

COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD SEPTEMBER 9, 2013

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

Present:  
Ken O'Brien, President  
Dennis Stapleton, Vice President  
Gary Merrell, Commissioner

RESOLUTION NO. 13-909

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD SEPTEMBER 5, 2013:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on September 5, 2013; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.11 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion Mr. Merrell Aye Mr. Stapleton Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 13-910

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0906, MEMO TRANSFERS IN BATCH NUMBERS MTAPR0906:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0906, memo transfers in batch numbers MTAPR0906 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
<b>PO' Increase</b>			
Modern Office Methods	P130250-maintenanc contract Job and Family	22411605-5325	\$6,000.00
Tuller Square Northpointe	Vacating Rental Service Charge	10011105-5335	\$7,240.40

  

<u>PR Number</u>	<u>Vendor Name</u>	<u>Line Description</u>	<u>Line Account</u>	<u>Amount</u>
<b>ENVIRONMENTAL SERVICES- SERVICE AND CHARGES</b>				
R1305269	ZIMMERMAN	LEATHERLIPS PUMP STATION BUILDING	66211903-5328	\$17,400.00

Vote on Motion Mr. Stapleton Aye Mr. Merrell Aye Mr. O'Brien Aye

RESOLUTION NO. 13-911

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

The Administrative Services Department is requesting that Christine Shaw attend a Management Development Program MAPS Seminar in Columbus, OH from December 3-4, 2013 at the cost of \$540.00 (fund number 10011103).

The Child Support Enforcement Agency is requesting that Joyce Bowens attend the OCDA General Membership Meeting in Columbus, OH on September 12, 2013 at no cost.

The Economic Development Department is requesting that Jenna Jackson attend the Delaware Area Chamber of Commerce Leadership Delaware from August 8, 2013- May 13, 2014 at the cost of \$790.00 (fund number 21011113).

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Environmental Services is requesting that Ross Bigelow and Bill Johnson attend a Fundamentals of Non-Structural Plan Review Seminar in Dublin, Ohio on September 11, 2013 at no cost.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

**RESOLUTION NO. 13-912**

**IN THE MATTER OF APPROVING AND AUTHORIZING THE SIGNING AND SUBMITTAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (CDBG ED RLF) SEMI-ANNUAL REPORT TO THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY DEVELOPMENT (ODSA OCD):**

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve and authorize the signing and submittal of the CDBG ED RLF Semi-Annual Report:

WHEREAS, the Ohio Development Services Agency provides financial assistance to Delaware County through the CDBG ED RLF; and

WHEREAS, the Board of Commissioners is required to submit a semi-annual CDBG ED RLF Report to the ODSA OCD.

NOW THEREFORE, PURSUANT TO THE FOREGOING, BE IT HEREBY RESOLVED by the Board of Commissioners, County of Delaware, State of Ohio as follows:

Section 1. The Board of Commissioners approves and authorizes the President of the Board to sign the CDBG ED RLF Semi-Annual Report for January 1, 2013 – June 30, 2013.

Section 2. The Board of Commissioners authorizes the submittal of CDBG ED RLF Semi-Annual Report for the period January 1, 2013 – June 30, 2013, to the Ohio Development Services Agency, Office of Community Development.

Section 3. The Director of Economic Development is directed to submit the Semi-Annual Report to ODSA OCD.

Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mr. Stapleton Aye

**RESOLUTION NO. 13-913**

**IN THE MATTER OF APPROVING THE CHILD PLACEMENT SERVICES CONTRACT BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS; THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND CHILD PLACEMENT PROVIDER AS LISTED:**

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

Whereas, Delaware County contracts with Child Care Placement providers in accordance with state and federal regulations, and

Whereas, the Director of Jobs & Family Services recommends approval of the following contract;

Now Therefore Be It Resolved that the Delaware County Board of Commissioners approve the following contracts for Child Care Placement provider:

<b>Child Placement Service</b>	<b>Per diem cost and per diem reimbursement for the following categories</b>
<b>Advantage Adoption</b> <b>43 E.4<sup>th</sup> St.</b> <b>Mansfield, Oh 44902</b>  <b>Residential Treatment \$50,000</b>	A. Maintenance B. Administration C. Case Management D. Transportation E. Other Direct Services (e.g., special diets, clothing, insurance, respite care) F. Behavioral Healthcare G. Other costs - (any other cost the Agency has agreed to participate in)

(A copy of this contract is available in the Commissioners' Office until no longer of administrative value).

