

Resolution

Number 23-1273

Adopted Date October 03, 2023

ADMINISTER DISCIPLINARY ACTION AGAINST KATHERINE MULLINS WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

WHEREAS, Ms. Mullins, Screener III, within Children Services Department was charged with Group I, #21 unauthorized absences from work in accordance with the County Personnel Policy Manual; and

WHEREAS, the Director requested a pre-disciplinary conference for the above violations; and

WHEREAS, Ms. Mullins was given notification of a pre-disciplinary hearing on September 26, 2023; and

WHEREAS, Ms. Mullins waived her right to the pre-disciplinary Conference on September 27, 2023; and

WHEREAS, it is the recommendation of the Director that Ms. Mullins serve a one (1) day suspension without pay; and

NOW THEREFORE BE IT RESOLVED, that Katherine Mullins Screener III, within the Children Services Department, be disciplined for violating the Warren County Personnel Policy Manual as herein before discussed, the penalty for which shall consist of a one (1) day suspension that will be served on October 4, 2023; and

BE IT FURTHER RESOLVED, that this action shall become a part of Ms. Mullins' personnel file.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

H/R:

cc: Children Services (file)
K. Mullins' Personnel File
OMB (Sue Spencer)

Resolution

Number 23-1274

Adopted Date October 03, 2023

APPROVE LATERAL TRANSFER OF LEIGH ANNE GEBELE FROM THE POSITION OF SCREENER II TO ASSESSMENT INVESTIGATIVE CASEWORKER II, WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

WHEREAS, after the Director of Children Services has requested the lateral transfer of Ms. Gebele to said position; and

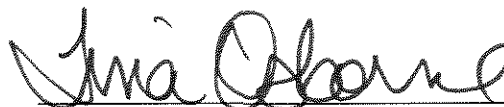
NOW THEREFORE BE IT RESOLVED, to approve the lateral transfer of Leigh Anne Gebele from the position of Screener II to Assessment Investigative Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division effective pay period beginning October 16, 2023.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Children Services (file)
L. Gebele's Personnel file
OMB – Sue Spencer

Resolution

Number 23-1275

Adopted Date October 03, 2023

APPROVE ADDENDA TO AGREEMENT WITH CITY OF REFUGE DBA ONE WAY FARM RELATIVE TO HOME PLACEMENT AND RELATED SERVICES ON BEHALF OF WARREN COUNTY CHILDREN SERVICES

BE IT RESOLVED, to approve and authorize the Warren County Board of Commissioners to enter into the addenda to agreement with City of Refuge DBA One Way Farm relative to home placement and related services for calendar year 2023-2024, on behalf of Children Services as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a – City of Refuge DBA One Way Farm
Children Services (file)

Ohio Department of Job and Family Services

**AGREEMENT FOR TITLE IV-E AGENCIES AND PROVIDERS FOR
THE PROVISION OF CHILD PLACEMENT**

ADDENDA TO AGREEMENT

The following addendum sets forth the terms and conditions between the parties for services for children involved with the agency named below:

This Agreement is between Warren County Children Services, A Title IV-E Agency, hereinafter "Agency," whose address is:

Warren County Children Services
416 S East St
Lebanon, OH 45036

And City of Refuge DBA One Way Farm hereinafter "Provider," whose address is:

City of Refuge DBA One Way Farm
6131 River Rd
Fairfield, OH 45014

Collectively the "Parties".

Contract ID: 19347234

Originally Dated: 05/01/2023 to 05/31/2024

Ohio Department of Job and Family Services

**AGREEMENT FOR TITLE IV-E AGENCIES AND PROVIDERS FOR
THE PROVISION OF CHILD PLACEMENT**

Addenda Number 3:

Addenda Reason: Other
Addenda Begin Date: 09/01/2023
Addenda End Date:
Increased Amount:
Article Name:

Addenda Reason Narrative:

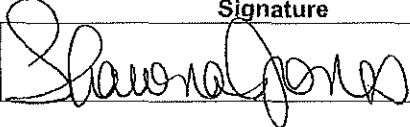
Need to add two additional rates to the current IVE rate sheet. \$498 (\$22 admin, \$476 maint.) and \$240 (\$11 admin, \$229 maint.).

SIGNATURE OF THE PARTIES

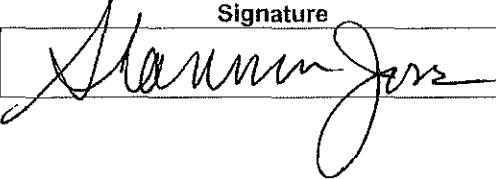
Provider: City of Refuge DBA One Way Farm

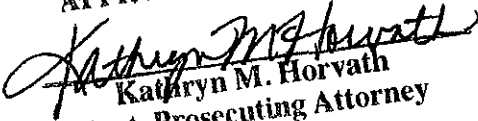
Print Name & Title	Signature	Date
John Rice President		9-18-2023

Agency: Warren County Children Services

Print Name & Title	Signature	Date
Shawna Jones, Director		9-27-23

Additional Signatures

Print Name & Title	Signature	Date
Shannon Jones, President		10-3-23

APPROVED AS TO FORM

Kathryn M. Horvath
Asst. Prosecuting Attorney

Title IV-E Schedule A Rate Information

Title IV-E Schedule A Rate Information
 Agency: Warren County Children Services
 Provider / ID: City of Refuge DBA One Way Farm / 27790246

Run Date: 09/14/2023
 Contract Period: 05/01/2023 - 05/31/2024

Service Description	Service ID	Person ID	Person ID	Maintenance Per Diem	Administration Per Diem	Case Management Per Diem	Transportation / Administration Per Diem	Transportation Maintenance Per Diem	Other Direct Services Per Diem	Behavioral Healthcare Per Diem	Other Per Diem Cost	Total Per Diem Cost	Cost Begin Date	Cost End Date
One Way Farm Group Home 1 (20931)	7627814			\$229.00	\$11.00							\$240.00	09/01/2023	05/31/2024
One Way Farm Group Home 1 (20931)	7627814			\$238.00	\$11.00							\$249.00	05/01/2023	05/31/2024
One Way Farm Group Home 1 (20931)	7627814			\$426.00	\$22.00							\$448.00	07/25/2023	05/31/2024
One Way Farm Group Home 1 (20931)	7627814			\$476.00	\$22.00							\$498.00	09/01/2023	05/31/2024
One Way Farm Group Home 2 (20932)	7632563			\$238.00	\$11.00							\$249.00	05/01/2023	05/31/2024
One Way Farm Group Home 3 (20996)	7664014			\$238.00	\$11.00							\$249.00	05/01/2023	05/31/2024

Resolution

Number 23-1276

Adopted Date October 03, 2023

APPROVE AGREEMENT AND ADDENDUM WITH UNK'S PLACE RELATIVE TO HOME PLACEMENT AND RELATED SERVICES ON BEHALF OF WARREN COUNTY CHILDREN SERVICES

BE IT RESOLVED, to approve and authorize the Warren County Board of Commissioners to enter into the agreement and addendum with Unk's Place relative to home placement and related services for calendar year 2023-2024, on behalf of Children Services as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a – Unk's Place
Children Services (file)

Ohio Department of Job and Family Services

**AGREEMENT FOR TITLE IV-E AGENCIES AND PROVIDERS FOR
THE PROVISION OF CHILD PLACEMENT**

This Agreement sets forth the terms and conditions between the parties for placement services for children who are in the care and custody of the Agency named below.

This Agreement is between Warren County Children Services, a Title IV-E Agency, hereinafter "Agency", whose address is:

Warren County Children Services
416 S East St
Lebanon, OH 45036

and

Unk's Place, hereinafter "Provider", whose address is:

Unk's Place
120 W 2nd St
Dayton, OH 45402

Collectively the "Parties".

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RECITALS

WHEREAS, the Agency is responsible under Ohio Revised Code (ORC) Title 51, Chapter 5153 for the provision of protective services for dependent, neglected, and abused children; and,

WHEREAS, the Agency is authorized under ORC Title 51, Chapter 5153.16 to provide care and services which it deems to be in the best interest of any child who needs or is likely to need public care and services; and,

WHEREAS, the Provider is an organization duly organized and validly existing and is qualified to do business under the laws in the State of Ohio or in the state where the Provider of services is located and has all requisite legal power and authority to execute this Agreement and to carry out its terms, conditions and provisions; and is licensed, certified or approved to provide services to children and families in accordance with Ohio law or the state where the Provider of services is located.

NOW, THEREFORE, in consideration of the mutual promises and responsibilities set forth herein, the Agency and Provider agree as follows:

Article I. SCOPE OF PLACEMENT SERVICES

In addition to the services described in Exhibit I-Scope of Work, Provider agrees to provide and shall provide the placement and related services specified in each Individual Child Care Agreement (ICCA) for children in the care and custody of the Title IV-E Agency. The ICCA shall be consistent with current federal, state and local laws, rules and regulations applicable to the Provider's license or certified functions and services. If an Agreement and ICCA both exist, the Agreement supersedes.

Section 1.01 FOR AGREEMENTS COMPETITIVELY PROCURED

Without limiting the services set forth herein, Provider will provide the Services pursuant to and consistent with the Requests for Proposals (RFP) and the Provider's Proposal submitted in response to the RFP, the Provider agrees to provide and shall provide the placement and related services described in Exhibit I-Scope of Work.

Section 1.02 FOR AGREEMENTS NOT COMPETITIVELY PROCURED

The Provider agrees to provide and shall provide the placement and related services described in the Exhibit I- Scope of Work.

Section 1.03 EXHIBITS

The following exhibits are deemed to be a part of this Agreement as if fully set forth herein:

- A. Exhibit I – Scope of Work;
- B. Exhibit II – Request for Proposals (if applicable);
- C. Exhibit III – Provider's Response to the Request for Proposals (if applicable); and
- D. Exhibit IV – Schedule A Rate Information.

Article II. TERM OF AGREEMENT

This Agreement is in effect from **07/20/2023** through **05/31/2024**, unless this Agreement is suspended or terminated pursuant to Article VIII prior to the termination date.

In addition to the initial term described above, this Agreement may be extended, at the option of the Agency and upon written agreement of the Provider, for 0 additional, 0 year terms not to exceed 0 years. Notice of Agency's intention to extend the Agreement shall be provided in writing to Provider no less than 90 calendar days before the expiration of any Agreement term then in effect. (If a previous Request for Proposal [RFP] allows, the Agreement may be extended for a period of time to ensure adequate completion of the Agency's competitive procurement process at the rates existing for the term then in effect.)

Article III. ORDER OF PRECEDENCE

This Agreement and all Exhibits are intended to supplement and complement each other and shall, where possible, be so interpreted. However, if any provision of this Agreement irreconcilably conflicts with an Exhibit, this Agreement takes precedence over the Exhibit(s).

In the event there is an inconsistency between the Exhibit(s), the inconsistency shall be resolved in the following order:

- A. Exhibit I: Scope of Work; then
- B. Exhibit II: Request for Proposals (if applicable); then
- C. Exhibit III: Provider's Proposals (if applicable); then
- D. Exhibit IV: Title IV-E Schedule A Rate Information.

Article IV. DEFINITIONS GOVERNING THIS AGREEMENT

The following definitions govern this Agreement:

- A. Agreement means this Agreement, attachments and exhibits thereto.
- B. Material Breach shall mean an act or omission that violates or contravenes an obligation required under the Agreement and which, by itself or together with one or more other breaches, has a negative effect on, or thwarts the purpose of the Agreement as stated herein. A Material Breach shall not include an act or omission, which has a trivial or negligible effect on the quality, quantity, or delivery of the goods and services to be provided under the Agreement.
- C. Child(ren) means any person under eighteen years of age or a mentally or physically handicapped person under twenty-one years of age in the Agency's custody and under the care of the Provider for the provision of placement services.
- D. All other definitions to be resolved through Federal Regulations, Ohio Administrative Code (OAC) 5101:2-1-01 and any related cross-references.
- E. Aftercare Support, as defined, in rule 5101:2-1-01 the Administrative Code, is case management activities performed with or on behalf of a child/family, by the Qualified Residential Treatment Program (QRTP) as part of the required discharge plan developed by the permanency team for a minimum of six months from discharge.

Such activities are to include but are not limited to the following:

- 1. Minimum of monthly contact with child and family (Face-to-Face /Telephonic/Skype/etc.)
- 2. Linkage to community services.
- 3. Follow up with community service.
- 4. Documentation of the monthly contacts in the Residential Treatment Information System (RTIS).

When serving multiple children in the save family, the cost for non-Medicaid Aftercare Supports may be billed for only one child at the same time.

Article V. PROVIDER RESPONSIBILITIES

- A. Provider agrees to participate with Agency in the development and implementation of the Case Plan and ICCA including participation in case reviews and / or semi-annual administrative reviews, and the completion of reunification assessments for the children in placement with the Provider. Parties shall make best efforts to share information timely regarding participants and contact information involved with planning efforts related to children and families.
- B. Provider agrees to provide services agreed to in the Case Plan and ICCA (i.e., transportation of children for routine services, including, but not limited to, court hearings, medical appointments, school therapy, recreational activities, visitations/family visits) unless otherwise negotiated in writing as an attachment to this Agreement. Any disputes involving services or placement will be resolved through mutual-agreement and modification to the ICCA. Provider agrees the Agency is the final authority in the process. The cost of providing these services is to be included in the Agency approved per diem.

- C. Provider agrees to deliver aftercare support as described in Article IV.
- D. Provider agrees to ensure that any and all persons who may act as alternative caregivers or who have contact with the children are suitable for interaction pursuant to all applicable federal, state and local laws and regulations.
- E. Provider agrees that all caregivers must be approved by the Agency.
- F. Provider agrees to submit a progress report as negotiated by the parties for each child. The progress report will be based on the agreed upon services to be delivered to the child and/or family and will include documentation of services provided to the child and/or discharge summary. If Monthly Progress Reports are not received within 90 calendar days following the month of service provision, payment may be withheld at the Agency's discretion.
 - 1. Monthly Progress Reports shall be submitted by the 20th of the month following the month of service.
 - 2. The Monthly Progress Report will include the following medical related information:
 - a. Service type (i.e. medical, dental, vision, etc.);
 - b. Date(s) of service;
 - c. Reason for visit (i.e. routine, injury, etc.);
 - d. Practitioner name, address and contact number;
 - e. Name of hospital, practice, urgent care, etc.;
 - f. Prescribed medications and dosages;
 - g. Date(s) medication(s) were prescribed or changed; and
 - h. Changes to medications.
- G. Placement changes, emergency or non-emergency, shall occur only with the approval of the Agency. The following information shall be provided to the Agency for all placement changes: Name, address and phone number of the new foster home or other out-of-home care setting, the license/home study of the new care provider within 24 hours, excluding weekends and holidays.
- H. Provider agrees to notify all Agencies who have children placed in the same caregiver's home/group home/CRC when any child residing in the placement is critically injured or dies in that location. Notification will be made to the Agencies' Child Abuse/Neglect Hotline number or assigned Caseworker immediately.
- I. Notification to the Agency of Emergency Critical Incidents shall occur ASAP but no later than one hour of the Incident becoming known. Notification will be made to the Agency via the Agency's Child Abuse/Neglect Hotline or assigned Caseworker or by other established system. Critical incidents are those incidents defined in the Ohio Administrative Code that are applicable to the licensed or certified programs (ODJFS 5101:2-7-14, 5101:2-9-23 ODMHAS 5122-30-16, 5122-26-13, OAC 5123-17-02).

Emergency situations include but are not limited to the following:

- 1. Absent Without Leave (AWOL);
 - 2. Child Alleging Physical or Sexual Abuse / Neglect;
 - 3. Death of Child;
 - 4. Illicit drug/alcohol use; Abuse of medication or toxic substance;
 - 5. Sudden injury or illness requiring an unplanned medical treatment or visit to the hospital;
 - 6. Perpetrator of Delinquent/Criminal Act (Assault, Dangerous Behaviors, Homicidal Behaviors);
 - 7. School Expulsion / Suspension (formal action by school);
 - 8. Self-Injury (Suicidal Behaviors, Self-Harm Requiring external Medical Treatment, Hospital or ER);
 - 9. Victim of assault, neglect, physical or sexual abuse; and
 - 10. The filing of any law enforcement report involving the child.
- J. The Provider also agrees to notify the Agency within Twenty-four (24) hours, of any non-emergency situations. Non-emergency situations include but are not limited to the following:
 - 1. When physical restraint is used/applied; and
 - 2. Medication lapses or errors.

Notification will be made to the Agency via the Agency's Child Abuse Neglect Hotline / assigned Caseworker or by other established notification system.

