AND CHILD READING

The Adult Literacy and Child Reading Program is provided through JVS/ABLE. This program is designed to provide adult literacy and child reading benefits to TANF-eligible individuals. Program components include adult education, parenting education, early childhood education, and parent and child time together (PACT) where the parent works with the child in developing his/her cognitive skills. The financial standard for this program is 200% of poverty. Receipt of Adult Literacy and Child Reading services will not count toward time limits attached to other categories of PRC assistance.

DIRECT HOUSING

The Direct Housing Program is provided through the Salvation Army. The program seeks out available, affordable housing and assists homeless families with barriers in securing leases. Rent, deposit and applications fees may be provided. The financial standard for this program is 200 % of poverty. Clients who are being served through this program and have received Financial Crisis assistance will have the time limit waived provided that they have not received PRC assistance for a 4-month period. If PRC is extended beyond four months it will be

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considered assistance and will count toward their 36- month eligibility for cash assistance.

Vote on Motion Mrs. Martin Mr. Wuertz Absent Mr. Ward

RESOLUTION NO. 02-224

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

It was moved by Mrs. Martin, seconded by Mr. Ward to approve the following:

John Anthony Coletta has resigned his part-time position with the EMS Department; Effective date February 8, 2002.

Vote on Motion Mr. Wuertz Absent Mrs. Martin Aye Mr. Ward Aye

RESOLUTION NO. 02-225

IN THE MATTER OF RECLASSIFICATION OF POSITION DESCRIPTIONS AND
AUTHORIZATION TO CHANGE WAGE RATES FOR EMPLOYEES:

It was moved by Mr. Ward, seconded by Mrs. Martin to approve the following:

Whereas, the duties and responsibilities of positions under the authority of the Board of Commissioners may evolve due to changes in administration, technology, legislation, regulations, and rules; and

Whereas, the positions descriptions of positions under the authority of the Board of Commissioners are audited and updated to reflect these changes in duties and responsibilities regularly and at the turnover of the position; and

Therefore be it resolved, by the Board of Commissioners of Delaware County, State of Ohio, that the Human Resources Secretary position description update be adopted and the position be reclassified to a COMOT Level 5, that the Personnel Coordinator position description update be adopted and the position be reclassified to a PAT Level 6, and that the Insurance & Risk Coordinator position description update be adopted and the position be reclassified to a PAT Level 6; and

Further be it resolved, that Amy Compton, Human Resources Secretary, pay be changed to \$12.48 per hour, effective February 16, 2002, to reflect the position reclassification; and

Further be it resolved, that Rachel Stull, Personnel Coordinator, pay be changed to \$1,737 per pay, effective February 16, 2002, to reflect the position reclassification.

Vote on Motion Mr. Ward Aye Mr. Wuertz Absent Mrs. Martin Aye

RESOLUTION NO. 02-226

IN THE MATTER OF APPROVING SETTLEMENT AGREEMENT WITH BARBARA GUYER,
EXECUTRIX FOR THE ESTATE OF MAE LOWE:

It was moved by Mrs. Martin, seconded by Mr. Ward to approve a settlement with Ms. Barbara Guyer and to make payment of \$625,000.00 to The Estate of Mae Lowe and its attorneys, Lane, Alton & Horst for the full and final release and dismissal with prejudice of all claims Ms. Guyer, Executrix for the Estate of Mae Lowe, may have against Delaware County, Delaware County EMS, and Mark Schlauder.

Vote on Motion Mrs. Martin Aye Mr. Wuertz Absent Mr. Ward Aye

RESOLUTION NO. 02-227

IN THE MATTER OF APPROVING THE CONTRACT BETWEEN THE DELAWARE COUNTY
COMMISSIONERS AND THE RUHLIN COMPANY FOR THE HOME ROAD BRIDGE
REPLACEMENT PROJECT:

It was moved by Mrs. Martin, seconded by Mr. Ward to approve the following:

COPY AVAILABLE AT THE ENGINEERS OFFICE

Vote on Motion Mrs. Martin Aye Mr. Wuertz Absent Mr. Ward Aye

RESOLUTION NO. 02-228

IN THE MATTER OF DECLARING EMERGENCY CIRCUMSTANCES FOR THE PROPOSAL TO
PURCHASE A CHILLER UNIT FOR THE JAIL BUILDING:

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It was moved by Mrs. Martin, seconded by Mr. Ward to approve the contract:

Vote on Motion Mrs. Martin Aye Mr. Wuertz Absent Mr. Ward Aye

RESOLUTION NO. 02-229

ORDER TO PURCHASE A CHILLER UNIT FROM TRANE FOR THE JAIL BUILDING:

It was moved by Mrs. Martin, seconded by Mr. Ward to approve the purchase.

Vote on Motion Mrs. Martin Aye Mr. Wuertz Absent Mr. Ward Aye

There being no further business the meeting adjourned.

Deborah B. Martin

James D. Ward

Donald E. Wuertz

Letha George, Clerk to the Commissioners