Vote on Motion Mr. Stapleton Aye Mr. O'Brien Aye Mr. Merrell Aye

**RESOLUTION NO. 13-914**

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**IN THE MATTER OF THE DELAWARE COUNTY BOARD OF COMMISSIONERS ACCEPTING AND APPROVING THE PREVENTION, RETENTION CONTINGENCY PLAN FOR THE DEPARTMENT OF JOB AND FAMILY SERVICES PUBLIC ASSISTANCE PROGRAM:**

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

Whereas, Delaware County Job and Family Services does provide Prevention, Retention, and Contingency services to Delaware County residents who are determined eligible;

And whereas, the execution of these services is dependent upon State and Federal funding;

And whereas, Delaware County Job and Family Services has experienced level funding for PRC services;

It is recommended that no changes be made to the PRC plan at this point. The following Prevention, Retention and Contingency services will continue to be funded;

**1) Employment Related Automobile Repair**

Maximum benefit of \$500.00, per 12 month period, for employed individuals with no other available transportation who meet the previously established eligibility requirements.

**2) Family Preservation and Reunification Services.**

Administered by the Social Services Division. Eligibility to be determined based on previously established criteria.

**3) Employment Related Transportation**

Cab or Data transportation provided to employed individuals who have been approved for PRC Automotive Repair and require transportation to and from work while their approved PRC automobile repair(s) are being made. Transportation services not to exceed 5 scheduled work.

**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 non-assistance as found in 45CFR260.31 (b). The definition of non-assistance 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:

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Employment Related Assistance  
Family Preservation and Reunification  
Financial Crisis  
Help Me Grow  
Youth Development Services  
Kinship Care/Navigator  
Pregnancy Prevention Services

**DEFINITIONS**

As used for this program:

**Assistance Group (AG) :**

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.

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 non-custodial parents who provide proof of compliance with child support orders, or who are ordered into an employment program by the court or referred by the child support enforcement agency (CSEA) and are complying with the employment program to find a job; who have a current child support order and the intent to meet his/her financial obligation and who have a current seek-work order and are referred by the CSEA administrative order. The child of the non-custodial 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

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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 Income Eligibility Standard for Disaster Assistance is 200% of the Federal Poverty Guideline. The CDJFS may issue a one-time cash payment and/or services up to \$1,500 per family dwelling using the Disaster Relief funding.

PRC assistance is to be available to eligible families who are victims of a natural disaster and are relocating to Delaware County as a result of the natural disaster. Guidelines of eligibility amounts of assistance are to follow the eligibility guidelines for Disaster Related Assistance.

**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.

**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, Food Stamp, and PRC programs until full repayment occurs. Ref. 5101.83 of the ORC.
5. No assistance for an individual who is a fugitive felon or a probation or parole violator.

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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 without 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. The Assistance Group must provide verification of their ability to continue to meet the emergent need for which they are requesting PRC assistance.

8. 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 no 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 every adult member of the PRC Assistance Group during the thirty-day budget 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 PRC.

**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

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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-Medicaid 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.

### **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 Job & Family Services, 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 \$500.00 within a 12 month period of eligibility. Additional funds are available at the discretion of the Director or Assistant Director. If a change occurs during the time limit, eligibility must be re-determined. There is a maximum of 1 month car payment and 3 months of auto insurance. A PRC application for car 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 to be towed in order to obtain an estimate. In situations where the cost of the repair exceeds the value of the car, PRC will be denied. PRC will not make payment for unauthorized repairs. PRC will pay for prior approved services only.

#### **Financial Eligibility Standard**

185 % 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

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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).