- K. Documentation of the emergency and non-emergency incidents as identified in "I and J" above shall be provided to the Agency via email, fax or other established notification system within 24 hours excluding weekends and holidays.
- L. The Provider agrees to submit each child's assessment and treatment plans as completed but no later than the 30th day of placement. Provider further agrees to provide treatment planning that will include, but is not limited to, education on or off site, preparation for integration into community-based school or vocational/job skills training, community service activities, independent living skills if age 14 or older, monitoring and supporting community adjustment.
- M. The Provider agrees to participate in joint planning with the Agency regarding modification to case plan services. Provider agrees that while the Provider may have input into the development of the child's case plan services and the ICCA, any disputes involving services or placement will be resolved through mutual agreement and modification to the ICCA. Provider agrees the Agency is the final authority in the process.
- N. The Provider shall participate in a Placement Preservation meeting if requested by the Agency prior to issuing a notice of removal of a child. A placement Preservation meeting shall be held within seven (7) business days of said request. Unless otherwise mutually agreed upon a minimum of thirty (30) calendar days' notice shall be given if placement preservation is unable to be achieved. A Discharge Plan Summary shall be provided no later than fifteen (15) calendar days after the date of discharge in accordance with the applicable licensed or certified program. (OAC 5101:2-5-17, OAC 5122-30-22, OAC 5122-30-04, OAC 5123:2-3-05).
- O. The Provider shall work in cooperation and collaboration with the Agency to provide information for each child's Lifebook and will fully comply with the provision of OAC 5101:2-42-67 as applicable to private Providers. Provider's contribution to the Agency Lifebook for a child shall be for the episode of care with the Provider.
- P. The Provider agrees to provide Independent Living Services as set forth in accordance with OAC 5101:2-42-19 for all children age 14 and above.
- Q. When applicable, due to the Provider being part of a managed care agreement as defined in OAC 5101:2-1-01, the Provider agrees to visit with the child face-to-face in the foster home, speak privately with the child and to meet with the caregiver at least monthly in accordance with rule OAC 5101:2-42-65 of the Ohio Administrative Code.
- R. The Provider agrees to maintain its licenses and certifications from any source in good standing. The Provider agrees to report to Agency in writing any change in licensure or certification that negatively impacts such standing immediately if the negative action results in a temporary license, suspension of license or termination of license.
- S. Provider agrees that the reasonable and prudent parent standard training required by SEC. 471. [42 U.S.C. 671] of the Social Security Act and in accordance to OAC 5101:2-5-33, OAC 5101:2-9-02 or OAC 5101:2-9-03 has been completed.
- T. The Provider shall notify Agency of any changes in its status, such as intent to merge with another business or to close no later than forty-five (45) business days prior to the occurrence.
- U. The Provider agrees that the Agency shall have access to foster parent home studies and re-certifications for foster parents caring for children in placement, subject to confidentiality considerations. The Provider shall submit to Agency a copy of the current foster home license at the time of placement and recertification. Provider also agrees to notify Agency within twenty-four (24) hours of any change in the status of the foster home license.
- V. When there is a rule violation of a caregiver, a copy of the corrective action plan, if applicable, must be submitted to the Agency when the investigation is complete.
- W. The Provider agrees to notify the Agency of scheduling no less than fourteen (14) calendar days prior to all formal meetings (i.e. FTMs, Treatment Team Meetings, IEPs, etc.).
- X. The Provider agrees to adhere to the following Medical/Medication guidelines:
1. To provide over-the-counter medications and/or supplies as part of the per diem of care;
 2. To comply with the medical consent process as identified by Agency;
 3. Only the Agency can give permission for the administering or change (addition or elimination) of

- psychotropic medication and its ongoing management; and
4. Provide an initial placement medical screening within 72 hours of child's placement into a placement resource under the Provider's operation and/or oversight.
- Y. To arrange for required health care/medical examinations within time frames required by OAC 5101:2-42-66.1 and provide reports from the health care providers to the agency within 30 days of occurrence if the appropriate releases of information have been obtained by the Provider.
- Z. The Network Provider agrees to notify the Agency if placement resource is currently under investigation for license violations or misconduct toward children or other third-party investigation.
- AA. The Provider will immediately notify the Agency:
1. If the Provider is out of compliance with any licensing authority rules or the placement resource is under investigation for license violations or misconduct toward children. Immediately is defined as within one hour of knowledge of the non-compliance issue.
 2. Child Abuse/Neglect Hotline or assigned Caseworker of any allegations of abuse or neglect made against the Caregiver within one hour of gaining knowledge of the allegation.
 3. Of any corrective action and the result of the correction action plan. The Provider will submit a comprehensive written report to the agency within sixty (60) days of the rules violation.
 4. Within twenty-four (24) hours any time there is an event which would impact the placement resource license.

Article VI. AGENCY RESPONSIBILITIES

- A. Agency certifies that it will comply with the Multiethnic Placement Act, 108 STAT. 3518, as amended by Section 1808 of the Small Business Jobs Protection Act of 1996, 110 STAT. 1755, which prohibits any Agency from denying any person the opportunity to become an adoptive or foster parent on the basis of race, color, national origin, or delaying or denying the placement of a child for adoption or into foster care on the basis of race, color, or national origin of the adoptive or foster parent or of the child involved.
- B. The Agency shall provide to the Provider within thirty (30) calendar days of placement or within a reasonable time thereafter as agreed to by the parties, a copy of each child's social history, medical history, and Medicaid card once obtained by the Agency for new cases, or at time of placement for existing cases. Agency shall make best efforts to share information timely regarding participants and contact information involved with planning efforts related to children and families.
- C. Agency agrees to participate in the development of the treatment plan of each child placed with the Provider. The Agency acknowledges that clinical treatment decisions must be recommended by licensed clinical professionals. Agency and Provider acknowledge that disagreement with a treatment decision may be taken through the dispute resolution process contained in Article XIV of this Agreement.
- D. Agency agrees to visit with the child in accordance with rule OAC 5101:2-42-65 of the Ohio Administrative Code.
- E. Agency agrees to participate in periodic meetings with each child's treatment team for case treatment plan development, review, and revision. The Agency agrees to participate in the development of the treatment plan of each child placed with the Provider by the Agency.
- F. Agency certifies that it will comply with Every Student Succeeds Act (34 CFR part 200) and will work with local school districts in developing individualized plans to address the transportation needed for a child to remain in the school of origin. Agency agrees to arrange for the transfer of each child's school records to the child's new school upon placement but not later than ten (10) business days. The Agency agrees to work with the Provider for the timely enrollment of the child in the receiving school district. The Agency has the final responsibility to obtain the child's school records and to enroll the child in the receiving school district.
- G. The Agency shall provide an opportunity for the Provider to give input in the development, substantive Addendum or modification of case plans. The Agency agrees to notify the Provider of scheduling no less than seven (7) calendar days prior to of all formal meetings (e.g. SARs, court hearings, family team conferences, etc.).

- H. The Agency shall participate in a Placement Preservation meeting if requested by the Provider prior to issuing a notice of removal of a child. The Agency shall provide a minimum of thirty (30) calendar days' notice for planned removals, to the Provider for each child who is being terminated from placement with the Provider, unless so ordered by a court of competent jurisdiction.
- I. Agency agrees to provide the Provider with an emergency contact on a twenty-four (24) hour, seven (7) day per week basis.
- J. The Agency represents:
 - 1. It has adequate funds to meet its obligations under this Agreement; subject to the availability of funds as referenced in Article VIII (I);
 - 2. It intends to maintain this Agreement for the full period set forth herein and has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period; and
 - 3. It will make its best effort to obtain the appropriation of any necessary funds during the term of this Agreement.
- K. The Agency will provide information about the child being referred for placement in accordance with OAC 5101:2-42-90. Prior to a child's placement in alternative care or respite, OAC 5101:2-42-90 (D) requires the Agency to share with care givers information that could impact the health, safety, or well-being of the child or others in the home.

Article VII. INVOICING FOR PLACEMENT SERVICES

- A. The Provider agrees to submit a monthly invoice following the end of the month in which services were provided. The invoice shall be for services delivered in accordance with Article I of this Agreement and shall include:
 - 1. Provider's name, address, telephone number, fax number, federal tax identification number, Title IV-E Provider number, if applicable and Medicaid Provider number, if applicable.
 - 2. Billing date and the billing period.
 - 3. Name of child, date of birth of child, and the child's Statewide Automated Child Welfare Information System (SACWIS) person I.D. number.
 - 4. Admission date and discharge date, if available.
 - 5. Agreed upon per diem for maintenance and the agreed per diem administration; and
 - 6. Invoicing procedures may also include the per diems associated with the following if applicable and agreeable to the Agency and Provider:
 - a. Case Management; allowable administration cost;
 - b. Transportation, allowable maintenance cost;
 - c. Transportation; allowable administration cost;
 - d. Other Direct Services; allowable maintenance cost;
 - e. Behavioral health care; non-reimbursable cost; and
 - f. Other costs - (any other cost the Title IV-E Agency has agreed to participate in); non-allowable/ non-reimbursable cost.
- B. If Provider is an enrolled provider of Medicaid, Provider shall seek reimbursement for aftercare support provided to children through Medicaid. If a child is an open client with the QRTP the following services or activities may be billed to Medicaid as medically necessary. Aftercare support provided that is not available for Medicaid reimbursement shall be billed to the Agency. If Provider is not enrolled on Medicaid, reimbursement for aftercare support provided shall be billed to the Agency. Aftercare support provided to children who are not enrolled on Medicaid shall be invoiced to the Agency less any private insurance / third-party payor reimbursement obtained by Provider. Rates for aftercare support billed to the Agency shall be consistent with the prevailing Medicaid rate for Community Psychiatric Supportive Treatment (CPST) at the most recent version of which may be found at: Manuals and Rates (ohio.gov). If the parties agree to not use the Medicaid rates, an "Agreement for Title IV-E Agencies for the Provision of Non-Placement Services" will need to be created, and the negotiated rates will be displayed on the Schedule B.
- C. Provider warrants and represents claims made for payment for services provided are for actual services rendered

and do not duplicate claims made by Provider to other sources of public funds for the same service.

Article VIII. REIMBURSEMENT FOR PLACEMENT SERVICES

- A. The maximum amount payable pursuant to this contract is **\$100,000.00**.
- B. In accordance with Schedule A of this Agreement, the per diem for maintenance and the per diem for administration will be paid for each day the child was in placement. The first day of placement will be paid regardless of the time the child was placed. The last day of placement will not be paid regardless of the time the child left the placement.
- C. In accordance with Schedule A of this Agreement and in addition to Maintenance and Administration, the Agency may agree to pay a per diem for Case Management, Other Direct Services, Transportation Administration, Transportation Maintenance, Behavioral Health Care and Other. All other services and/or fees to be paid for shall be contained in the Attachments/Exhibits of this Agreement.
- D. To the extent that the Provider maintains a foster care network, the agreed upon per diem for maintenance shall be the amount paid directly to the foster parent. Maintenance includes the provision of food, clothing, shelter, daily supervision, graduation expenses, a child's personal incidentals, and liability insurance with respect to the child, reasonable cost of travel to the child's home for visitation and reasonable cost of travel for the child to remain in the school the child was enrolled in at the time of placement. Payment for private Agency staff transporting a child to a home visit or keeping the child in their home school will be paid in accordance with Schedule A (Transportation Maintenance) of this Agreement.
- E. If the plan as determined by the Agency is to return the child to placement with the Provider, the Agency may agree to pay for the days that a child is temporarily absent from the direct care of the Provider, as agreed to by the parties in writing.
- F. The service provider is required to utilize Medicaid-approved healthcare providers in the appropriate managed care network for the provision of mental health, dental and/or medical services (hereafter referred to collectively as "medical services") to children in the custody of Agency. The Service Provider will report applicable Medicaid/insurance information to the healthcare providers and instruct healthcare providers to seek payment from Medicaid or any other available third-party payer for medical services rendered to children in agency custody. Agency will not pay for the provision of any medical services to children in agency custody unless the agency Executive Director or authorized designee has provided specific prior written authorization for such medical services and associated costs.
- G. The Agency agrees to pay the Provider for all services agreed to on Schedule A and in the Attachments/Exhibits to this Agreement, where applicable, that have been provided and documented in the child's case file. Agency shall make best efforts to make payment of undisputed charges within thirty (30) business days of receipt.
- H. In the event of a disagreement regarding payment, Agency shall withhold payment only for that portion of the placement with which it disagrees. Agency will use best efforts to notify the Provider of any invoice discrepancies. Agency and Provider will make every effort to resolve payment discrepancies within 60 calendar days. Payment discrepancies brought to the Agency after 60 days will be reviewed on a case by case basis.
- I. This Agreement is conditioned upon the availability of federal, state, or local funds appropriated or allocated for payment for services provided under the terms and conditions of this Agreement. By sole determination of the Agency, if funds are not sufficiently allocated or available for the provision of the services performed by the Provider hereunder, the Agency reserves the right to exercise one of the following alternatives:
 - 1. Reduce the utilization of the services provided under this Agreement, without change to the terms and conditions of the Agreement; or
 - 2. Issue a notice of intent to terminate the Agreement.

The Agency will notify the Provider at the earliest possible time of such decision. No penalty shall accrue to the Agency in the event either of these provisions is exercised. The Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

Any denial of payment for service(s) rendered may be appealed in writing and will be part of the dispute resolution process contained in Article XIV.

Article IX. TERMINATION; BREACH AND DEFAULT

- A. This Agreement may be terminated for convenience prior to the expiration of the term then in effect by either the Agency or the Provider upon written notification given no less than sixty (60) calendar days in advance by certified mail, return receipt requested, to the last known address of the terminated party shown hereinabove or at such other address as may hereinafter be specified in writing.
- B. If Provider fails to provide the Services as provided in this Agreement for any reason other than Force Majeure, or if Provider otherwise Materially Breaches this Agreement, Agency may consider Provider in default. Agency agrees to give Provider thirty (30) days written notice specifying the nature of the default and its intention to terminate. Provider shall have seven (7) calendar days from receipt of such notice to provide a written plan of action to Agency to cure such default. Agency is required to approve or disapprove such plan within five (5) calendar days of receipt. In the event Provider fails to submit such plan or Agency disapproves such plan, Agency has the option to immediately terminate this Agreement upon written notice to Provider. If Provider fails to cure the default in accordance with an approved plan, then Agency may terminate this Agreement at the end of the thirty (30) day notice period.
- C. Upon the effective date of the termination, the Provider agrees that it shall cease work on the terminated activities under this Agreement, take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report as of the date of discharge of the last child describing the status of all work under this Agreement, including without limitation, results accomplished, conclusions resulting therefrom, and such other matters as the Agency may require. The Agency agrees to remove all children in placement immediately with the Provider, consistent with the effective termination date. In all instances of termination, the Provider and Agency agree that they shall work in the best interests of children placed with the Provider to secure alternative placements for all children affected by the termination.
- D. In the event of termination, the Provider shall be entitled to reimbursement, upon submission of an invoice, for the agreed upon per diem incurred prior to the effective termination date. The reimbursement will be calculated by the Agency based on the per diem set forth in Article VIII. The Agency shall receive credit for reimbursement already made when determining the amount owed to the Provider. The Agency is not liable for costs incurred by the Provider after the effective termination date of the discharge of the last child.
- E. Notwithstanding the above, Agency may immediately terminate this Agreement upon delivery of a written notice of termination to the Provider under the following circumstances:
 - 1. Improper or inappropriate activities;
 - 2. Loss of required licenses;
 - 3. Actions, inactions or behaviors that may result in harm, injury or neglect of a child;
 - 4. Unethical business practices or procedures; and
 - 5. Any other event that Agency deems harmful to the well-being of a child; or
 - 6. Loss of funding as set forth in Article VIII.
- F. If the Agreement is terminated by Agency due to breach or default of any of the provisions, obligations, or duties embodied contained therein by the Provider, Agency may exercise any administrative, agreement, equitable, or legal remedies available, without limitation. Any extension of the time periods set forth above shall not be construed as a waiver of any rights or remedies the Agency may have under this Agreement.
- G. In the event of termination under this ARTICLE, both the Provider and the placing Agency shall make good faith efforts to minimize adverse effect on children resulting from the termination of the Agreement.

Article X. RECORDS RETENTION, CONFIDENTIALITY AND DATA SECURITY REQUIREMENTS

- A. The Provider agrees that all records, documents, writings or other information, including, but not limited to,

financial records, census records, client records and documentation of legal compliance with Ohio Administrative Code rules, produced by the Provider under this Agreement, and all records, documents, writings or other information, including but not limited to financial, census and client, used by the Provider in the performance of this Agreement are treated according to the following terms:

1. All records relating to costs, work performed and supporting documentation for invoices submitted to the Agency by the Provider along with copies of all Deliverables, as defined in Article XXIX, submitted to the Agency pursuant to this Agreement will be retained for a minimum of three (3) years after reimbursement for services rendered under this Agreement.
 2. If an audit, litigation, or other action is initiated during the time period of the Agreement, the Provider shall retain such records until the action is concluded and all issues resolved or three (3) years have expired, whichever is later.
 3. All records referred to in Section A 1) of this Article shall be available for inspection and audit by the Agency or other relevant agents of the State of Ohio (including, but not limited to, the County Prosecutor, the Ohio Department of Job and Family Services (ODJFS), the Auditor of the State of Ohio, the Inspector General of Ohio, or any duly authorized law enforcement officials), and the United States Department of Health and Human Services within a reasonable period of time.
- B. The Provider agrees to keep all financial records in a manner consistent with Generally Accepted Accounting Principles.
- C. The Provider agrees to comply with all federal and state laws applicable to the Agency and the confidentiality of children and families. Provider understands access to the identities of any Agency's child and families shall only be as necessary for the purpose of performing its responsibilities under this Agreement. No identifying information on child(ren) served will be released for research or other publication without the express written consent of the Agency. Provider agrees that the use or disclosure of information concerning the child for any purpose not directly related to the administration of this Agreement is prohibited. Provider shall ensure all the children's and families' documentation is protected and maintained in a secure and safe manner.
- D. The Provider agrees to comply with all applicable state and federal laws related to the confidentiality and transmission of medical records, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- E. Although information about, and generated under, this Agreement may fall within the public domain, the Provider shall not release information about, or related to, this Agreement to the general public or media verbally, in writing, or by any electronic means without prior approval from the Agency, unless the Provider is required to release requested information by law. Agency reserves the right to announce to the general public and media: award of the Agreement, Agreement terms and conditions, scope of work under the Agreement, Deliverables, as defined in Article XXIX, and results obtained under the Agreement. Except where Agency approval has been granted in advance, the Provider shall not seek to publicize and will not respond to unsolicited media queries requesting: announcement of Agreement award, Agreement terms and conditions, Agreement scope of work, government-furnished documents the Agency may provide to the Provider to fulfill the Agreement scope of work, Deliverables required under the Agreement, results obtained under the Agreement, and impact of Agreement activities.
- F. If contacted by the media about this Agreement, the Provider agrees to notify the Agency in lieu of responding immediately to media queries. Nothing in this section is meant to restrict the Provider from using Agreement information and results to market to specific business prospects.
- G. Client data must be protected and maintained in a secure and safe manner whether located in Provider's facilities, stored in the Cloud, or used on mobile devices outside Provider's facility. Security of Provider's network, data storage, and mobile devices must conform to generally recognized industry standards and best practices. Maintenance of a secure processing environment includes, but is not limited to, network firewall provisioning, intrusion detection, antivirus protection, regular third-party vulnerability assessments, and the timely application of patches, fixes and updates to operating systems and applications.
- H. Provider agrees that it has implemented and shall maintain during the term of this Agreement the highest standard of administrative, technical, and physical safeguards and controls to:

1. Ensure the security and confidentiality of data;
 2. Protect against any anticipated security threats or hazards to the security or integrity of data; and
 3. Protect against unauthorized access to or use of data. Such measures shall include at a minimum:
 - a. Access controls on information systems, including controls to authenticate and permit access to data only to authorized individuals and controls to prevent Provider employees from providing data to unauthorized individuals who may seek to obtain this information (whether through fraudulent means or otherwise);
 - b. Firewall protection;
 - c. Encryption of electronic data while in transit from Provider networks to external networks;
 - d. Measures to store in a secure fashion all data which shall include multiple levels of authentication;
 - e. Measures to ensure that data shall not be altered or corrupted without the prior written consent of the Agency;
 - f. Measures to protect against destruction, loss or damage of data due to potential environmental hazards, such as fire and water damage.
- I. Immediately upon discovery of a confirmed or suspected breach involving data, Provider will notify Agency no later than twenty-four (24) hours after Provider knows or reasonably suspects a breach has or may have occurred. Provider shall promptly take all appropriate or legally required corrective actions and shall cooperate fully with the Agency in all reasonable and lawful efforts to prevent, mitigate or rectify such data breach. In the event of a suspected breach, Provider shall keep the Agency informed of the progress of its investigation until the uncertainty is resolved.
- J. In the event the Provider does not carry the appropriate cyber security insurance to cover a security breach, the Provider shall reimburse the Agency for actual costs incurred, including, but not limited to, providing clients affected by a security breach with notice of the breach, and/or complimentary access for credit monitoring services, which the Agency deems necessary to protect such affected client.
- K. In the event the Agency discontinues operation, all child records for residential or any other placement settings shall be provided to the custodial agency. If the setting is licensed by ODJFS, licensing records shall be sent to:

ODJFS
 ATTN: Licensing
 P.O. Box 183204
 Columbus, OH 43218-3204

Article XI. PROVIDER ASSURANCES AND CERTIFICATIONS

- A. As applicable to the Provider's license and/or certification, the Provider certifies compliance with ORC 2151.86, ORC 5103.0328, ORC 5103.0319 and applicable OAC Sections as defined in Article XXII of this Agreement concerning criminal record checks, arrests, convictions and guilty pleas relative to foster caregivers, employees, volunteers and interns who are involved in the care for a child. Provider is responsible for any penalties, financial or otherwise, that may accrue because of noncompliance with this provision.
- B. To the extent that the Provider maintains a residential center or group home, the Provider agrees to comply with the provisions of their licensing Agency that relates to the operation, safety and maintenance of residential facilities. Specifically, Provider agrees that no firearm or other projectile weapon and no ammunition for such weapons will be kept on the premises.
- C. Provider certifies compliance with Drug Free Work Place Requirements as outlined in 45 C.F.R. Part 76, Subpart F.
- D. Provider certifies compliance with 45 C.F.R. Part 80, Non-Discrimination under programs receiving Federal assistance through the Department of Health and Human Services effectuation of Title VI of the Civil Rights Act of 1964.
- E. Provider certifies compliance with 45 C.F.R. Part 84, Non-Discrimination on the Basis of Handicap in Programs or

Activities Receiving Federal Assistance.

- F. Provider certifies compliance 45 C.F.R. Part 90, Non-Discrimination on the Basis of Age in Programs or Activities Receiving Federal Assistance.
- G. Provider certifies compliance with the American with Disabilities Act, Public Law 101-336.
- H. Provider certifies that it will:
 - 1. Provide a copy of its license(s), certification, accreditation or a letter extending an expiring license, certification, or accreditation from the issuer to the Agency prior to the signing of the Agreement.
 - 2. Maintain its license(s), certification, accreditation and that upon receipt of the renewal of its license, certification, and/or accreditation or upon receipt of a letter extending an expiring license, certification, and/or accreditation from the issuer, a copy of the license, certification and/or accreditation will be provided to the Agency within five (5) business days.
 - 3. Provider shall immediately notify the Agency of any action, modification or issue relating to said licensure, accreditation or certification.
- I. Provider certifies that it will not deny or delay services to eligible persons because of the person's race, color, religion, national origin, gender, orientation, disability, or age.
- J. The Provider shall comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulation 41 CFR part 60.
- K. Provider further agrees to comply with OAC 5101:9-2-01 and OAC 5101:9-2-05(A)(4), as applicable, which require that assure that persons with limited English proficiency (LEP) can meaningfully access services. To the extent Provider provides assistance to an LEP Child through the use of an oral or written translator or interpretation services in compliance with this requirement, the LEP Child shall not be required to pay for such assistance.
- L. To the extent applicable, the Provider certifies compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h) Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 C.F.R. Part 15).
- M. The Provider certifies compliance, where applicable, with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- N. The Provider certifies that all approvals, licenses, or other qualifications necessary to conduct business in Ohio have been obtained and are current.
- O. Provider shall comply with the Small Business Job Protection Act (Public Law ("P.L.") 104-188), the Multiethnic Placement Act of 1994 (P.L. 103-382), Titles IV-B (42 U.S.C. 620 et seq.) and IV-E (42 U.S.C. 670 et seq.) of the Social Security Act ("the Act"), the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), Section 471(a) of Title IV-E of the Act (42 U.S.C. 671(a)), and 45 C.F.R. 1356, including all rules, regulations and guidelines issued by federal and state authorities, OAC 5101:9-4-07 and OAC 5101:2-47-23.1.

Article XII. INDEPENDENT CONTRACTOR

- A. The Provider and the Agency agree that no employment, joint venture, or partnership has been or will be created between the parties hereto pursuant to the terms and conditions of this Agreement.
- B. The Provider and the Agency agree that the Provider is an independent contractor and assumes all responsibility for any federal, state, municipal, or other tax liabilities along with workers' compensation, unemployment compensation, and insurance premiums which may accrue as a result of compensation received for services or Deliverables rendered hereunder.
- C. The Provider and the Agency agree that no person and/or entities entering into this Agreement, nor any individual employed by any person or entity entering in to this Agreement, are public employees for purposes of contributions to Ohio Public Employees Retirement system by virtue of any work performed or services rendered

in accordance with this Agreement.

Article XIII. AUDITS AND OTHER FINANCIAL MATTERS

- A. Provider agrees to submit to Agency a copy of the independent audit it receives in accordance with ORC 5103.0323.
- B. Upon request from the Agency, Provider shall submit a copy of the most recent Federal income tax return and related schedules filed with the Internal Revenue Service (IRS).
- C. If Provider participates in the Title IV-E program, Provider agrees to timely file its Title IV-E cost report with all required items as outlined in OAC 5101:2-47-26.2 to ODJFS. Provider agrees that in the event a cost report cannot be timely filed, an extension shall be requested prior to the December 31st filing deadline.
- D. If a Provider participates in the Title IV-E program, an Agreed Upon Procedures engagement must be conducted by a certified public accountant for the Provider's cost report in accordance with OAC 5101:2-47-26.2. The procedures are conducted to verify the accuracy of costs used to establish reimbursement ceilings for maintenance and administration costs of child in care. Any overpayments or underpayment of federal funds to the Title IV-E Agency due to adjustments of cost report reimbursement ceiling amounts as a result of an audit, shall be resolved in accordance with ORC 5101.11, ORC 5101.14, and OAC 5101:2-47-01.
- E. Upon request from the Agency, the Provider shall submit a copy of the JFS 02911 and Agreed Upon Procedures.
- F. For financial reporting purposes and for Title IV-E cost reporting purposes, Provider agrees to follow the cost principles set forth in the following OAC Sections and publications:
 - 1. OAC 5101:2-47-11: "Reimbursement for Title IV-E foster care maintenance (FCM) costs for children's residential centers (CRC), group homes, maternity homes, residential parenting facilities, private foster homes, and substance use disorder (SUD) residential facilities".
 - 2. OAC 5101:2-47-26.1: "Public child services agencies (PCSA), private child placing agencies (PCPA), private noncustodial agencies (PNA), residential care facilities, substance use disorder (SUD) residential facilities: Title IV-E cost report filing requirements, record retention requirements, and related party disclosure requirements";
 - 3. OAC 5101:2-47-26.2: "Cost Report Agreed Upon Procedures Engagement".
 - 4. JFS 02911 Single Cost Report Instructions.
 - 5. For Private Agencies: 2 CFR part 230, Cost Principles for Non-Profit Organizations.
 - 6. For Public Agencies: 2 CFR part 225, Cost Principles for State, Local and Indian Tribal Government.
 - 7. 2 CFR part 200.501, Audit Requirements.

Article XIV. GRIEVANCE/DISPUTE RESOLUTION PROCESS

In the event that a dispute arises under the provisions of this Agreement, the parties shall follow the procedures set forth below:

- 1. The party complaining of a dispute shall provide written notice of the nature of the dispute to the other party to this Agreement. A copy of the notice shall be sent to the Director or designee of the Agency and to the Executive Director or designee of the Provider. Within ten (10) business days of receiving the notice of a dispute, the parties involved in the dispute between the Agency and the Provider shall attempt to resolve the dispute.
- 2. If the parties are unable to resolve the dispute in (1 business day), the highest official or designee of the Agency shall make the final determination within twenty (20) business days, which will be non-binding.
- 3. Neither party will be deemed to have waived any other rights or remedies available to them by initiating, participating in or completing this process.

Article XV. ATTACHMENTS/ADDENDA

This Agreement, Attachments, and all Exhibits hereto constitutes the entire Agreement and may be amended only with a written Addendum signed by both parties; however, it is agreed by the parties that any Addenda to laws or regulations cited herein will result in the correlative modification of this Agreement, without the necessity for executing written

Addenda. The impact of any applicable law, statute, or regulation not cited herein and enacted after the date of execution of this Agreement will be incorporated into this Agreement by written Addendum signed by both parties and effective as of the date of enactment of the law, statute, or regulation. Any other written Addendum to this Agreement is prospective in nature.

Article XVI. NOTICE

Unless otherwise set forth herein, all notices, requests, demands and other communications pertaining to this Agreement shall be in writing and shall be deemed to have been duly given if delivered or mailed by certified or registered mail, postage pre-paid:

if to Agency, to Warren County Children Services
 416 S East St
 Lebanon, OH 45036

If to Provider, to Unk's Place
 120 W 2nd St
 Dayton, OH 45402

Article XVII. CONSTRUCTION

This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Agreement be found to be unenforceable by operation of statute or by administrative or judicial decision, the operation of the balance of this Agreement is not affected thereby; provided, however, the absence of the illegal provision does not render the performance of the remainder of the Agreement impossible.

Article XVIII. NO ASSURANCES

- A. Provider acknowledges that, by entering into this Agreement, Agency is not making any guarantees or other assurances as to the extent, if any, that Agency shall utilize Provider's services or purchase its goods. In this same regard, this Agreement in no way precludes, prevents, or restricts Provider from obtaining and working under additional arrangement(s) with other parties, assuming the work in no way impedes Provider's ability to perform the services required under this Agreement. Provider warrants that at the time of entering into this Agreement, it has no interest in nor shall it acquire any interest, direct or indirect, in any Agreement that will impede its ability to provide the goods or perform the services under this Agreement.
- B. This Agreement, Attachments, and all Exhibits embodies the entire agreement of the Parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or Agreements, either written or oral, between the parties to this Agreement. Also, this Agreement shall not be modified in any manner except by an instrument, in writing, executed by both the parties.

Article XIX. CONFLICT OF INTEREST

- A. Provider agrees that the Provider, its officers, members and employees currently have no, nor will they acquire any interest, whether personal, professional, direct or indirect, which is incompatible, in conflict with or which would compromise the discharge and fulfillment of Provider's functions, duties and responsibilities hereunder. If the Provider, or any of its officers, members or employees acquire any incompatible, conflicting, or compromising personal or professional interest, the Provider shall immediately disclose, in writing, such interest to the Agency. If any such conflict of interest develops, the Provider agrees that the person with the incompatible, conflicting, or compromising personal or professional interest will not participate in any activities related to this Agreement.
- B. Provider agrees: (1) to refrain from promising or giving to Agency employees anything of value to manifest improper influence upon the employee; (2) to refrain from conflicts of interest; and, (3) to certify that Provider complies with ORC 102.03, ORC 102.04, ORC 2921.42, ORC 2921.43.

- C. The Provider further agrees that there is no financial interest involved on the part of the Agency or the respective county authority(ies) governing the agency. The Provider has no knowledge of any situation which would be a conflict of interest. It is understood that a conflict of interest occurs when an Agency employee or county official will gain financially or receive personal favors as a result of signing or implementation of this agreement. The Provider will report the discovery of any potential conflict of interest to the Agency. Should a conflict of interest be discovered during the term of this agreement, the Agency may exercise any right under the agreement, including termination of the agreement.

Article XX. INSURANCE

The Provider shall purchase and maintain for the term of this Agreement insurance of the types and amounts identified herein. Maintenance of the proper insurance for the duration of the Agreement is a material element of the Agreement.

Provider agrees to procure and maintain for the term of this Agreement the insurance set forth herein. The cost of all insurance shall be borne by Provider. Insurance shall be purchased from a company licensed to provide insurance in Ohio. Insurance is to be placed with an insurer provided an A.M. Best rating of no less than A-. Provider shall purchase the following coverage and minimum limits:

- A. Commercial general liability insurance policy with coverage contained in the most current Insurance Services Office Occurrence Form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate and at least One Hundred Thousand Dollars (\$100,000.00) coverage in legal liability fire damage. Coverage will include:
1. Additional insured endorsement;
 2. Product liability;
 3. Blanket contractual liability;
 4. Broad form property damage;
 5. Severability of interests;
 6. Personal injury; and
 7. Joint venture as named insured (if applicable).
- Endorsements for physical abuse claims and for sexual molestation claims must be a minimum of Three Hundred Thousand Dollars (\$300,000.00) per occurrence and Three Hundred Thousand Dollars (\$300,000.00) in the aggregate.
- B. Business auto liability insurance of at least One Million Dollars (\$1,000,000.00) combined single limit, on all owned, non-owned, leased and hired automobiles. If the Agreement contemplates the transportation of the users of County services (such as but not limited to Agency consumers), "Consumers" and Provider provides this service through the use of its employees' privately owned vehicles "POV", then the Provider's Business Auto Liability insurance shall sit excess to the employees "POV" insurance and provide coverage above its employee's "POV" coverage. Provider agrees the business auto liability policy will be endorsed to provide this coverage.
- C. Professional liability (errors and omission) insurance of at least One Million Dollars (\$1,000,000.00) per claim and in the aggregate.
- D. Umbrella and excess liability insurance policy with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate, above the commercial general and business auto primary policies and containing the following coverage:
1. Additional insured endorsement;
 2. Pay on behalf of wording;
 3. Concurrency of effective dates with primary;
 4. Blanket contractual liability;
 5. Punitive damages coverage (where not prohibited by law);
 6. Aggregates: apply where applicable in primary;
 7. Care, custody and control – follow form primary; and
 8. Drop down feature.

The amounts of insurance required in this section for General Liability, Business Auto Liability and Umbrella/Excess Liability may be satisfied by Provider purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified in General Liability, Business Auto Liability and Umbrella/Excess Liability when added together.

E. Workers' Compensation insurance at the statutory limits required by ORC.

F. The Provider further agrees with the following provisions:

1. All policies, except workers' compensation and professional liability, will endorse as additional insured the Board of County Commissioners, and Agency and their respective officials, employees, agents, and volunteers, including their Board of Trustees if applicable. The additional insured endorsement shall be on an ACORD or ISO form.
2. The insurance endorsement forms and the certificate of insurance forms will be sent to the Agency Director or Designee. The forms must state the following: "Board of County Commissioners, and Agency and their respective officials, employees, agents, and volunteers are endorsed as additional insured as required by agreement on the commercial general, business auto and umbrella/excess liability policies."
3. Each policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed except after thirty (30) calendar days prior written notice given to the Agency Director or Designee.
4. Provider shall furnish the Agency with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received by the Agency before the Agreement commences. The Agency reserves the right at any time to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.
5. Failure of the Agency to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Agency to identify a deficiency from evidence provided shall not be construed as a waiver of Provider's obligation to maintain such insurance.
6. Provider shall declare any self-insured retention to the Agency pertaining to liability insurance. Provider shall provide a financial guarantee satisfactory to the Agency guaranteeing payment of losses and related investigations, claims administration and defense expenses for any self-insured retention.
7. If Provider provides insurance coverage under a "claims-made" basis, Provider shall provide evidence of either of the following for each type of insurance which is provided on a claims-made basis: unlimited extended reporting period coverage, which allows for an unlimited period of time to report claims from incidents that occurred after the policy's retroactive date and before the end of the policy period (tail coverage), or; continuous coverage from the original retroactive date of coverage. The original retroactive date of coverage means original effective date of the first claim-made policy issued for a similar coverage while Provider was under Agreement with the County on behalf of the Agency.
8. Provider will require all insurance policies in any way related to the work and secured and maintained by Provider to include endorsements stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against the County and the Agency. Provider will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
9. Provider, the County, and the Agency agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating and audit procedures.
10. Provider's insurance coverage shall be primary insurance with respect to the County, the Agency, their respective officials, employees, agents, and volunteers. Any insurance maintained by the County or the Agency shall be excess of Provider's insurance and shall not contribute to it.
11. If any of the work or Services contemplated by this Agreement is subcontractors, Provider will ensure that any subcontractors comply with all insurance requirements contained herein.
12. If the Agreement provider is a government entity, insurance requirements will be fulfilled under the County Risk Sharing Authority (CORSA).