<b>Transportation (Employment Related Only)</b>	<b>Employment Related Services</b>
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	
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**

A requirement of eligibility for Family Preservation and Reunification/TANF 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 PRC application shall also be required. A self-declaration of income by the customer will be used to determine the income eligibility.

**Monetary Limit**

Assistance through this category is limited to \$1000 per 18-month period of eligibility.

**Financial Eligibility Standard -**

300% 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.

**Available Services**

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 fees
- 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

Family Services



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

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.

Note: Services provided through the category of Family Preservation and Reunification Services may be funded 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 are 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 Financial Crisis will be limited to \$500.00 within a 12 month period of eligibility.

#### Financial Eligibility Standard

150% of the Federal Poverty Guideline or as stated within the guidelines of the Service and Benefit Chart. We will not pay late fees. PRC will pay for prior approved services only.

#### 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

Family services- will not be used against PRC limit

Parenting Education  
Respite Care  
Home Health Aide Services  
Homemaker Services

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Mentorship services  
Therapeutic counseling- Transition counseling  
Basic Life Skill Training/advocacy- ABLE services

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.

**SUBSIDIZED EMPLOYMENT PROGRAM**

The Subsidized Employment Program (SEP) will enable low income TANF-eligible Delaware County Residents to gain valuable work experience while earning a paycheck to help meet basic needs. This program offers people the opportunity to develop a work history and have a current reference from an employer. Demonstrating success in a workplace environment can significantly increase the likelihood of getting hired in an unsubsidized job for participants with a criminal record or little or no work history. As paid employees, participants pay into the Social Security system and may qualify for the Earned Income Tax Credit, the Child Tax Credit, and the new Making Pay tax credit and unemployment insurance, leading to increased long-term economic security. Employers hiring TANF-eligible persons may be eligible to receive the federal Work Opportunity Tax Credit. The financial standard for eligibility is 200% of FPL. Delaware County DJFS will subsidize employment up to 100% for non-profit organizations and up to 50% for profit based organizations. The subsidized amounts and the length of the SEP period will be included in each contract.

Activities to be utilized in the Delaware County SEP program include:

- Payments to employers to help cover the cost of wages, fringe benefits and medical benefits;
- Recruitment and development of employers for the program;
- Supervision of the program;
- Other ancillary services offered to subsidized employment participants including:
  - o Work-related activities such as uniforms, tools, necessary licenses or certifications;
  - o Training designed to enhance the skills necessary to succeed in the workplace;
  - o Case management activities related to the program; and
  - o Job coaches and mentors

**FORECLOSURE ASSISTANCE PROGRAM**

Delaware County Department of Job and Family Services (DCDJFS) will provide foreclosure assistance to the residents of Delaware County by providing a one-time payment of up to \$3000 to the mortgage lending institutions to cover delinquent mortgage payments and possible fees associated with the payment of the delinquent mortgages in order to prevent foreclosure. In addition to the financial payment, foreclosure assistance will include supporting services such as personal financial management and mortgage lending practices. The foreclosure assistance will be limited to the availability of funds.

The following eligibility requirements apply for this program:

1. The assistance/household group's property must be their primary residence
2. The gross income of the assistance/household group must be less than or equal to 300% of the Federal Poverty Level (FPL).
3. The assistance/household group must provide the following documents: 1) a notice of foreclosure from the lender; or 2) a statement from the lender that their mortgage is delinquent; or 3) delinquent information deemed appropriate by DCDJFS.

**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. A self-declaration of income by the customer will be used by the Delaware County Department of Job and Family Services and/or the Help Me Grow Program to determine the income eligibility for TANF funding. 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 (Help Me Grow)**

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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(Help Me Grow)**

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 outlines 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(Help Me Grow)**

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 provide 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 (i.e. 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.

Delaware County Department of Job and Family Services may offer services that include opportunities for children and youth to participate in a variety of structured or unstructured activities whose purpose is to help them develop their potential and grow into healthy, educated, responsible and productive adults in the future. Programs may include activities designed to transmit social values and customs, to facilitate learning, and to elicit and stimulate leadership potential. Some of the activities may include counseling, peer support, mentoring, supervised recreational activities, and purchase of school supplies. The goal of this program is to prevent out of wed-lock pregnancy.