Article XXI. INDEMNIFICATION & HOLD HARMLESS

- A. To the fullest extent permitted by, and in compliance with, applicable law, Provider agrees to protect, defend, indemnify and hold harmless the Agency and the Board of County Commissioners, their respective members, officials, employees, agents, and volunteers (the "Indemnified Parties") from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgments and expenses, subrogation (of any party involved in the subject of this Agreement), attorneys' fees, court costs, defense costs or other injury or damage (collectively "Damages"), whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, the performance of the terms of this Agreement including, without limitation, by Provider, its subcontractor(s), Provider's or its subcontractor(s) employees, agents, assigns, and those designated by Provider to perform the work or services encompassed by the Agreement. Provider agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.
- B. Each Party agrees to be responsible for any personal injury or property damage caused solely by its negligent acts or omissions as determined by a court of competent jurisdiction, or as the parties may otherwise mutually agree in writing.
- C. This Article is not applicable to Agreements between governmental entities.

Article XXII. SCREENING AND SELECTION

- A. Criminal Record Check
 1. Provider warrants and represents it will comply with Article X as it relates to criminal record checks. Provider shall insure that every individual subject to a Bureau of Criminal Investigation (BCI) criminal records check will sign a release of information to allow inspection and audit of the above criminal records transcripts or reports by the Agency or a private vendor hired by the Agency to conduct compliance reviews on their behalf.
 2. Provider shall not assign any individual to work with or transport children until a BCI report and a criminal record transcript has been obtained.
 3. Except as provided in Section C below, Provider shall not utilize an employee, foster caregiver or all of the above who has been convicted or plead guilty to any violations contained in ORC 5153.111(B)(1), ORC 2919.24, and ORC 2151.86, and OAC Chapters 5101:2-5, 5101:2-7, 5101:2-9, 5101:2-48.
 4. Provider agrees to be financially responsible for any of the following requirements in OAC Chapters 5101:2-5, 5101:2-7, 5101:2-9 and 5101:2-48 resulting in financial penalty due to lack of compliance with the criminal records checks.
- B. Transportation of Child
 1. The caregiver shall ensure the transportation of children in care will be reliable, legal and safe transportation with safety restraints, as appropriate for the child, and must be in compliance with applicable local, state and Federal transportation laws:
 - a. Maintenance of a current valid driver's license and vehicle insurance.
 - b. All children being transported by Provider must follow Ohio's Child Passenger Safety Law as defined in ORC 4511.81.
 - c. No child that is a passenger and is required to have a seat restraint can be transported by said provider until these requirements are met.
 2. In addition to the requirements set forth above, Provider shall not permit any individual to transport a Child if:
 - a. The individual has a condition which would affect safe operation of a motor vehicle;
 - b. The individual has six (6) or more points on his/her driver's license; or
 - c. The individual has been convicted of, or pleaded guilty to, a violation of section 4511.19 (Operating

vehicle under the influence of alcohol or drugs – OVI or OVUAC) of the Revised Code if the individual previously was convicted of or plead guilty to two or more violations within the three years immediately preceding the current violation.

C. Rehabilitation

1. Notwithstanding the above, Provider may make a request to the Agency to utilize an individual if Provider believes the individual has met the rehabilitative standards of OAC 5101:2-07-02(l) as follows:
 - a. If the Provider is seeking rehabilitation for a foster caregiver, a foster care applicant or other resident of the foster caregiver's household, Provider must provide written verification that the rehabilitation standards of OAC 5101:2-7-02 have been met.
 - b. If the Provider is seeking rehabilitation for any other individual serving Agency children, Provider must provide written verification from the individual that the rehabilitative conditions in accordance with OAC 5101:2-5-09 have been met.
2. The Agency shall review the facts presented and may allow the individual to work with, volunteer with or transport Agency children on a case-by-case basis. It is the Agency's sole discretion to permit a rehabilitated individual to work with, volunteer with or transport children.

D. Verification of Job or Volunteer Application:

Provider shall check and document each applicant's personal and employment references, general work history, relevant experience, and training information. Provider further agrees it will not employ an individual in relation to this Agreement unless it has received satisfactory employment references, work history, relevant experience, and training information.

Article XXIII. PROHIBITION OF CORPORAL & DEGRADING PUNISHMENT

Agency prohibits the use of corporal or degrading punishment against children served by Agency and must comply with requirements in OAC 5101:2-7-09, OAC 5101:2-9-21, and OAC 5101:2-9-22

Article XXIV. FINDINGS FOR RECOVERY

ORC 9.24 prohibits public agencies from awarding an Agreement for goods, services, or construction paid for in whole or in part from federal, state and local funds, to an entity against whom a finding for recovery has been issued if the finding is unresolved. By entering into this Agreement, Provider warrants and represents that they do not have an unresolved finding for recovery. Provider shall notify the Agency within ten (10) business days of its notification should the Provider be issued such finding by the Auditor of the State.

Article XXV. PUBLIC RECORDS

This Agreement is a matter of public record under the Ohio public records law. By entering into this Agreement, Provider acknowledges and understands that records maintained by Provider pursuant to this Agreement may also be deemed public records and subject to disclosure under Ohio law. Upon request made pursuant to Ohio law, the Agency shall make available the Agreement and all public records generated as a result of this Agreement.

Article XXVI. CHILD SUPPORT ENFORCEMENT

Provider agrees to cooperate with ODJFS and any Ohio Child Support Enforcement Agency ("CSEA") in ensuring Provider and Provider's employees meet child support obligations established under state or federal law. Further, by executing this Agreement, Provider certifies present and future compliance with any court or valid administrative order for the withholding of support which is issued pursuant to the applicable sections in ORC Chapters 3119, 3121, 3123, and 3125.

Article XXVII. DECLARATION OF PROPERTY TAX DELINQUENCY

After award of an Agreement, and prior to the time the Agreement is entered into, the successful Provider shall submit a statement in accordance with ORC 5719.042. Such statement shall affirm under oath that the person with whom the Agreement is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory, or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the county treasurer within thirty days of the date it is submitted.

A copy of the statement shall also be incorporated into the Agreement, and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.

Article XXVIII. SUBCONTRACTING AND DELEGATION

The performance of any duty, responsibility or function which is the obligation of the Provider under this Agreement may be delegated or subcontracted to any agent or subcontractor of Provider if Provider has obtained the prior written consent of the Agency for that delegation subcontract. Provider is responsible for ensuring that the duties, responsibilities or functions so delegated or subcontracted are performed in accordance with the provisions and standards of this Agreement, and the actions and omissions of any such agent or subcontractor shall be deemed to be the actions and omissions of Provider for purposes of this Agreement.

Article XXIX. PROPERTY OF AGENCY

The Deliverable(s) and any item(s) provided or produced pursuant to this Agreement (collectively called "Deliverables") will be considered "works made for hire" within the meaning of copyright laws of the United States of America and the State of Ohio. The Agency is the sole author of the Deliverables and the sole owner of all rights therein. If any portion of the Deliverables are deemed not to be a "work made for hire", or if there are any rights in the Deliverables not so conveyed to the Agency, then Provider agrees to, and by executing this Agreement hereby does, assign to the Agency all worldwide rights, title, and interest in and to the Deliverables. The Agency acknowledges that its sole ownership of the Deliverables under this Agreement does not affect Provider's right to use general concepts, algorithms, programming techniques, methodologies, or technology that have been developed by Provider prior to this Agreement or that are generally known and available. Any Deliverable provided or produced by Provider under this Agreement or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records, or other media, are the property of the Agency, which has an unrestricted right to reproduce, distribute, modify, maintain, and use the Deliverables. Provider shall not obtain copyright, patent, or other proprietary protection for the Deliverables. Provider shall not include in any Deliverable any copyrighted material, unless the copyright owner gives prior written approval for the Agency and Provider to use such copyrighted material. Provider agrees that all Deliverables will be made freely available to the general public unless the Agency determines that, pursuant to state or federal law, such materials are confidential or otherwise exempt from disclosure.

Article XXX. SEVERABILITY

If any term of this Agreement or its application thereof to any person or circumstance shall to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby. Each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

Article XXXI. NO ADDITIONAL WAIVER IMPLIED

If the Agency or Provider fails to perform any obligations under this Agreement and thereafter such failure is waived by the other party, such waiver shall be limited to the particular matter waived and shall not be deemed to waive any other failure hereunder, nor a waiver of a subsequent breach of the same provision or condition. Waivers shall not be effective unless in writing.

Article XXXII. COUNTERPARTS

This Agreement may be executed as an original document only, or simultaneously in two or more counterparts, each of


which shall be deemed an original, and each of these counterparts shall constitute one and the same instrument. It shall not be necessary in making proof of this Contract to produce or account for more than one such counterpart. An electronic signature or a scanned or otherwise reproduced signature shall be a binding signature and carry the same legal force as the original.

Article XXXIII. APPLICABLE LAW AND VENUE


This Agreement and any modifications, Attachments, Exhibits, Addenda, or alterations, shall be governed, construed, and enforced under the laws of Ohio. Any legal action brought pursuant to this agreement will be filed in the Ohio courts, and Ohio law as well as Federal law will apply.

SIGNATURES OF PARTIES:

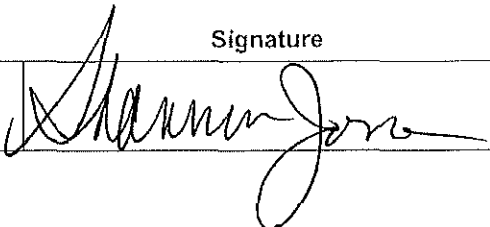
Provider: Unk's Place

Print Name & Title	Signature	Date
Dion Sampson, Director of Operations		7/27/23


Agency: Warren County Children Services

Print Name & Title	Signature	Date
Shawna Jones, Director		9-26-23

Additional Signatures

Print Name & Title	Signature	Date
Sharon Jones, President		10-3-23

APPROVED AS TO FORM


Kathryn M. Horvath
Asst. Prosecuting Attorney

Title IV-E Schedule A Rate Information

Title IV-E Schedule A Rate Information
 Agency: Warren County Children Services
 Provider / ID: Unk's Place / 23898862

Run Date: 07/21/2023
 Contract Period: 07/20/2023 - 05/31/2024

Service Description	Service ID	Person ID	Maintenance Per Diem	Administration Per Diem	Case Management Per Diem	Transportation/ Administration Per Diem	Transportation / Maintenance Per Diem	Other Direct Services Per Diem	Behavioral Healthcare Per Diem	Other Per Diem Cost	Total Per Diem Cost	Cost Begin Date	Cost End Date
The Davidson House (20952)	7642963		\$406.00	\$8.00							\$414.00	07/20/2023	05/31/2024
The Fisher House (20915)	7335663		\$406.00	\$8.00							\$414.00	07/20/2023	05/31/2024

**ADDENDUM 1 TO AGREEMENT FOR TITLE IV-E AGENCIES AND PROVIDERS
FOR THE PROVISION OF CHILD PLACEMENT**

WHEREAS, the parties to the Agreement seek to amend certain terms and conditions of the Ohio Department of Job and Family Services standard Agreement for Title IV-E Agencies and Providers for the Provision of Child Placement;

NOW THEREFORE, the parties agree that the Agreement shall include the following Amendments, additional terms, and conditions that address Provider and Agency responsibilities.

AMENDMENT #1:

Wherever referenced herein and throughout the Agreement, the terms "Agency" or "Warren County Children Services" shall refer to the Warren County Board of County Commissioners, contracting authority for Warren County Children Services, entering into this Agreement on behalf of Warren County Children Services.

AMENDMENT #2:

Article V, subsection (I) shall be amended to add the following language:

3. When a strip search or cavity search is conducted.

AMENDMENT #3:

The following provisions shall be added to Article V of the Agreement:

AA. Any notification required pursuant to subsections (G), (H), or (I) of Article V shall require verbal contact with an Agency representative. Leaving a voicemail shall not constitute notification under these sections.

BB. Provider shall make available for immediate inspection upon request by the Agency any and all written policies and procedures for operation of the facility, including, but not limited to, policies relating to use of physical restraint; searches, including policies for strip searches, and cavity searches; and policies for medication administration.

AMENDMENT #4:

Article VI, subsection (H) of the Agreement shall be amended as follows:

The language that states "thirty (30) calendar days" shall be replaced with "twenty-four (24) hours, not to exceed thirty (30) calendar days."

AMENDMENT #5:

The following provision shall be added to Article XI of the Agreement:

P. The Provider certifies compliance with the standards outlined in OAC 5101:2-9-42 for certification as a Qualified Residential Treatment Program (QRTP). Failure to maintain compliance with this section shall constitute grounds for termination of this Agreement in accordance with Article IX.

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AMENDMENT #6:

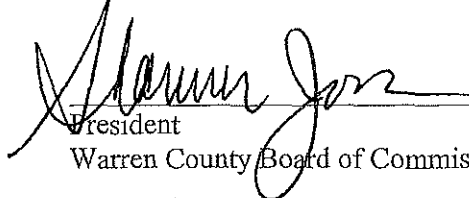
Article XIII, subsection (C) of the Agreement shall be stricken in its entirety and replaced with the following language:

Provider agrees to timely file its Title IV-E cost report with all required items as outlined in OAC 5101:2-47-26.2 to ODJFS within 90 days of placement. If provider does not currently participate in the Title IV-E program, Provider agrees to timely file its initial Title IV-E cost report with all required items as outlined in OAC 5101:2-47-26.2 to ODJFS within 90 days of placement. Provider agrees that in the event a cost report cannot be timely filed as stated herein, an extension shall be requested prior to the December 31st filing deadline.

ALL TERMS AND CONDITIONS OF THE STANDARD AGREEMENT NOT SPECIFICALLY AMENDED, MODIFIED, ADDED, OR DELETED HEREBY SHALL REMAIN IN FULL FORCE AND EFFECT

IN WITNESS WHEREOF, the parties hereto have executed this Addendum to the Agreement by the President of the Warren County Board of Commissioners, pursuant to Resolution Number 23-1276, dated 10.3.23, and by the duly authorized _____ of _____ [Provider].

SIGNATURES OF PARTIES:



President
Warren County Board of Commissioners

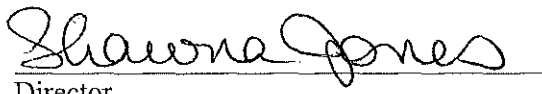
Date 10.3.23



Provider


Date 9/14/2023

Reviewed by:



Director
Warren County Children's Services

Approved as to Form:



Kathryn M. Horvath
Assistant Prosecuting Attorney

AFFIDAVIT OF NON COLLUSION

STATE OF Ohio
COUNTY OF Montgomery

I, Dion Sampson, holding the title and position of Director of Operations at the firm Unki Place Inc, affirm that I am authorized to speak on behalf of the company, board directors and owners in setting the price on the contract, bid or proposal. I understand that any misstatements in the following information will be treated as fraudulent concealment of true facts on the submission of the contract, bid or proposal.

I hereby swear and depose that the following statements are true and factual to the best of my knowledge:

The contract, bid or proposal is genuine and not made on the behalf of any other person, company or client, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS.

The price of the contract, bid or proposal was determined independent of outside consultation and was not influenced by other companies, clients or contractors, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS.

No companies, clients or contractors, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS have been solicited to propose a fake contract, bid or proposal for comparative purposes.

No companies, clients or contractors, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS have been solicited to refrain from bidding or to submit any form of noncompetitive bidding.

Relative to sealed bids, the price of the bid or proposal has not been disclosed to any client, company or contractor, INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS, and will not be disclosed until the formal bid/proposal opening date.

[Signature]
AFFIANT

Subscribed and sworn to before me this 23rd day of July 20 23

[Signature]
(Notary Public),

Montgomery County.

My commission expires 11-20- 20 24



RACHAEL GILLIAM
Notary Public, State of Ohio
My Commission Expires
November 20, 2024



Department of
Job and Family Services

Mike DeWine, Governor
Jon Husted, Lt. Governor

Matt Damschröder, Director

March 19, 2023

Cornelius Hagans, Agency Administrator

Unk's Place
PO Box 10837
Dayton, Ohio 45402-7837

RE: Continuation of Current Certificate of Approval for Unk's Place (Study ID# 0000005339)

Dear Mr. Hagans:

The Ohio Department of Job and Family Services is in receipt of Unk's Place's application for recertification. However, we are unable to complete our review of the application prior to the expiration of Unk's Place's certificate on March 19, 2023.

Unk's Place's certificate will remain in effect until ODJFS staff are able to complete their recertification review, pursuant to the Ohio Revised Code Section 119.06 which states: "When periodic registration of licenses or renewal of licenses is required by law, a licensee who has filed an application for registration or renewal within the time and in the manner provided by statute or rule of the agency shall not be required to discontinue a licensed business or profession merely because of the failure of the agency to act on the licensee's application."

If you have any questions, please contact Brett Couch, Agency Licensing/Certification Specialist at (937) 657-0626 or e-mail at brett.couch@jfs.ohio.gov.