**SMART PARENTS GUIDE TO RAISING MIDDLE SCHOOL AGED CHILDREN**

The Smart Parents Guide to Raising Middle School Aged Children is a training program for parents and middle school aged children that assists parents who are overwhelmed by the increasing pressures and responsibilities of raising preadolescent children. The sessions provide the parents with the support and skills needed to ensure their success in keeping their families together. Sessions are offered to children to help them understand adolescence. Parents and children will improve skills in communication, understanding and problem solving. Through improved communication, youth may be diverted from risky behavior such as out of wedlock pregnancies, legal and emotional problems and academic challenges.

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**PREGNANCY PREVENTION PROGRAMS**

The goal of the Pregnancy Prevention Programs is to prevent out-of-wedlock births among teens in Delaware County.

**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 such activities as school liaisons, a suspension alternative program, parent education, and a supportive group program for unruly girls. One goal of the Juvenile Diversion program is to prevent out-of-wedlock births among teens in Delaware County. Receipt of Juvenile Diversion services will not count toward time limits attached to other categories of PRC assistance.

**ACCESS TO BETTER CARE INITIATIVE**

The Delaware County Department of Job & Family Services will distribute TANF funds, specifically designated to the ABC initiative, through the Delaware County Family & Children First Council. The services to be provided may include prevention and early intervention, early screening and assessment, treatment, and/or service coordination efforts to families with non-behavioral, multi-need children. Non-behavioral shall be defined as multi-need children who do not have a substance abuse or mental health condition. Children who are in receipt of OWF, Food Stamps, or Medicaid are considered to meet the income eligibility criteria for PRC direct ABC services. Either an approved application form for OWF, Food Stamps, or Medicaid assistance or the PRC application will serve as the eligibility application for these services and will be maintained in the OWF, Food Stamp, or Medicaid case file. The receipt of Access to Better Care services will not count toward a family's eligibility limit for any other PRC services. Services under this category shall be considered non-assistance.

**SCHOOL CLOTHES PROGRAM (TANF goal #1)**

The Delaware County Department of Job and Family Services will provide school clothes for families in Delaware County. Eligible children must be school age, ages 5 to 18, and Delaware County residents having received Food Stamp benefits for a specified time period. Notification letters with detailed instructions are mailed to each identified potentially eligible family. Eligible families are required to come into the Department to pick up vouchers which may be redeemed for clothing at one of two different vendors no later than a specified date.

- A. Prior obtaining of PRC for other related items will not affect the receipt of these specific services. Future eligibility for regular PRC will not be affected due to receipt of these specific funds.
- B. Applicants ineligible for these services are listed in 1,3,4, and 5 as identified in the PRC plan under Ineligible AGs.

**Exceptions to Category Limitations:**

While it is not the intent to encourage or routinely grant exceptions to the PRC Plan, the Delaware County Department of Job and Family Services does recognize that there are occasional, extraordinary circumstances that may warrant issuance of PRC in excess of the dollar limitation or more frequency in a specific category allowed. Any exception to this plan shall specifically be reviewed and approved by the Director or the Director's designee. Sufficient documentation shall be maintained in the case file as to why a plan exception was granted.

**Delaware County Department of Job and Family Services agrees to implement the Prevention, Retention, and Contingency Program as written above. Effective October 1, 2013**

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

**RESOLUTION NO. 13-915**

**IN THE MATTER OF ACCEPTANCE OF THE SANITARY SEWERS FOR RIVER ROCK FARMS:**

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

Whereas, the construction of new sanitary sewers at the River Rock Farms have been completed to meet sewer district requirements; and

Whereas, the sewer district has received the necessary items required by the subdivider's agreement; and

Whereas, the Director of Environmental Services recommends accepting sanitary sewers for ownership, operation, and maintenance by Delaware County as follows:

<b>River Rock Farms</b>	1,111 feet of 8- inch sewer	\$94,815.70
	10- manhole	\$19,504.00

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Therefore be it resolved, that the Board of Commissioners approve and accept the above sanitary sewers for ownership, operation, and maintenance by the Delaware County Sewer District.

Vote on Motion                      Mr. Merrell              Aye              Mr. Stapleton              Aye              Mr. O'Brien              Aye

**RESOLUTION NO. 13-916**

**IN THE MATTER OF AUTHORIZING THE USE OF A PROCUREMENT CARD FOR EMERGENCY COMMUNICATIONS:**

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

Whereas, pursuant to Ohio Revised Code Section 301.29, the Board of Commissioners of Delaware County by Resolution No. 04-1193 dated September 30th, 2004, adopted a policy for the use of County Procurement Cards. In addition, The Board of Commissioners of Delaware County by Resolution No. 11-1040 dated October 3rd 2011, adopted amendments to the Policies and Procedures for the county procurement card program; and

Whereas, the appointing authority for the procurement card being the Board of Commissioners has adopted the procurement card policy for the use of the card to pay for specific classes of work related expenses, without submitting a monthly estimate of the expenses, pursuant ORC 301.29 (F)(2).

Now Therefore be it resolved, that the Board of Commissioners of Delaware County, State of Ohio, authorize the use of the following procurement cards to the limits indicated and for specific work related expenses designated in the Procurement Card Policy without submitting a monthly estimate of expenses:

Appointing Authority:	Board of Commissioner
Office/Department:	Emergency Communications
Daily spending per card:	\$5,000
Monthly spending per card:	\$10,000
Single transaction limit:	\$5,000
Daily number of transactions per card:	10
Monthly number of transactions per card:	50

Name on Card 1:                      Amanda Crist  
Department Coordinator:              Brittany Craig

Vote on Motion                      Mr. Stapleton              Aye              Mr. Merrell              Aye              Mr. O'Brien              Aye

**RESOLUTION NO. 13-917**

**IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE ADMINISTRATIVE ASSISTANT WITH THE CHILD SUPPORT ENFORCEMENT AGENCY:**

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

Whereas, the Assistant County Administrator/ Director of Administrative Services recommend approving the job description for the Administrative Assistant with the Child Support Enforcement Agency;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Administrative Assistant With The Child Support Enforcement Agency:

<b>Job Title:</b>	Administrative Assistant	<b>Posting Dates:</b>	
<b>Department/ Address:</b>	Child Support Enforcement Agency 140 N Sandusky Street Delaware, OH 43015	<b>Position Type:</b>	Full Time
<b>Typical Work Schedule:</b>	M-F; 8 am - 4:45 pm 40 hours per week	<b>Pay Range:</b>	\$11.66-12.86/hour
<b>Contact Information:</b>	740/833-2120	<b>FLSA:</b>	Hourly, non-exempt
<b>How to apply:</b>	<a href="http://www.co.delaware.oh.us/hr/index.asp">http://www.co.delaware.oh.us/hr/index.asp</a>		
<b>Objectives</b>			
Individual serves the public through effective implementation of federal/state regulations and Agency policies to help families receive the support to which they are entitled. Individual is responsible for providing outstanding customer service to internal and external customers by assisting in the resolution of inquiries/problems. Individual reports			

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directly to the Assistant Program Administrator.

**Job Standards**

High School diploma or equivalent is required; a minimum of at least two (2) years related experience in customer service, CSEA or court/legal processes is preferred. Must possess a valid State of Ohio Driver’s License and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times as a continued condition of employment.

**Job Description**

**ESSENTIAL JOB FUNCTIONS:**

- Provides administrative support to enhance productivity and effectiveness of the Agency including, but not limited to, assisting clients, completing standard correspondence and reports, responding to client inquires, and processing incoming mail/court orders/faxes;
- Monitors and processes data in accordance with local and state policy in the Support Enforcement Tracking System (SETS) including, but not limited to, IV-A, IV-D and IV-E applications, genetic testing, support hearings, and service of process;
- Operates a multi-line call center to provide customer service to clients; including problem and issue identification, resolution and when needed, give a referral to the assigned case manager, supervisor or director;
- Accepts and processes payments into the required systems and balances cash drawer;
- Performs investigations with clients and employers to obtain information about the non custodial parents including, but not limited to, location, employment, payment processing, support withholding and health insurance enrollment;
- Conducts daily bank deposit and court filings;
- Communicates professionally and effectively with clients, employers, county partners and co-workers to respond to inquiries and provide needed information/education; and
- Works with Child Support Payment Central to help resolve issues regarding posting payments, processing recoupment accounts, stop payments, voids, and payment corrections;
- Additional duties as assigned by supervisor.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Attends various training sessions, video conferences, and workshops.
- Performs related Essential and Non-Essential functions as needed.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK**