Sincerely,

Jeffery Van Deusen, Deputy Director
Office of Families and Children
Ohio Department of Job and Family Services

cc: Stevie Romano, OFC
Deirdre Grennan, OFC
Brett Couch, OFC
File

30 East Broad Street
Columbus, OH 43215
jfs.ohio.gov



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HEYWARD INSURANCE GROUP LLC 7908 CIN-DAY RD STE X WEST CHESTER, OH 45069	CONTACT NAME: BRYAN C HEYWARD PHONE (A/C, No, Ext): 770-690-0114 FAX (A/C, No): 513-847-8539 E-MAIL ADDRESS: SKIPE@GLESTON@heywardgrouplic.com
	INSURER(S) AFFORDING COVERAGE INSURER A: PRO-PRAXIS INSURANCE COMPANY INSURER B: PROGRESSIVE INSURANCE COMPANY INSURER C: OHIO BWC INSURER D: BOS Insurance Company INSURER E: GREAT AMERICAN INSURANCE INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

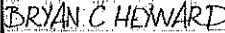
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD LWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B059EL0207002022	02/03/2023	02/03/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	00308895	01/22/2023	01/22/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	80046072	07/01/2023 07/01/2023 PER STATUTE OTHER 1,000,000 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIAB CYBER AND CRIME EMPLOYMENT PRACTICE LIAB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B059EL0207002022	02/03/2023	02/23/2024	1,000,000
E				RPS-P-1113981M	02/16/2023	02/16/2024	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES: (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
MCDJFS-CHILDREN SERVICES IS LISTED AS AN ADDITIONAL INSURED, THE BOARD OF MONTGOMERY COUNTY COMMISSIONS SHALL BE INSURED TO THE FULL LIMITS OF LIABILITY PURCHASED BY THE CONTRACTOR EVEN IF THOSE LIMITS OF LIABILITY ARE IN EXCESS OF THOSE REQUIRED BY THIS CONTRACT. THE INSURED IS PRIMARY AND NON-CONTRIBUTORY. NOTICE OF CANCELATION WILL BE GIVEN 60 DAYS NOTICE. PROFESSIONAL LIABILITY. POLICY: B059EL0207002022 INCLUDES SEXUAL ABUSE AND MOLESTATION COVERAGE \$1,000,000 PER OCCURENCE/ \$3,000,000 AGGREGATE

Coverage applies to 5200 Philadelphia Dr Dayton, OH 45415 and 40 Macy St Dayton, OH 45415

CERTIFICATE HOLDER CANCELLATION

Unk's Place Inc. 5200 Philadelphia St., Dayton OH 45415 40 Macy St., Dayton OH 45415 120 W. Second St., Suite 425, Dayton OH 45402	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:  Verified by PDFFiller 04/20/2023
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BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

Resolution

Number 23-1277

Adopted Date October 03, 2023

APPROVE AMENDMENT NO. 2 TO THE CONTRACT WITH ARAMARK
CORRECTIONAL SERVICES, LLC TO PROVIDE FOOD SERVICES, ON BEHALF OF
THE WARREN COUNTY SHERIFF'S OFFICE

BE IT RESOLVED, to approve and authorize the President of the Board to sign Amendment No. 2 to the contract with Aramark Correctional Services, LLC to provide food services, as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a –Aramark Correctional Services
Sheriff (file)

Amendment No. 2 to Operating Agreement

THIS AMENDMENT NO. 2 (the "Amendment") is entered into this 20th day of September, 2023 by and between the **Warren County Board of Commissioners**, located at 406 Justice Drive, Lebanon, Ohio 45036 ("County"), and **Aramark Correctional Services, LLC**, a Delaware limited liability company having its principal place of business located at 2400 Market Street, Philadelphia PA 19103 ("Aramark").

WHEREAS, County and Aramark entered into an Operating Agreement dated October 1, 2021 for the management of the food service operation at the Warren County Jail, as amended by that certain Amendment No. 1 to Operating Agreement, dated as of September 27, 2022 (collectively, the "Agreement"); and

WHEREAS, the parties desire to amend the provisions of the Agreement as follows, effective October 1, 2023 (the "Effective Date").

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as set forth below.

1. **Term:** Pursuant to Paragraph 6, "Term of Agreement," the term of the Agreement shall be renewed for a one (1) year period, effective from October 1, 2023 through September 30, 2024.
2. **Price Adjustment:** In accordance with Paragraph 3(B) of the Agreement, the parties agree that the price per meal charged to the County by Aramark shall be changed as set forth on Attachment A-1. This price shall be effective from October 1, 2023 through September 30, 2024, and shall supersede in all respects the price per meal set forth in the Agreement or in any other prior agreements between the parties.
3. **Termination for Convenience:** County and Aramark hereby agree that neither party shall exercise its right in accordance with Paragraph 7.A., Termination for Convenience, from the Effective Date until the earlier: (a) the end of the Agreement or (b) September 30, 2026.
4. **Effect of Amendment:** Except as specifically set forth herein, all other terms and provisions of the Agreement shall remain unaffected by this Amendment and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 2 to be signed by their duly authorized representatives the day and year first written above.

Aramark Correctional Services, LLC

By: Stephen Yarsinsky / L.A.N.
Stephen Yarsinsky
Vice President, Finance

**Warren County Board of
Commissioners, OH**

By: Adam M. Nice
Name:
Title:

APPROVED AS TO FORM

Adam M. Nice
Adam M. Nice
Asst. Prosecuting Attorney

Attachment A-1
Warren County Jail, Ohio
Effective October 1, 2023 through September 30, 2024

Inmate Population		Price Per Meal**	
250	274	\$	1.614
275	300	\$	1.560
301	325	\$	1.551
326	350	\$	1.534
351	375	\$	1.514
376	400	\$	1.494
401	425	\$	1.483
426	450	\$	1.444
451	475	\$	1.409
476	500	\$	1.379
Staff Meals		\$	5.000

*The total number of inmate meals served per week is divided by 21 in order to determine the price point on the sliding scale.

Resolution

Number 23-1278

Adopted Date October 03, 2023

DECLARE VARIOUS ITEMS FROM THE COMMISSIONERS' OFFICE, BOARD OF DEVELOPMENTAL DISABILITIES, BUILDING & ZONING, JUVENILE, SHERIFF'S OFFICE, TELECOM, VETERANS, AND WATER & SEWER DEPARTMENT AS SURPLUS AND AUTHORIZE THE DISPOSAL OF SAID ITEMS THROUGH INTERNET AUCTION

BE IT RESOLVED, to authorize disposal of various items the Commissioners' Office, Board of Developmental Disabilities, Building & Zoning, Juvenile, Sheriff's Office, Telecom, Veterans, and Water & Sewer in accordance with the Ohio Revised Code; list of said items attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/tm

cc: 2023 Auction file
Facilities Management (file)
Brenda Quillen, Auditor's Office

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3- iPad Pro

Auction Ends **ET**

Starting Bid **\$0.00**

[Terms and Conditions](#)

Sign In to Place Bid

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Condition	Category	Inventory ID
Used/See Description	Electronics, Personal	BDD230045

Includes 3 -iPad Pro 9.7 each have a case. All have been wiped and reset to factory settings.
1 has case with no keyboard. 2 have cases with keyboards.

Will ship if shipping label is provided

****Pick up at 42 Kings Way, Lebanon OH, 45036****

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information

GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

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2008 Chevrolet Uplander

Auction Ends ET

Starting Bid \$0.00

[Terms and Conditions](#)

[Sign In to Place Bid](#)

0 visitors



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Year	Make/Brand	Model	VIN/Serial	Miles	Title Restriction
2008	Chevrolet	Uplander	1GNDV23138D196255	110,667	No Title Restriction
Condition			Category	Inventory ID	
Used/See Description			Vans	BOC23933	

2008 Chevrolet Uplander EXTENDED SPORTS VAN, 3.9L V6 DOHC 24V.

This vehicle was serviced every 5,000 miles. Rust on rear hatch. This vehicle starts and runs. No mechanical issues known. A/C and Heat works.

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information



Seller Name Warren County, OH [\[view seller's other assets\]](#)

Asset Contact [Niccole Remenowsky](#) (Phone: 513-695-1350)

Asset Location 1433 W Main St
Lebanon, Ohio 45036-7407
[Map to this location](#)

GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

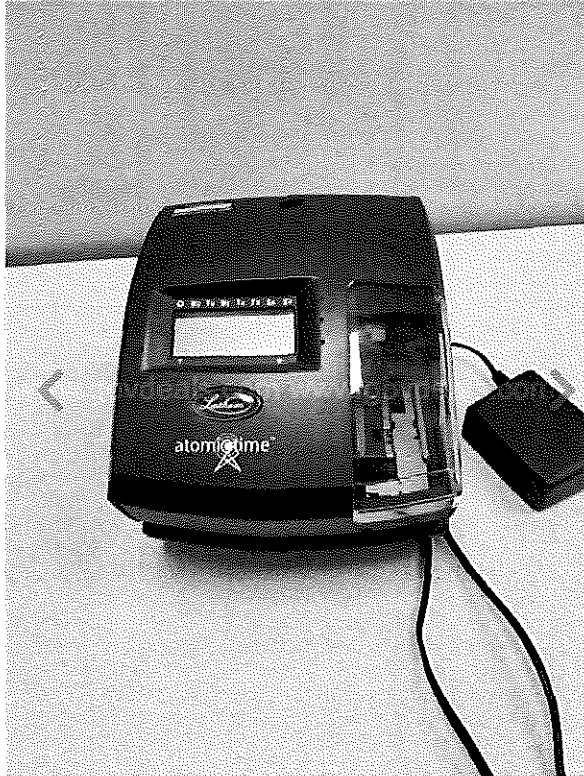
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OFFICE SUPPLIES

Auction Ends **ET**

Starting Bid **\$0.00**

[Terms and Conditions](#)

[Sign In to Place Bid](#)

0 visitors

Quantity	Condition	Category	Inventory ID
Lot 1	Used/See Description	Office Equipment/Supplies	-BLD23005 <i>Box 2</i>
2 BOXES OF TONER, CORDS, (TELEPHONE, COMPUTER, EXTENTION CORDS) CALCULATOR, COFFEE MAKER, ORGANIZER, PEN REFILLS, STAPLE REMOVERS, STAPLES, TAPE, TIME STAMPER			

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information

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2 File Cabinets

Auction Ends **ET**

Starting Bid **\$0.00**

[Terms and Conditions](#)

[Sign in to Place Bid](#)

0 visitors

Quantity	Condition	Category	Inventory ID
Lot 1	Used/See Description	Furniture/Furnishings	JUV23020

2, 4-drawer file cabinets. One locks.

? Questions and Answers

There are currently no questions posted for this asset.

>> Seller Information



Seller Name	Warren County, OH [view seller's other assets]
Asset Contact	Michael Mason (Phone: 513-695-1613 ext. 1613)
Asset Location	900 Memorial Dr Lebanon, Ohio 45036-2443 Map to this location

GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

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2014 Ford Taurus

Auction Ends **ET**

Starting Bid **\$0.00**

[Terms and Conditions](#)

[Sign In to Place Bid](#)

0 visitors



[More Photos](#)

Year	Make/Brand	Model	VIN/Serial	Miles	Title Restriction
2014	Ford	Taurus	1FAHP2MT9EG155102	117,621	No Title Restriction
Condition	Category		Inventory ID		
Used/See Description	Automobiles		SHF23937		

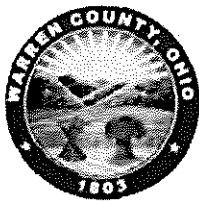
2014 Ford Taurus SEDAN 4-DR, 3.5L V6 DOHC 24V.

Vehicle was serviced every 5,000 miles. This vehicle starts and runs. No mechanical issues known. TPMS light on. Minor dents and scratches. Holes in trunk from removal of police equipment. Decals have been removed impressions remain.

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information



Seller Name Warren County, OH [\[view seller's other assets\]](#)

Asset Contact [Niccole Remenowsky](#) (Phone: 513-695-1350)

Asset Location 1433 W Main St
Lebanon, Ohio 45036-7407
[Map to this location](#)

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2 SAMSUNG MONITORS

Auction Ends **ET**

Starting Bid **\$0.00**

[Terms and Conditions](#)

[Sign In to Place Bid](#)

0 visitors



Make/Brand	Model	VIN/Serial	Quantity	Condition	Category	Inventory ID
SAMSUNG	2343BW, S23E200B	MY23H9NS802997N, 04GJHCLH600561X	Lot 1	Used/See Description	Computers, Parts, and Supplies	TEL23053

BOTH MONITORS HAVE ISSUES WITH THEIR LCD PANELS, NOT IN WORKING CONDITION

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information

GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

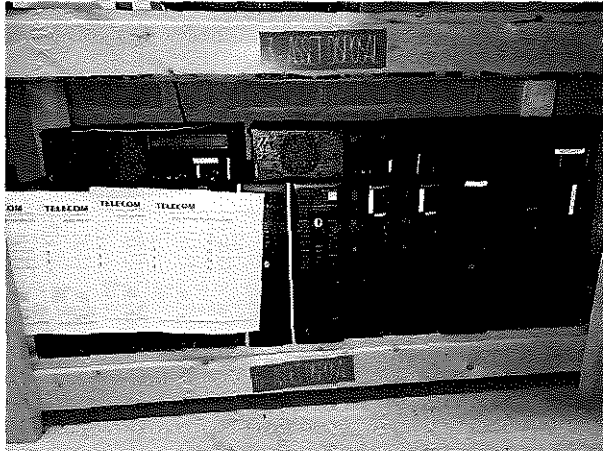
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11 LENOVO AND 3 HP DESKTOPS

Auction Ends **ET**

Starting Bid **\$0.00**

[Terms and Conditions](#)

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0 visitors

Make/Brand	Model	VIN/Serial
LENOVO/ HP	THINKCENTRE E73, COMPAQ	SEE BELOW
Condition	Category	Inventory ID
Used/See Description	Computers, Parts, and Supplies	TEL23054

ALL HARD DRIVES HAVE BEEN REMOVED AND ARE NOT IN WORKING CONDITION

11 LENOVO S/N: 1. PB03D1WA 6. PB03D1M0 2. PB03D1UY 7. PB03D1T3 3. PB03D350 8. PB03D34Y 4. PB03D1JX 9. PB03D356 5. PB03D1V0 10. PB03D34Z 11. PB03D1JW

COMPAQ PRO 4300 AND 8300 ELITE : 2UA3160R8W, 2UA3160BB9 ELITEDESK 800 G2: 2UA6421JY6

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information



Seller Name Warren County, OH [\[view seller's other assets\]](#)

Asset Contact [Kristy Oeder](#) (Phone: 513-695-1319)

Asset Location 500 Justice Dr
Lebanon, Ohio 45036-2379
[Map to this location](#)

GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

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2013 Dodge Grand Caravan

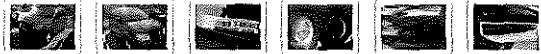
Auction Ends **ET**

Starting Bid **\$0.00**

[Terms and Conditions](#)

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0 visitors



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Year	Make/Brand	Model	VIN/Serial	Miles	Title Restriction
2013	Dodge	Grand Caravan	2C4RDGBG5DR746339	145,683	No Title Restriction
Condition			Category	Inventory ID	
Used/See Description			Vans	VET23934	

2013 Dodge Grand Caravan SPORTS VAN, 3.6L V6 DOHC 24V.

This vehicle was serviced every 5,000 miles. Minor dents, scratches and dings. A/C and heat works. No known mechanical issues. This vehicle starts and runs.

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information



Seller Name Warren County, OH [\[view seller's other assets\]](#)

Asset Contact [Niccole Remenowsky](#) (Phone: 513-695-1350)

Asset Location 1433 W Main St
Lebanon, Ohio 45036-7407
[Map to this location](#)

GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

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2006 GMC Canyon

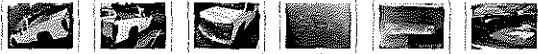
Auction Ends **ET**

Starting Bid **\$0.00**

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Year	Make/Brand	Model	VIN/Serial	Miles	Title Restriction
2006	GMC	Canyon	1GTDT196168279927	114,095	No Title Restriction
Condition	Category		Inventory ID		
Used/See Description	Trucks, Light Duty under 1 ton		WAT23935		

2006 GMC Canyon EXTENDED CAB PICKUP 4-DR, 3.5L L5 DOHC 20V.

This vehicle was serviced every 5,000 miles. Driver seat tear. No mechanical issues known. A/C and heat work. Minor dents, rust and scratches. Light bar on roof and tool box in bed. This vehicle starts and runs.

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information



Seller Name Warren County, OH [\[view seller's other assets\]](#)

Asset Contact [Niccole Remenowsky](#) (Phone: 513-695-1350)

Asset Location 1433 W Main St
Lebanon, Ohio 45036-7407
[Map to this location](#)

GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

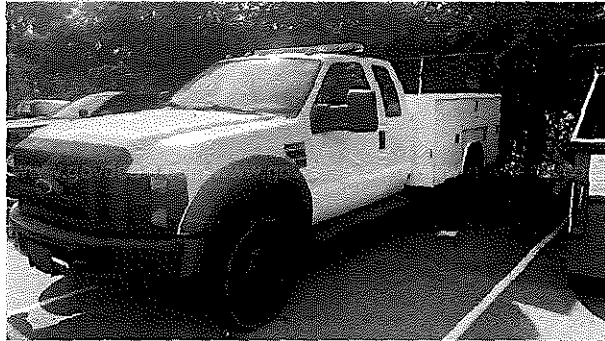
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2008 Ford F-550

Auction Ends ET
 Starting Bid \$0.00

[Terms and Conditions](#)

[Sign In to Place Bid](#)

0 visitors

Year	Make/Brand	Model	VIN/Serial	Miles	Title Restriction
2008	Ford	F-550	1FDAX57R78EB07560	145,686	No Title Restriction
Condition	Category		Inventory ID		
Used/See Description	Automobiles		WAT23936		

2008 Ford F-550 EXTENDED CAB CHASSIS, 6.4L V8 OHV 32V TURBO DIESEL.

This vehicle was serviced every 4,000 miles. This vehicle starts and runs. Battery is dead due to sitting will need a jump start. A/C and heat work. Body has rust and minor dings. Driver seat is torn and taped. This vehicle has a light bar and service body attached.

? Questions and Answers

There are currently no questions posted for this asset.