**Equipment:** Individual uses the following equipment: computer, printer, scanner, fax machine, calculator, telephone, and copier.

**Critical Skills/Expertise:**

- Ability to organize and prioritize work assignments, multi task with accurate refocus in a fast paced environment;
- Ability to conduct thorough investigations and client interviews, with consideration for culturally diverse populations;
- Ability to correctly utilize basic math and accounting concepts and skills;
- Ability to maintain confidentiality;
- Ability to work both independently and as a team;

**Critical Skills/Expertise continued:**

- Ability to operate computer and related software;
- Ability to accurately complete and maintain records, reports, and forms;
- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing;
- Ability to operate a multi-line telephone system;
- Ability to work effectively and de-escalate clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behavior;
- Ability to understand the required standards as outlined by the Ohio Administrative Code and the Ohio Revised Code;
- Ability to set and achieve goals;
- Ability to define new and innovative child support ideas, sharing with supervisor and staff as appropriate;
- Ability to define and solve problems, collect data, establish facts, and draw a valid conclusion using judgment and analytical skills;
- Ability to type, edit, and proofread work;
- Ability to follow and type from written and oral instructions;
- Ability to effectively use SETS and CRISE or other related software; and
- Ability to adhere to Agency and County policies

**II. DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Judgment is needed in selecting the most pertinent guidelines in interpreting

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precedents and in adapting methods or procedures to fit facts and conditions.

**III. RESPONSIBILITY**

Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities. Individual is responsible for maintaining communications with the public, clients, co-workers and other community partners. Errors in work may result in the disruption in the work of others, may cause substantial inconvenience to the client or negatively affect the agency's credibility. Errors may also lead to lawsuits against the County.

**IV. PERSONAL WORK RELATIONSHIPS**

Individual has direct contact with clients, management, co-workers, other county partners, and other county CSEA departments and must be professional at all times. The purpose of these contacts is to check court filings, to identify court hearing dates, to respond to client inquires, and to complete necessary documents.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** Individual performs sedentary work, which may require lifting up to fifteen (15) pounds occasionally.

**Physical Activity:** Individual performs the following physical activities: crouching, reaching, walking, lifting, grasping, talking, and hearing.

**Visual Activity:** Individual performs work where the seeing job is close to the eyes.

**Job Location:** Individual works inside with no exposure to adverse environmental conditions.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

**RESOLUTION NO. 13-918**

**IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE CASE MANAGER WITH THE CHILD SUPPORT ENFORCEMENT AGENCY DEPARTMENT:**

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

Whereas, the Assistant County Administrator/ Director of Administrative Services recommend approving the job description for Case Manager with the Child Support Enforcement Agency:

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Case Manager for the Child Support Enforcement Agency:

<b>Job Title:</b>	Case Manager	<b>Posting Dates:</b>	
<b>Department/Address:</b>	Child Support Enforcement Agency 140 N Sandusky Street Delaware, OH 43015	<b>Position Type:</b>	Full Time
<b>Typical Work Schedule:</b>	M-F; 8 am - 4:45 pm 40 hours per week	<b>Pay Range:</b>	\$15.85- 17.48/hour
<b>Contact Information:</b>	740/833-2120	<b>FLSA:</b>	Hourly, non-exempt
<b>How to apply:</b>	<a href="http://www.co.delaware.oh.us/hr/index.asp">http://www.co.delaware.oh.us/hr/index.asp</a>		
<b>Objectives</b>			
Individual serves the public through effective implementation of federal/state regulations and agency practices to help families receive the support to which they are entitled. Case Managers are responsible for working with all parties to establish and enforce support orders. Individual reports to the Enforcement Supervisor.			
<b>Job Standards</b>			
Bachelor's degree in Business, Criminal Justice or related field preferred. Commensurate work experience of at least five (5) years in the child support enforcement field or a related field may be substituted in lieu of a degree. Must possess a valid Ohio Drivers license and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times which must be maintained as a continued condition of employment.			
<b>Job Description</b>			
<b>ESSENTIAL JOB FUNCTIONS:</b>			
<ul style="list-style-type: none"> <li>• Accepts and processes IV-A, IV-D, and IV-E applications, interstate requests, and court orders to determine</li> </ul>			

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appropriate action (e.g. establishment of paternity, location of absent parent, establishment of child and medical support orders, modifications, and enforcement of existing support orders);

- Establishes support obligations by utilizing a number of tools including, but not limited to, face to face interviews, genetic testing, and administrative support hearings;
- Monitors assigned caseload to determine compliance and appropriate enforcement as needed. This includes investigations to obtain information about participants including location, employment, etc.;
- Enforces child support obligations by utilizing a number of applicable tools including, but not limited to, letters, withholdings orders, license suspension, liens, seizing of bank accounts, civil and criminal court actions, attaching tax refunds and lump sums, and passport denial;
- Monitors and processes data in accordance with local and state policy in the Support Enforcement Tracking System (SETS). This includes data entry, alerts, monthly reports, etc.;
- Communicates professionally and effectively with clients, attorneys, employers, community partners and co-workers to respond to inquiries and provide needed information/education;
- Pursues appropriate legal actions for establishment and enforcement, including, but not limited to, requests for legal action, calculations of court orders to verify account balances, verification of service of process, preparation of case summary, court testimony, review of resulting court order, completion of necessary follow up, etc.;
- Communicates with immediate supervisor for needed assistance, overtime, direction, questions, etc. and
- Performs additional duties as assigned by supervisor.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Assists with coverage in the absence of other staff;
- Attends various training sessions, video conferences, and workshops; and
- Performs related Essential and Non-Essential functions as needed

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK**

**Equipment:** Individual uses the following equipment: computer, printer, scanner, fax machine, calculator, telephone, and copier.

**Critical Skills/Expertise:**

Ability to:

- operate computers and related software;
- communicate professionally and effectively with internal and external customers, both orally and in writing;
- read and understand court orders or other technical documents;
- organize and prioritize work assignments, multi-task with accurate refocus, and effectively use work time;
- work independently and as part of a team;
- conduct thorough investigations and client interviews, with consideration for culturally diverse populations;
- define and solve problems, collect data, establish facts, draw valid conclusions using judgment and analytical skills;
- correctly calculate and complete case audits to verify account balances;
- work effectively and de-escalate clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- work under pressure, and to set and achieve goals;
- define new and innovative child support ideas, sharing with supervisor and staff as appropriate;
- effectively type, edit, and proofread work;
- effectively use SETS and CRIS-E;
- adhere to Agency and County policies; and
- understand and follow the required standards as outlined by the Ohio Administrative code and the Ohio Revised Code.

**II. DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Judgment is needed in selecting the most pertinent guidelines in interpreting precedents and in adapting methods or procedures to fit facts and conditions. Procedures must be developed for implementing changes at the local level.

**III. RESPONSIBILITY**

Supervisor provides general guidance allowing the individual the ability to plan the procedures and



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methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities. Individual is responsible for maintaining communications with the public, clients, co-workers and other community partners. Errors could result in disruptions in the work of others for corrections, may cause substantial inconvenience to the client, and negatively affect the agency's credibility. Errors may also lead to lawsuits against the County.

**IV. PERSONAL WORK RELATIONSHIPS**

Individual has direct contact with clients, management, co-workers, other county partners, law enforcement, employer representatives, and other county CSEA. The purpose of these contacts is to respond to client inquiries, obtain guidance and direction, monitor work progress, coordinate services, and research employment issues.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** Individual performs sedentary work that may require lifting up to fifteen (15) pounds occasionally.