» Seller Information



Seller Name Warren County, OH [\[view seller's other assets\]](#)

Asset Contact [Niccole Remenowsky](#) (Phone: 513-695-1350)

Asset Location 1433 W Main St
 Lebanon, Ohio 45036-7407
[Map to this location](#)

Resolution

Number 23-1279

Adopted Date October 03, 2023

ACKNOWLEDGE PAYMENT OF BILLS

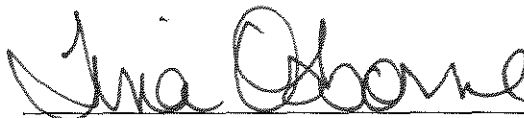
BE IT RESOLVED, to acknowledge payment of bills from 9/26/23 and 9/28/23 as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/tao

cc: Auditor

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

Resolution

Number 23-1280

Adopted Date October 03, 2023

APPROVE SUPPLEMENTAL APPROPRIATION INTO BOARD OF ELECTIONS FUND
#11011300

WHEREAS, it is necessary to have appropriations in place to make purchases related to August Special Election funding provided by the Ohio Secretary of State's Office; and

NOW THEREFORE BE IT RESOLVED, to approve the following supplemental appropriation:

\$1,581.00 into 11011300-5400 (Purchased Services)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/bs

cc: Auditor
Supplemental App. file
Board of Elections (file)

Resolution

Number 23-1281

Adopted Date October 03, 2023

APPROVE SUPPLEMENTAL APPROPRIATIONS INTO BOARD OF ELECTIONS FUND
#11011300

WHEREAS, it is necessary to have appropriations in place to make purchases related to August Special Election funding provided by the Ohio Secretary of State's Office; and

NOW THEREFORE BE IT RESOLVED, to approve the following supplemental appropriations:

\$ 2,642.60	into	11011300-5210	(Materials & Supplies)
\$18,088.08	into	11011300-5210	(Materials & Supplies)
\$19,346.06	into	11011300-5111	(Part Time Employees)
\$ 5,728.94	into	11011300-5114	(Overtime Pay)
\$ 2,866.61	into	11011300-5317	(Non Capital Purchases)
\$22,944.77	into	11011300-5400	(Purchased Service)
\$ 6,789.00	into	11011300-5421	(Rent/Lease)
\$ 6,355.00	into	11011300-5850	(Training/Education)
\$ 6,025.50	into	11011300-5910	(Other Expense)
\$ 5,738.50	into	11011300-5151	(Election Poll Workers)
\$ 1,239.44	into	11011300-5871	(Medicare)
\$11,978.21	into	11011300-5811	(PERS)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young.
Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/bs

cc: Auditor
Supplemental App. file
Board of Elections (file)

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

Resolution

Number 23-1282

Adopted Date October 03, 2023

APPROVE SUPPLEMENTAL APPROPRIATIONS INTO WATER REVENUE FUND 5510

WHEREAS, the Water and Sewer Department due to current needs, supply chain issues and price increases needs to supplement the 2023 budget appropriations; and

WHEREAS, a supplemental appropriation is necessary to accommodate said costs; and

NOW THEREFORE BE IT RESOLVED, to approve the following supplemental appropriations:

\$425,000.00	into	55103200-5210	(Material & Supplies)
\$225,000.00	into	55103200-5400	(Purchased Services)
\$ 75,000.00	into	55103207-5511	(Interest)
\$360,000.00	into	55103207-5512	(Principal)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

mbz

cc: Auditor
Supplemental App. file
Water/Sewer (file)

Resolution

Number 23-1283

Adopted Date October 03, 2023

APPROVE APPROPRIATION ADJUSTMENTS FROM BOARD OF ELECTIONS FUND
#11011301 INTO #11011300

BE IT RESOLVED, to approve the following appropriation adjustments:

\$56,829.75	from	#11011301-5151	(Special Election Poll Workers)
	into	#11011300-5210	(Materials & Supplies)
\$17,412.96	from	#11011301-5210	(Materials & Supplies)
	into	#11011300-5114	(Overtime Pay)
\$2,462.21	from	#11011301-5400	(Purchased Services)
	into	#11011300-5400	(Purchased Services)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor
Appropriation Adj. file
Board of Elections (file)

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

Resolution

Number 23-1284

Adopted Date October 03, 2023

APPROVE APPROPRIATION ADJUSTMENTS WITHIN SHERIFF'S OFFICE FUND
#11012211

BE IT RESOLVED, to approve the following appropriation adjustments within Warren County
Sheriff's Office Fund #1101:

\$350.00	from	11012211-5102	(SHF OS Staff Regular Salaries)
	into	11012211-5820	(SHF OS Staff Health & Life Ins)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon
call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor
Appropriation Adjustment file
Sheriff's Office (file)

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

Resolution

Number 23-1285

Adopted Date October 03, 2023

APPROVE APPROPRIATION ADJUSTMENT WITHIN TELECOMMUNICATIONS
DEPARTMENT FUND #11012810

BE IT RESOLVED, to approve the following appropriation adjustment:

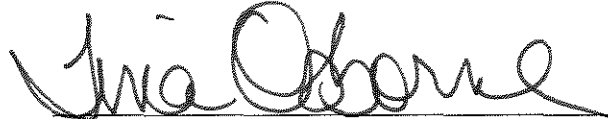
\$25,000.00 from #11012810-5317 (Non-Capital Purchase)
into #11012810-5370 (Software Non Data Board)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor
Appropriation Adj. file
Telecom (file)

Resolution

Number 23-1286

Adopted Date October 03, 2023

APPROVE APPROPRIATION ADJUSTMENTS WITHIN CHILDREN SERVICES FUND #2273

BE IT RESOLVED, to approve the following appropriation adjustments:

\$220,000.00	from #227351005102	(Regular Salaries/On Call Staff)
\$160,000.00	from #227351005820	(Health & Life Insurance)
\$ 34,809.00	from #227351005446	(Child Placement)
\$ 685.45	from #227351005460	(Insurance)
\$ 56.38	from #227351005881	(Sick Leave Payout)
\$ 7,744.07	from #227351005882	(Vacation Leave Payout)
\$423,294.90	into #227351005447	(Child Placement Specialized)
\$ 7,743.15	from #227351005320	(Capital Purchases)
\$ 20,899.25	from #227351005370	(Software – Non-Data Board)
\$ 180.38	from #227351005855	(Clothing-Personal Equip)
\$ 800.00	from #227351005922	(Taxable Meal Fringe)
\$ 29,622.78	into #227351005910	(Other Expense)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

jc/
cc: Auditor ✓
Appropriation Adj. file
Children Services (file)

Resolution

Number 23-1287

Adopted Date October 03, 2023

APPROVE APPROPRIATION ADJUSTMENTS WITHIN TELECOMMUNICATIONS DEPARTMENT FUND #4492

BE IT RESOLVED, to approve the following appropriation adjustments:


\$500,000.00	from #44923819-5400	(Purchased Services)
	into #44923819-5370	(Software Non-Data Board)
\$100,000.00	from #44923825-5320	(Capital Purchase)
	into #44923819-5370	(Software Non-Data Board)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor
Appropriation Adj. file
Telecom (file)

Resolution

Number 23-1288

Adopted Date October 03, 2023

APPROVE APPROPRIATION ADJUSTMENTS WITHIN SHERIFF'S OFFICE FUND #6630

BE IT RESOLVED, to approve the following appropriation adjustments within Warren County Sheriff's Office Fund #6630:

\$30,000.00	from 66302251 5102	(Regular Salaries)
	into 66302251 5114	(Overtime Pay)
\$8,000.00	from 66302258 5820	(Health & Life Insurance)
	into 66302258 5102	(Regular Salaries)
\$1,000.00	from 66302258 5811	(PERS)
	into 66302258 5102	(Regular Salaries)
\$8,000.00	from 66302258 5114	(Overtime Pay)
	into 66302258 5102	(Regular Salaries)
\$400.00	from 66302260 5102	(Regular Salaries)
	into 66302260 5820	(Health & Life Insurance)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor
Appropriation Adjustment file
Sheriff's Office (file)

Resolution

Number 23-1289

Adopted Date October 03, 2023

APPROVE REQUISITIONS AND AUTHORIZE COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Tiffany Zindel, County Administrator, to sign on behalf of this Board of County Commissioners.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

/tao

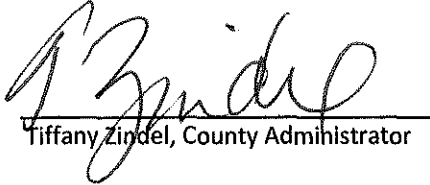
cc:

Commissioners' file

PO CHANGE ORDERS

Department	Vendor Name	Description	Amount
ENG	WSP USA INC	ENG CONTRACT FOR FE BTW	\$ 171,944.29 INCREASE
WAT	DEERFIELD TWP	WAT KINGS MILLS INFRASTRUCTURE	\$ 44,547.58 INCREASE

10/3/2023 APPROVED:



Tiffany Zindel, County Administrator

Resolution

Number 23-1290

Adopted Date October 03, 2023

AMEND SECTIONS 4.13: USAGE OF CREDIT CARDS, 5.04: HEALTH AND LIFE INSURANCE, AND SECTION 6.07: LEAVE OF ABSENCE WITHOUT PAY, OF THE WARREN COUNTY PERSONNEL POLICY MANUAL

WHEREAS, section 4.13 Usage of Credit Cards has been updated to meet the changes passed in House Bill 33 defining application and use of credit cards at the County level, and Sections 5.04 Health and Life Insurance and Section 6.07 Leave of Absence Without Pay, have been updated with clarification language as to the situations when health and life insurance coverage ends for employees; and

NOW THEREFORE BE IT RESOLVED, to amend 4.13: Usage of Credit Cards, 5.04: Health and Life Insurance, and Section 6.07: Leave of Absence Without Pay, of the Warren County Personnel Policy Manual, as attached hereto and made a part hereof; and

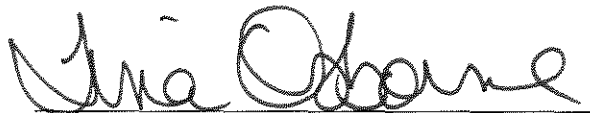
BE IT FURTHER RESOLVED, that said amendments will become effective October 3, 2023.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Garage
Facilities Management
Water/Sewer
Commissioners
Telecommunications
Grants Admin.
Building & Zoning
Clerk of Courts
Treasurer
Auditor
Veterans
Coroner
Engineer
CSEA
OhioMeansJobs
Solid Waste
Emergency Services
County Court
Dog and Kennel
Children Services
Recorder
Information Technology
Economic Development
Human Services
OMB (file)
Soil & Water
Personnel Policy file

POLICY 4.13: USAGE OF COUNTY CREDIT CARDS

The use of credit cards ~~such as Visa, MasterCard, Discover, etc.,~~ for work related expenses is ~~are~~ governed by ORC 301.27 and, requires Board of County Commissioners (“BOCC”) approval. **County departments, agencies, and County Appointing Authorities outside of the BOCC may request and use a County credit card pursuant to the processes and procedures outlined in this policy.**

At the discretion of the BOCC and in consultation with the County Auditor, County credit cards may be issued to any County Appointing Authority only after authorization by the BOCC. The County Appointing Authority seeking issuance of a County credit card shall make a written request to the BOCC, which provides details of the proposed use of the card, including proposed authorized users to whom the card will be issued and the requested credit limit.

The debt incurred from the usage of a County credit card shall be paid from funds appropriated in the respective County Appointing Authority’s approved budget for said purchase. ~~are for specific and limited categories of work-related expenses listed below. A County credit card is defined to include gasoline and telephone credit cards but excludes procurement cards. County credit cards may be used for:~~ **shall be used only for purchases that satisfy ALL of the following:**

- 1. The purchase is for a work-related expense;**
- 2. The purchase serves an authorized public purpose;**
- 3. The debt incurred is payable with available moneys appropriated to a specific line item appropriation for the purchase;**
- 4. The purchase otherwise complies with state law and County policy.**

~~No County credit card may be issued to any Appointing Authority prior to requesting authorization to the Board of County Commissioners. Said written request shall provide details in terms of whom (department authorized users) the card is to be issued to and the limit associated with the credit card request. Should a credit card be issued and used for more than the amount authorized by the Board of Commissioners BOCC, or appropriated for such purpose, the Elected Official of the County Appointing Authority or the department head or employee, Agency or Department Head may be personally liable to the BOCC for the amount exceeding authorization as well as any costs associated with efforts to collect the unauthorized amounts. the extent the authorized amount is exceeded. At the request of the County Appointing Authority, the BOCC Elected Official, Agency or Department Head, the Board of Commissioners may authorize the an additional expenditure that exceeds the authorized limits based on the County Auditor’s certification of available funds.~~

Immediately following a transaction, the authorized user of a County credit card shall submit detailed credit card receipts and documentation to his or her department fiscal officer. After the department fiscal officer has reviewed all credit card purchases, compared with monthly statements, and ensured purchases meet the requirements of this policy, the department shall submit the credit card statement to be paid via the standard procedures used to pay invoices through the County Auditor’s office. Failure to provide said documentation or any inappropriate use of the credit card may result in personal liability, criminal liability, and/or disciplinary action, up to and including termination. In addition,

sales tax, late fees and/or finance charges are not allowable expenses, unless specifically authorized by the Board of County Commissioners.

- ~~1. Food Expenses;~~
- ~~2. Transportation Expenses;~~
- ~~3. Gasoline and Oil Expenses;~~
- ~~4. Motor vehicle repair and maintenance expenses;~~
- ~~5. Telephone Expenses;~~
- ~~6. Lodgings Expenses;~~
- ~~7. Internet service provider expenses;~~
- ~~8. Expenses for children being provided temporary emergency care by the Children Services Agency;~~
- ~~9. Expenses for Adult Protective Services clients being provided temporary lodging by Human Services Agency;~~
- ~~10. Expenses for purchases of automatic or electronic data processing or recordkeeping equipment, software, or services as permitted under the rules of the Data Board and in compliance with the Ohio Revised Code Sections 307.84. The expenses paid by credit card under this provision may not exceed \$10,000 per quarter, unless the Board of Commissioners adopt a resolution approving payment by credit cards of higher amounts during that time period;~~

Any rewards/points earned by using a County issued credit card ~~would be~~ **shall become** the property of the County and not the individual using the card.

~~The debt incurred from the usage of a County credit card is to be paid from funds appropriated, in the respective Elective Official, Department or Agency budget, for said purchase.~~

~~Authorized users of credit cards shall submit detailed credit cards receipts and documentation to their department fiscal official, to support the credit card statement. Failure to provide said documentation may result in personal liability for the credit card charges as well as disciplinary action. In addition, , late fees and/or finance charges are not allowable expenses, unless authorized by the Board of Commissioners.~~

Annually by January 31st, ~~all Elected Officials, Agency and Department Heads~~ **County Appointing Authorities authorized to issue County credit cards** must provide written notification to the ~~Board of Commissioners~~ **the BOCC and to the County Auditor's Office**, stating what cards are in their (departments) possession, **containing an inventory of credit cards in the possession of the department or agency to whom which specific personnel they are each is issued**, and the associated credit limit. Any unused cards or discontinued cards must be destroyed.

All appointing authorities authorized to obtain a credit card are responsible for their use or misuse. An appointing authority suspecting misuse shall notify the Warren County Auditor and the BOCC ~~Warren County Commissioners~~ immediately.

POLICY 5.04: HEALTH AND LIFE INSURANCE

- A. The Board of Commissioners provides a comprehensive health care insurance plan and life insurance for permanent employees who work 30 hours per week on a regular scheduled basis. Coverage is not extended to temporary employees at initial time of hire, however, coverage may be extended if hours worked and duration of employment meet required guidelines of the Affordable Care Act. An Elected Official (Appointing Authority) may also extend health and life insurance coverage to permanent FLSA exempt employees (as defined in C.F.R. 29, part 541.1, 541.2, 541.3) in the unclassified service (I.E. administrative or fiduciary, as defined in ORC 124.11 A (9)) without regard to the scheduled number of work hours of such employee.
- B. Details of all coverage will be provided to those who are eligible to enroll, along with a waiver sheet to be signed by those declining participation. Each new employee must report to the Office of Management and Budget to enroll for insurance or to sign a waiver sheet.
- C. ~~Employees who are absent, and are not in active pay status (i.e., not receiving any compensation from the County) will not receive County healthcare benefits. Said employees will be offered COBRA. However if an employee is absent in inactive pay status, and the absence qualifies for Family and Medical Leave, then the employee will receive County healthcare benefits for up to twelve (12) weeks, as allowed by the Family and Medical Leave Act (see Policy 6.09: Family and Medical Leave). In addition, employees who are granted extended illness leave for a personal illness or injury will receive County healthcare benefits for up to a total of twelve (12) weeks. If the employees fails to show an approximate date of return, the employer may seek a disability separation (see Policy 9.04 Disability Separation).~~

Coverage under the plan will end on the earliest of:

- 1. the last day of the month employment with the County ends;**
- 2. the date the Plan ends;**
- 3. the last day of the month the employee stops making required contributions;**
- 4. the last day of the month the employee is no longer eligible;**
- 5. the last day of the month UnitedHealthcare receives written notice from Warren County Board of Commissioners to end coverage, or the date requested in the notice, if later; or**
- 6. the last day of the month the employee retires or is pensioned under the Plan, unless specific coverage is available for retired or pensioned persons and the employee is eligible for that coverage.**
- 7. If an employee falls into a no-pay status, unless covered under FMLA or Extended Illness Leave, coverage shall end the last day of the month if the employee has not returned to work or back into paid status.**
- 8. In an event an employee falls into a no-pay status due to a work related injury and where temporary total compensation is being received under the workers' compensation program while employed with Warren County, coverage shall remain in effect during the period compensated. While**

receiving temporary total compensation, should employment with Warren County end, coverage shall end the last day of the month that the employment ends.

9. The date on which the employee or dependent becomes a full-time member of the armed forces of any country.

Please refer to section 12 of the Summary Plan Description for additional information regarding when coverage ends.

~~D. In the event an employee falls into a no-pay status due to a work-related injury and where temporary total compensation is being received under the worker's compensation program while employed with Warren County, coverage shall remain in effect during the period compensation. While receiving temporary total compensation, should employment with Warren County end coverage shall end the last day of the month that the employment ends.~~

Revised: 10/1/2023

POLICY 6.07 LEAVE OF ABSENCE WITHOUT PAY

- A. Upon the written request of an employee, the Appointing Authority may grant the employee a leave of absence without pay for appropriate reasons.
- B. The maximum duration of a leave of absence without pay for personal reasons of the employee shall not exceed six (6) months.
- C. Leave may be granted for a maximum of two (2) years for purposes of education, training, or specialized experience which would be of benefit to County Service by improved performance at any level, or for voluntary service in any governmental sponsored program of public betterment.
- D. With the exception of Family and Medical Leave (see Policy 6.09: Family and Medical Leave), the authorization of a leave of absence without pay is solely a matter of administrative discretion, and each request will be decided by the Appointing Authority based upon its merits. Except for emergency situations, employees shall request the leave thirty (30) days prior to the starting date of the leave.
- E. Upon returning from a leave of absence, the employee will be placed in his/her original position, or another position in the same classification should the original position be unavailable.
- F. When an employee fails to return to work within three (3) days of the expiration of an authorized leave of absence without pay, absent extenuating circumstances, that employee shall be considered to have resigned from the position as of the expiration date of the authorized leave.
- G. An employee who has received an authorized leave of absence without pay does not earn sick or vacation leave credit. However, time spent on the leave of absence will be considered in determining length of service for purposes when tenure is a factor.
- H. If it is determined that an employee is abusing the leave of absence and not actually using the leave for the purpose specified, the Appointing Authority may cancel the leave and provide the employee with written notice directing the employee to report for work. Disciplinary action may also be initiated.
- I. **Health Insurance and Life Insurance will end the last date of the month when the employee falls into a no-pay status as stated under policy 5.04 Health Insurance and Life Insurance, section C7.**

Resolution

Number 23-1291

Adopted Date October 03, 2023

RECOGNIZE CHANGES TO COUNTY PURCHASING PROCEDURES EFFECTIVE OCTOBER 3, 2023

WHEREAS, county purchasing procedures have been updated, as a result of the passage of House Bill 33, which was signed by Governor DeWine on June 30, 2023, as follows:

Competitive Bidding Cost Threshold has changed from \$50,000 to \$75,000; the new threshold is subject to an annual adjustment of 3% starting January 1, 2025. The 3% adjustment applies automatically on January 1 of each year thereafter; and

Emergency Purchasing Procedures limit has changed from \$100,000 to \$125,000. Emergency purchasing procedures may not be used for items with a cost above this threshold, unless there is actual physical disaster to structures, radio communications equipment, or computers; and.

Rejection of public improvement bids, the law mandates rejections of bids that are priced more than 20% above the architect's or engineer's estimate.

NOW THEREFORE BE IT RESOLVED, to recognize changes to County Purchasing Procedures as a result of the passage of House Bill 33 effective October 3, 2023.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: OMB (file)
All Departments
Policy file

Resolution

Number 23-1292

Adopted Date October 03, 2023

APPROVE THE WARREN COUNTY PREVENTION, RETENTION, AND CONTINGENCY PLAN (PRC) FOR THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES


BE IT RESOLVED, to approve the PRC Prevention, Retention, and Contingency Plan on behalf of the Warren County Department of Human Services as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 3rd day of October 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Human Services (file)
Policy file

Warren County
Job and Family Services
Division of Human Services
Prevention, Retention, Contingency Plan (PRC)
09/28/2023

Warren County Job & Family Services
Division of Human Services
416 S. East Street
Lebanon, OH 45036
513-695-1420

Contact Information:
Arlene Byrd, Director
513-695-1422

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SECTION I INTRODUCTION

The federal TANF program is established under 42 U.S.C. 601 et seq. and 45 C.F.R. Parts 260-265. The PRC program is funded by the federal Title IV-A TANF block grant. Ohio Department of Job and Family Services (ODJFS) administers the program in accordance with Title IV-A of the Social Security Act, 42 USC 601, Ohio's Title IV-A State Plan and state law. The PRC program was created by the Ohio General Assembly and is governed by Section 5108 Revised Code, Ohio Administrative Code and federal law and regulations. One of the main sources of funding is the federal Title IV-A TANF block grant issued to states to tailor their welfare programs to meet individual states' needs. As a result, there are federal laws and regulations governing TANF that relate to the PRC program.

The Prevention, Retention and Contingency Program, better known as PRC, is designed to assist families in overcoming immediate barriers to achieving or maintaining self-sufficiency and personal responsibility. This is accomplished by providing necessary benefits and services that will enable individuals to obtain employment, keep employment, and improve their overall economic circumstances and stability.

The PRC program provides for nonrecurring, short-term, crisis-oriented benefits and ongoing services that are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) Program. To ensure fair and equitable treatment of the families applying for PRC, the program shall be continuously in operation according to the standards and procedures as set forth within this document. The services and benefits provided under the PRC program fall into three categories:

- | | |
|---------------------|--|
| PREVENTION: | Designed to divert families from ongoing cash assistance by providing short term non-assistance. |
| RETENTION: | Provided to assist an employed member of the family maintaining employment. |
| CONTINGENCY: | Provided to meet an emergent need which, if not met, threatens the safety, health, or well-being of one or more family member. |

A program or service provided through the PRC program must accomplish one of the four purposes of TANF which include:

- | | |
|------------------------|--|
| TANF Purpose 1: | To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. |
| TANF Purpose 2: | To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. |
| TANF Purpose 3: | To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. |
| TANF Purpose 4: | To encourage the formation and maintenance of two-parent families. |

PRC funds may only provide benefits and services which are not considered “assistance” (45 C.F.R. 260.31). This definition includes non-recurrent, short-term benefits that are designated to deal with specific crisis or episode of need, are not intended to meet recurrent/ongoing needs, and will not extend beyond four (4) consecutive months. Non-recurrent benefits and services may encompass more than one payment per calendar year, if the payment provides short-term relief and addresses a crisis rather than meeting an ongoing or recurrent need and does not exceed the assistance group benefit/cap limit.

SECTION II EMERGENT NEED AND EXPLORING COMMUNITY RESOURCES

Every reasonable effort must be made to explore the availability of resources within the county prior to the authorization of PRC. County staff determining eligibility for PRC should be aware of community resources which may be utilized to help meet the need. Failure on behalf of the applicant to accept or utilize available community resources may be grounds for denial of a PRC application. The PRC Program is designed to provide **temporary** assistance to families with a demonstrated emergent need. In all cases, the amount of the PRC benefit issued must meet, but may not exceed the emergent need of the AG and fall within the established caps of the program. If the amount of PRC available cannot prevent the onset or continuation of the emergent situation, there is no eligibility for payment. In addition, multiple requests (more than one) for PRC services will be evaluated on a case-by-case basis. Services may not be provided if an abusive pattern of usage is established.

SECTION III ELIGIBILITY

A. Economic Need

Economic eligibility includes the combination of income eligibility and evaluation of family needs. Income eligibility for PRC Services is based upon the Federal Poverty Guidelines (FPG) and varies per service category. Specific FPG guidelines have been established per service category and are listed per service are in sections IV, V, VI and VII.

1. Income

In order for the PRC AG to be found eligible, the PRC AG’s income must be at or below 200% of the Federal Poverty Guidelines (FPG) in effect at the time of application, with the exception of Sub-grant and Contractual PRC Benefits and Services. PRC applicants must provide information regarding income for the last thirty (30) days prior to the date of application, including verification of this income if requested by the Warren County Department of Job and Family Services (WCDJFS). Income and family composition guidelines may vary according to the service/benefit and TANF priority. In order to determine income eligibility, WCDJFS will compare all gross income received within the last thirty (30) days to the FPG standard for the specific service category unless otherwise stated. In most cases, PRC assistance is only available to members who haven’t received PRC assistance above the monetary cap during the previous 12 consecutive months. Families receiving assistance under another program may receive PRC assistance. Some exceptions to this rule exist and can be found within each service category.

All gross earned and unearned income which has been received by any member of the PRC AG during the 30-day budget period is considered when determining financial need. The 30-day period begins 30 days prior to the date of the application and ends on the application date. The income received during this period is used in the computation of financial eligibility. This includes all income which is normally exempt or disregarded when determining eligibility for OWF and FA. Examples of gross earned, and unearned income include;

Gross earned income examples include:

- Earnings from work as an employee
- Earnings from self-employment, less the cost of doing business
- Training allowance
- Commission

Gross unearned income examples include:

- RSDI benefits
- Alimony and child support
- Veterans Administration Benefits
- Worker's Compensation
- Lump-Sum Payments
- Strike Benefits
- Unemployment Benefits
- Pension and retirement benefits
- Investment Income
- Rental Income

Income of all Assistance Group members must be verified. Only **earned** income of an AG member under the age of 18 will be **excluded** (unless child is a parent).

Per OAC 5101:1-24-20, Prevention, retention and contingency program: excluded income and resources. The following income and resources are excluded when determining financial eligibility for PRC Benefits and Services;

- Child Support payment distributions made by Ohio Department of Job and Family Services (ODJFS) pursuant to division (C) of Section 1 of Am. S.B. 170 of the 124th General Assembly (10/25/2001).
- All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified below;
 - Drug discounts and transitional assistance received under the Medicare Prescription Drug Improvement, and Modernization Act, at Section 1860D-31(g)(6) of the Social Security Act (12/08/2003). The language in Section 1860D-319(g)(6) of the Social Security Act states that the availability of negotiated prices or transitional assistance under this section shall not be treated as benefits or otherwise taken into account in determining an individual's eligibility for, or the amount of benefits under any other federal program.

- Monetary allowances paid under Section 401 of the Veterans Benefits and Health Care Improvement Act of 2000, effective December 1, 2000. Payments authorized and made by the veteran's administration (VA) to provide certain benefits, including a monthly monetary allowance for children with covered birth defects are the natural children of women veterans serviced in the republic of Vietnam from February 28, 1961 through May 7, 1975.

With the above exception, the total gross income, both earned and unearned, of all the PRC AG members, shall be counted. There are no deductions or exclusions allowed from any type of countable income, except for the Kinship Caregiver Program Tier II which provides each applicant a \$500.00 deduction for the cost of Child Care for the child(ren) within their care. Written or verbal verification of income is required. 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 information provider, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification.

Once the total gross countable income of a PRC AG is determined and verified, the amount is compared to the 200% Federal Poverty Guidelines for the appropriate PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG amount for the applicable PRC AG size, the PRC AG meets the income requirement.

2. **Resource/Assets**

A general principle of the PRC Program is any resources which an Assistance Group (AG) member currently has available must be applied toward the emergent need. The resources to be considered for PRC are those which are both liquid and available to help the AG meet the emergent need. Liquid resources are those which are in cash or payable in case upon demand-the most common types being;

- Savings accounts, checking account, stocks, bonds, mutual funds and promissory notes. Available liquid resources are those in which any AG member has a legal interest and legal ability to use or dispose of.

Resources owned by one AG member are considered available to all other AG members. If ownership of a resource is shared by an AG member and a non-AG member, it is considered available if the AG member has access to the entire resources.

All available liquid resources which any AG member has in excess of \$500.00 must be applied toward the emergent need; the exception being contractual agreements or some special programs offered by WCDJFS. Any resources exceeding \$500.00 which was transferred without adequate consideration within the past 30 days prior to the PRC application shall be considered a resource which is available to be applied toward the emergency need.

B. Assistance Group (AG)/Household:

General PRC eligibility requires that a child reside in the household. 45 C.F.R. 260.30 Minor child means an individual who has not attained 18 years of age; or has not attained 19 years of age and is a full-time student in a secondary school. Special consideration has been made to non-

custodial parents, shared parenting, families where children have been temporarily removed, kinship providers, and pregnant women in their third trimester of pregnancy.

An eligible assistance group may consist of a minor child residing with a parent, specified 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.

The method of defining the PRC Assistance Group (AG) varies by service category and is described per service area. AG determination for families where children are temporarily absent from the home or shared parenting situations are described below.

1. **Temporary Absence** (5101:1-3-04)- The absence of a member of the AG is temporary when all of the following conditions are met.
 - a. The location of the absent individual is known;
 - b. There is a definite plan for the return of the absent individual to the home; and
 - c. The absent individual shared the home with the assistance group prior to the onset of the absence. A newborn is considered to be sharing the home with the assistance group at the time of birth.

An AG member may be considered temporarily absent for up to 45 consecutive days. An AG member who is or is expected to be absent from the home without good cause for longer than 45 consecutive days does not meet the temporary absence requirement of PRC/OWF. Good cause reasons can be found in OAC 5101:1-3-04 (C) (1-8).

2. Cases where children are temporarily absent from the home (i.e., taken into legal protective custody by the Warren County JFS, Division of Children Services), remaining household members may be eligible for PRC assistance if the following criteria apply:
 - The child has been out of the home less than a total of six (6) consecutive months,
 - The family has a Children Services reunification plan in place,
 - The family is actively working toward reunification, as verified by the Children Services caseworker. Authorization of PRC services must contribute to the reunification process.

3. **Shared Parenting**

In a situation where two parents claim custody or shared parenting of child(ren) and are claiming the child to be in the home for purposes of PRC eligibility, one of the following three criteria must be verified:

Does the requesting parent receive and/or pay support for the child(ren)? If one parent pays support, the parent in receipt of the support should be considered the custodial parent. If no support order is established, verify:

- a. Does the requesting parent or the other custodial parent receive OWF case assistance? If one parent receives cash assistance and the child(ren) are part of the assistance group, the OWF recipient should be considered the custodial parent. If neither household receives cash assistance, verify (b).

- b. The parent requesting PRC services may present one of two documents to verify shared parenting. He/She may bring verification that the child is claimed as a dependent on the most recent Federal tax filing OR may bring in a signed letter from the other parent. Such letter should state that the parenting is shared, that the signer understands the other parent is applying for PRC services, and that any approval of services may affect the signer's future eligibility for PRC services.

C. Application Process

The PRC applicant or an authorized representative must complete the WCDJFS, Prevention, Retention, and Contingency Program (PRC) Application or other required applications to request PRC benefits or services. In accordance with Section 329.051 of the ORC each applicant will be provided with a voter registration form when requesting a PRC application. An applicant is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process.

Eligibility for PRC is dependent upon the PRC Assistance Group's (AG) demonstration and verification of the need for financial assistance and/or services, and whether the county determines that a provision of PRC will satisfy the need.

Samples of all PRC Applications appear in the Exhibits Section of the Plan.

The county is responsible for using objective criteria when determining eligibility and approving or denying the application within 5 days after completion of the application process in a fair and equitable manner, which includes verification of information.

Eligibility will be carefully evaluated on a case-by-case basis. Immediate needs, whether or not the PRC Program can be of benefit, will be determined by the WCDJFS. WCDJFS has the authority to designate the application process be completed by other entities based upon a contractual agreement.

This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for ongoing public assistance. However, the fact that an ongoing Medicaid, OWF, Food Assistance group is active is not necessarily a determining factor in the consideration of eligibility for the PRC Program. In addition, the WCDJFS must inform individuals about other programs (i.e., Medicaid and Food Assistance) that are available and of hearing rights that are applicable.

Once the PRC application is approved, WCDJFS will authorize and generate payment for assistance, goods, or services. Authorization may occur any time after the application is approved.

The applicant shall receive a notice of approval or denial within 5 days of the date of application. The applicant shall receive Notice of Approval of Your Application for Assistance (ODJFS 4074) or Notice of Denial Your Application for Assistance (ODJFS 7334) pursuant to the decision rendered. Applicants shall receive a copy of hearing rights at the time of the decision.

- Applicants have 14 days from the date of application to submit all required payments, in the form of a money order, toward the approved benefit. Failure to comply will result in denial of the approved application on the 15th day.
- Failure to cooperate during the eligibility process which results in a denial for PRC Services and/or Benefits, will result in the inability to re-apply for 30 days after the denial, unless the agency determines otherwise.

Under this Program, an eligible AG may receive customized assistance, goods, or services determined by the WCDJFS. Ongoing receipt of Medicaid, Food Assistance, Ohio Works is not a determining factor in considering an AG's eligibility for PRC services (outside of any income received through said programs). WCDJFS will inform applicants of other programs/services available through the Agency.

Receipt of PRC services in another county or PRC/TANF services provided in another state shall be considered when processing a PRC application. PRC/TANF benefits and amounts received in other counties and/or states shall be considered and included in the caps, except for benefits and services under the Child Welfare and Kinship Services Programs and Contractual Services.

WCDJFS will pursue collection of PRC assistances which has been obtained fraudulently or that has been determined to be an overpayment.

D. PRC Program Modification/Termination

Warren County reserves the right to modify or terminate the PRC program at any time. Modifications may encompass any or all areas of the county PRC Plan. Any modifications of the PRC Plan will be submitted to the Warren County Board of County Commissioners for approval. Upon approval, WCDJFS will submit the modified plan to the Ohio Department of Job and Family Services. Warren County reserves the right to modify or terminate PRC services or eligibility requirements for any reason, including reduction of funds, changes in State or Federal Regulations, and the need to address appropriate emerging needs within the community.

SECTION IV

CHILD WELFARE and KINSHIP SERVICES AND BENEFITS

PRC payments are limited to the amount actually required to meet the presenting need, up to the amounts listed below for each type of assistance received within the timeframes described. Verifications of amounts owed must be original bills, invoices or receipts for reimbursement.

A. Kinship Navigator Outreach meet TANF Purposes 1- Information and referral, website, public service announcements, brochures, billboards, phone banks, and other services.

B. Child Welfare Case Management

TANF Child Welfare Services meet TANF Purpose 1.- Includes Child Welfare Family Reunification Activities, Child Welfare Custody Case Management Activities and Non-Custody Case Management Activities.

Eligibility: At or below 200% FPL

PRC Child Welfare Family Preservation Activities: Includes activities performed on behalf of a child and their family if all of the following apply: there is not an in-home case or a custody case established, the child and family's income meets the income eligibility criteria for the county's PRC plan, and the county has included these service in its PRC plan. Activities include screening and assessment of needed services, providing program information and referral and linking to services such as family preservation services, domestic violence services, parenting training, substance abuse treatment, and counseling.