**Physical Activity:** Individual performs the following physical activities: crouching, reaching, walking, lifting, manual dexterity, grasping, talking, and hearing.

**Visual Activity:** Individual performs work where the seeing job is close to the eyes.

**Job Location:** Individual works inside with no exposure to adverse environmental conditions.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mr. Stapleton Aye

**RESOLUTION NO. 13-919**

**IN THE MATTER OF APPROVING SUPPLEMENTAL APPROPRIATIONS FOR THE VICTIMS OF CRIME GRANT (VOCA) FOR VICTIM SERVICES:**

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

**Supplemental Appropriations**

23612302-5310 VOCA Travel - Nontaxable \$ 28.00

Awarded additional funds through VOCA grant to pay for two days of training in May for four staff members.

Vote on Motion Mr. Stapleton Aye Mr. O'Brien Aye Mr. Merrell Aye

**RESOLUTION NO. 13-920**

**IN THE MATTER OF APPROVING SUPPLEMENTAL APPROPRIATIONS AND MEMO POSTING:**

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

**Supplemental Appropriations**

40311433-5319	Midway Gardens Ditch Project/Refunds	11,740.54
50111117-5728	Bond Retirement Debt Service/Legal Fees & Other Exp-Bond	2,800.00

**Memo Posting**

Delaware County Bank	Midway Gardens Bond Issuance Fee	300.00
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Vote on Motion Mr. Merrell Aye Mr. Stapleton Aye Mr. O'Brien Aye

**RESOLUTION NO. 13-921**

**IN THE MATTER OF MODIFYING THE CERTIFICATION OF SPECIAL ASSESSMENTS TO THE COUNTY AUDITOR FOR IMPROVING THE WIDENING OF LEWIS CENTER ROAD AS APPROVED IN RESOLUTION NO. 07-1190:**

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve the following:

Whereas on September 24, 2007 the Delaware County Commissioners approved Resolution No. 07-1190 levying special assessments for improving and Widening Of (I) Lewis Center Road From A Point Commencing

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Approximately 400 Feet East Of Its Intersection With Dubois Road And Proceeding Westerly To Its Intersection With U. S. Route 23 And (II) U. S. Route 23 From A Point 700 Feet South Of Its Intersection With Lewis Center Road And Proceeding Northwesterly To Its Intersection With Orangewick Drive By Excavating, Grading, Paving, Drainage, Conduit, Curbs And Gutters, Traffic Pavement Markings, Signalization And Street Signs, and

Whereas the Clerk of the Board has prepared the certification of the special assessment for tax year 2013 to be collected in year 2014 based on necessary modifications.

Therefore be it resolved that the Clerk of the Board shall certify to the County Auditor the special assessments for placement on the tax duplicate for collection in 2014 and thereafter in accordance with Resolution 07-1190 for the project as referenced above. (Copy available in the Commissioner’s Office until no longer of administrative value).

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

COMMISSIONERS’ COMMITTEES REPORTS

Commissioner Merrell

-Attended The Annual All Horse Parade On September 8, 2013

Commissioner Stapleton

-Thoughts And Prays To The Family And Friends Of Cheri Hass Who Was Killed In An Accident In Zion National Park On September 5, 2013. Cheri Was Part Of The Law Firm, Fishel, Hass, Kim And Albrecht And Worked With Delaware County And County Commissioners Associations Of Ohio

Commissioner O’Brien

-Additional Comments and Thoughts On The Loss Of Cheri Hass  
-Attended The Annual All Horse Parade On September 8, 2013  
-Invited To Attended A Genoa Township Trustee Meeting; (Board Should Follow-up Later With Director Jenkins On A Sewer Issue In The Area)

Tim Hansley, County Administrator, Reports and Comments

-Friday Was The Application Deadline For The Director Of EMS; Staff Will Prepare For Interviews

There being no further business, the meeting adjourned.

\_\_\_\_\_  
Gary Merrell

\_\_\_\_\_  
Ken O’Brien

\_\_\_\_\_  
Dennis Stapleton

\_\_\_\_\_  
Jennifer Walraven, Clerk to the Commissioners