Child Welfare PRC Custody Case Management: A custody case has been established, a reunification plan is in place and the child is expected to be reunified with the family within six months of placement; the child and family's income meets the income eligibility criteria for the county's PRC plan; and the county has included these child protective services in their PRC Plan. Activities include those related to family preservation to reunite a child with the child's family. If there is a custody case, but any one of the following applies: no reunification plan, placement exceeds six months, if the family's income exceeds the PRC income eligibility limit, or the county agency has not included these services its PRC plan; then use code 769.

C. Child Welfare Program Kinship Caregiver Payments TANF Purpose 1.- Kinship Caregiver Payments to assist relative and non-relative kinship caregivers who are determined to have significant unexpected needs because of caring for children in their homes. Payments cannot exceed beyond 4 consecutive months.

Service or Benefit Category	CAP	TANF Purpose	Description	Targeted Group
Per Kinship Placement Family	\$3,000 per 12-month period	TANF 1	May include Rent Assistance/Security Deposits, Utility Assistance, Court Filing Fees, Car Repairs, Furniture for Child(ren), Hygiene, Groceries, Child Care Registration Fees, Home Repairs, Gas Assistance, etc.	Relatives and Non-Relatives caring for minor children.
Per Kinship Placed Child	\$1,000 per 12-month period	TANF 1	May Include Clothing/Shoes, Hope's Closet, School Fees, Summer Camp, Work Related Needs, etc.	Minor children being cared for by relative or non-relative Kinship Placement.

Application and Eligibility Process:

- At or below 200% FPG- Does not include Resource Limit as part of eligibility.
- Involvement with Children Services including those residing outside of Warren County and completion of Self-Declaration Application located on page 35 of this plan.
- Kinship Caregivers Payments will not count toward the maximum limit for the County PRC Assistance Program.
- Warren County Children Services is responsible for having the Kinship Caregiver complete the Self-Declaration Application for PRC Kinship Caregiver Payments and for acquiring all the necessary forms needed and setting the family up in the Auditor's system as a vendor to receive reimbursement.

D. Child Welfare Program Services & Benefits TANF Purpose 1- Provided to families at risk of child abuse and or/neglect, as determined by the Children Services Division for the purpose of providing assistance to families so that the child may be cared for in their own home. Payments cannot exceed beyond 4 consecutive months.

Service or Benefit	TANF Purpose	CAP	Description	Economic Need Standard	Targeted Group
Child Welfare Services & Benefits	TANF Purpose 1	\$1,500.00 per 12-month period.	May include; Rent Assistance/Security Deposits, Utility Assistance, Gas Assistance, Court Filing Fees, Car Repairs, Furniture for Child(ren), Hygiene, Groceries, Child Care Registration Fees, Summer Camp, Home Repairs, etc.	200% of the FPL	Minor children being cared for by relative or non-relative placement

Application & Eligibility Process:

- At or below 200% FPG- Does not include Resource Limit as part of eligibility.
- Eligibility is based on the Self-Declaration Application located on page 35 of this plan.
- Involvement with Children Services, including those residing outside of Warren County.
- Children may reside in the home or the child(ren) have been out of the home less than a total of six consecutive months.

- If the children are out of the home, the family must have a Reunification Plan in place, and actively working toward reunification, as verified by Children Services Caseworker.
- Authorization of PRC services must contribute to the reunification process.
- Receipt of assistance will not count toward the maximum limit for the County PRC Assistance Program.
- Warren County Children Services is responsible for having families complete the Self-Declaration Application for Child Welfare Services & Benefits and for acquiring all the necessary forms needed and setting the family up in the Auditor's system as a vendor to receive reimbursement.

SECTION V

WCDJFS SERVICES AND BENEFITS

Ineligible Applicants

The following applicants are ineligible for in-house PRC Assistance and/or Benefits in Warren County if any of the following apply:

- Individuals who are not citizens of the United States and do not meet the definition of qualified aliens;
- Families that have fraudulently received assistance including Food Assistance, Cash Assistance, Medicaid and Child Care, until repayment in full occurs, except overpayments that are determined by WCDJFS to result from an agency error these situations will not restrict eligibility for PRC;
- Individuals who have quit or refused a job without good cause or have significantly reduced their hours of employment without good cause within 60 days prior to the date of the PRC application,
- Individuals serving a sanction

Employment Definition- The assistance group meets the definition of employment if at least one adult member of the Assistance Group (AG) is working a minimum of twenty (20) hours per week or is working fewer than twenty (20) hours per week but receives compensation equal in value to working twenty (20) hours per week at minimum wage. If a member of the Assistance Group has either received a bona-fide offer of employment or is temporarily absent for no more than 90 days (e.g., on short-term medical leave) from the existing/established employment that provides a minimum of 20 hours per week, the AG meets the definition of employment but must provide the following documentation: established start of or return to employment provided by the employer, a verification of hours to be worked, and verification that the employment opportunity is expected to last a minimum of thirty (30) days (e.g. a one week temporary assignment would not qualify) and provide at least twenty (20) hours per week of paid employment (or compensation equal to working twenty (20) hours per week).

Payments- Any benefits paid directly to the Assistance Group in the form of a check must have supporting documentation to verify the payment was made toward the emergent need. Applicants will have 10 days from the date the check is mailed to submit supporting documentation to WCDJFS. Failure to do so may result in a potential overpayment case. If payment is to reimburse the applicant, this requirement is not applicable.

Job Readiness Class Requirement- The following Service and Benefit categories require applicants who do not meet the definition of Employment to attend 2-weeks of Job Readiness Class at Ohio Means Jobs of Warren County.

- Rent payment and security deposit
- Mortgage Assistance
- Contingency Benefits

The Job Readiness Class requirement is for adults or minor heads of household who have applied and been approved for Rental Assistance, Mortgage Assistance, and Contingency Benefits and do not meet the definition of Employed.

Below is the list of exemptions to the Job Readiness Class requirement;

- A minor child who is not the head of household,
- A recipient of supplemental security income (SSI) benefits,
- A recipient of social security disability insurance (SSDI) benefits; or
- A parent providing care for a disabled family member,
- Lack of viable transportation (will look to offer virtual classes),
- A parent providing care for children under the age of six years old,
- A parent who is unable to attend due to underlying medical conditions during an active Health Emergency Order

About Job Readiness Classes

- Offered by the Warren County Career Center ASPIRE team (Adult Education),
- Available free of charge,
- Monday-Thursday classes,
- Topics include;
 - Orientation
 - Computer Lab including Intro to Google,
 - Resume Lab- Resume Building, Updating and Editing
 - TABE testing
 - Interview Lab- Interview skills, dress for success, mock interviews
 - Communication Lab- Positive attitude and perseverance in the workplace, self-esteem and stress management, goal setting and overcoming barriers, better communication with co-workers and supervisors, customer service skills, handling criticism/conflict resolution, dealing with frustration at the workplace, professionalism at the workplace.
 - Career Interest, Workplace Values, Matching Jobs to Personality and Soft Skills.

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Contingency Services: An emergent need that threatens the health, safety, or acceptable living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation/retention, work or marriage.</p> <p>Installation or repair of telephone, Emergency Shelter or Temporary housing, Personal expenses (school clothing, winter coats, child restraint seats), Repair or purchase of furnace or water tank, Home repairs affecting basic structure (roof, plumbing walls), Repair or purchase of appliances (stoves, fans, refrigerators, washers/dryer or air conditioners,) Furniture (beds, mattress and box springs, kitchen table, chairs).</p>	TANF Purpose: 1 and 2	Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$2,000.00 per assistance group per 12-month period. Not to exceed 4 months.	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p>	<p>At or below 200% FPL</p> <p>**Job Readiness Class Required see above</p>	<p>Employed individuals</p> <p>Unemployed individuals</p> <p>Families with children at risk of abuse or neglect</p> <p>Victims of domestic violence</p>

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Employment and Training Services and Benefits: Purchase clothing or uniforms for work.</p> <p>Purchase safety equipment, i.e., shoes, glasses, work boots.</p> <p>Purchase special tools and/or equipment required for employment.</p> <p>Tests and assessments required for employment.</p>	TANF Purpose: 2	\$250.00 for non-recurrent short-term benefits to be provided once within a 12-month period.	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p>	At or below 200% FPL	<p>Employed Individuals</p> <p>OWF Work Activity Participants – to obtain employment and/or training opportunities.</p> <p><i>Proof of employment or offer of employment is required</i></p> <p><i>See above Employment Definition</i></p>

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Rent Payment/ Security Deposit</p> <p>(No payment will be made for extra fees for pets unless the pet is also a service animal. No payment will be made for any additional extras fees charged by the landlord) Landlords/managers must sign a repayment agreement for security deposits.</p> <p>Notice to Leave the Premises from the Landlord, Notice of Court Ordered Eviction, Transitioning from Homelessness, uninhabitable residence, moving to a more affordable location, unforeseen circumstances have resulted in a need to relocate.</p>	<p>TANF Purpose: 1 and 2</p>	<p>Past due rent and/or deposit up to \$2,500.00 payment to the landlord.</p> <p>Limited to a maximum of 4 consecutive months</p> <p>Verification of the requirement for a security deposit must be provided by the landlord</p> <p>Non-recurrent short- term benefits to be provided once within a 12-month period.</p> <p>Amount to be paid by WCDJFS is limited to one month of late fees. Additional monthly late fees are the responsibility of the AG.</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p> <p>Pregnant individuals with no other children</p> <p><i>Household must be able to provide a plan to avoid continuation of this issue.</i></p>	<p>At or below 200% FPL</p> <p>**Job Readiness Class Required see above</p>	<p>Employed Individuals</p> <p>Unemployed individuals</p> <p>Families and Children</p> <p>Homeless Families</p>

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Utility Assistance for Initial Services and Shut offs: Gas, propane, kerosene, wood, electric, water, sewer</p> <p>Must be a current bill Must be a bill for the current residence Must have at least made 1 payment within the 3 months prior to filing a PRC application to be considered for assistance.</p>	<p>TANF Purpose: 1 and 2</p>	<p>Amount due, up to \$1,000.00 once within a 12-month period to assist with initial services or disconnects.</p> <p>Limited to a maximum of 4 consecutive months</p> <p><i>Referrals will be made to HEAP during when HEAP is active.</i></p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p> <p>Pregnant individuals with no other children</p> <p><i>Household must be able to provide a plan to avoid continuation of this issue.</i></p>	<p>At or below 200%</p>	<p>Employed Individuals</p> <p>Unemployed individuals</p> <p>Families and Children</p>

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Automobile Insurance</p> <p>To pay for insurance coverage required to operate a vehicle</p>	<p>TANF Purpose: 1 and 2</p>	<p>Amount not to exceed \$1,000.00 per rolling 12- month period</p> <p>Limited to a maximum of 4 consecutive months</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p> <p>Pregnant individuals with no other children</p>	<p>At or below 200%</p>	<p>Employed Individuals</p> <p><i>See above Employment Definition</i></p>
<p>License Plate and Vehicle Registration Fees</p> <p>To cover costs associated with vehicle registration</p> <p>Vehicle must be owned or leased by the applicant.</p> <p>Applicant must have a valid driver license and vehicle insurance</p>	<p>TANF Purpose: 1 and 2</p>	<p>Amount not to exceed \$500.00 per rolling 12- month period</p> <p>Limited to a maximum of 4 consecutive months</p> <p>Excludes fines</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p> <p>Pregnant individuals with no other children</p>	<p>At or below 200%</p>	<p>Employed Individuals</p> <p><i>See above Employment Definition</i></p>

<p>Short-term payment of auto loan or lease</p> <p>To keep auto from being repossessed</p> <p>The vehicle must be owned or leased by the applicant</p> <p>Applicant must have a valid driver license and vehicle insurance</p>	<p>TANF Purpose: 1 and 2</p>	<p>Amount not to exceed \$1,500.00 per rolling 12- month period</p> <p>Limited to a maximum of 4 consecutive months</p> <p>Excludes fines</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p> <p>Pregnant individuals with no other children</p>	<p>At or below 200%</p>	<p>Employed Individuals</p> <p><i>See above Employment Definition</i></p>
<p>Automobile Repair</p> <p>The applicant must be scheduled or have worked for a minimum of 30 hours per week at minimum wage (or the equivalent), participating at a verifiable work experience program, or enrolled and attending education/training for up to 4 consecutive months.</p> <p>Automobile repairs will only be provided in those situations where the automobile is needed to retain employment, meet the above work activity requirement, or assist with transportation for education/training. <i>Two bids are required from certified auto repair company.</i></p>	<p>TANF Purpose: 1 and 2</p>	<p>Up to \$2,000.00 one-time in a 12-month period.</p> <p>WCDJFS has the option to deny repairs based on age, condition, repair needed and value of the vehicle.</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p> <p>Pregnant individuals with no other children</p>	<p>At or below 200% FPL</p>	<p>Employed individuals</p> <p>Recently employed individuals</p> <p>Under employed individuals- not having enough paid work or not doing work that makes full use of their skills and abilities.</p> <p>Individuals in education or training for up to 4 consecutive months.</p> <p>Non-Custodial Parents who are employed.</p>

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
Transportation Transit Pass, Mileage reimbursement to and from work or school, Transportation Allowance, Gas Card.	TANF Purpose: 1 and 2	Limited to contracted amount. <u>Transit tickets are the preferred option.</u> Transit tickets capped at 60 days for newly employed individuals. OR Gas Cards- Limited to 4 Gas Cards issued either Weekly or Bi-Weekly dependent on proof of mileage by applicant in the amount of \$50.00 per card not to exceed a \$200.00 total disbursement. Uncapped for active OWF/TANF Work Activity participants	Parents with minor children and all other household members Specified relatives with minor children and all other household members Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA. Pregnant individuals with no other children	At or below 200% FPL	Employed individuals Unemployed Individuals in education or training for 4 consecutive months. OWF Work Activity Participants

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
Child Care Registration Fee This benefit is for full and part-time employment to assist with any required Child Care Registration Fees. OWF/TANF Work Activity Participants, no cap.	TANF Purpose: 1 and 2	Not to exceed \$200.00 per family. Non-recurrent short-term benefits to be provided as defined above once within a 12-month period.	Parents with minor children and all other household members Specified relatives with minor children and all other household members	At or below 200% FPL	Employed Individuals Victims of Domestic Violence Relatives caring for minor children Kinship Caregivers

Definition of Kinship Caregivers as found in Ohio Revised Code 5101.85

As used in sections 5101.851 and 5101.856 of the Revised Code, “kinship caregiver” means any of the following who is eighteen years or older and is caring for a child in place of the child’s parents:

The following individuals related by blood or adoption to the child:

- (1) Grandparents, including grandparents with the prefix "great," "great-great," or "great-great-great";
- (2) Siblings;
- (3) Aunts, uncles, nephews, and nieces, including such relatives with the prefix "great," "great-great," "grand," or "great-grand";
- (4) First cousins and first cousins once removed;
- (5) Stepparents and stepsiblings of the child;
- (6) Spouses and former spouses of individuals named in divisions (A) and (B) of this section;
- (7) A legal guardian of the child;
- (8) A legal custodian of the child;

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Kinship Caregiver Program Tier 1- Stabilization Services (Child Care) This program provides relief in child-care functions so that kinship caregivers can provide and maintain a home for a child placed in the care of the kinship caregiver.</p> <p><u>Caregiving Services</u> Childcare expenses may be paid directly to a Licensed Child Care Provider or reimbursed to the Kinship Caregiver (Non-Licensed providers cannot be paid directly by agency). Reimbursement rate may not exceed the maximum established for the Publicly Funded Child Care Program. If Kinship Caregivers selects a non-licensed provider, the Kinship Caregiver assumes responsibility of care and will sign a waiver to participate in this program prior to receipt of any reimbursement.</p> <p><u>Stabilization Services</u> Stabilization services may also include the purchase of unexpected incidentals to care for the child including but not limited too; purchase of basic needs such as cribs, beds, clothing, hygiene items, bedding. These items shall be reimbursed to the Kinship Caregiver upon receipt of the proof of purchase.</p>	<p>TANF Purpose: 1</p>	<p>Cannot exceed 4 months of assistance in a rolling one-year period</p> <p>Please note funds may be limited and are dependent upon Sate Allocation.</p>	<p>Each child living with a kinship caregiver shall make up a PRC assistance group of one.</p>	<p>Income of the assistance group (child) cannot exceed 200% of the FPL</p> <p>Excludes Social Security Benefits being received by the child(ren)</p>	<p>Kinship Caregivers as defined in 5101.85 that reside in Warren County.</p> <p>Kinship Caregivers who are working with Warren County Children Services and who reside outside of Warren County.</p> <p>Kinship Caregivers seeking respite care.</p>
<p>Kinship Caregiver Program Tier 2- Caregiving Services (Child Care) The purpose of this program is to provide relief in childcare functions so that kinship caregivers can provide and maintain a home for a child placed in the care of the kinship caregiver.</p>	<p>TANF Purpose: 1</p>	<p>Redetermined every 12 months for continued eligibility.</p> <p>Work support program</p>	<p>Assistance group shall include at least a minor child residing with a kinship caregiver and the kinship caregiver.</p> <p>The minor child for who caregiving services are</p>	<p>Income of the assistance group (Kinship Caregiver) cannot exceed 200% of the FPL</p> <p>Excludes Social Security Benefits</p>	<p>Kinship Caregivers as defined in 5101.85 that reside in Warren County.</p> <p>Employed Individuals</p>

<p>Childcare expenses may be paid directly to a Licensed Child Care Provider or reimbursed to the Kinship Caregiver (Non-Licensed providers cannot be paid directly by agency). Reimbursement rate may not exceed the maximum established for the Publicly Funded Child Care Program. If Kinship Caregivers selects a non-licensed provider, the Kinship Caregiver assumes responsibility of care and will sign a waiver to participate in this program prior to receipt of any reimbursement.</p>		<p><u>Applicants will receive a standard \$500.00 deduction for childcare expenses.</u></p>	<p>being provided shall be: Under age thirteen at the time of application and may remain eligible until they turn thirteen; or (b) be under age eighteen at the time of application if the child meets the definition of special needs pursuant to rule 5101:2-16-01 of the Administrative Code and may remain eligible until they turn eighteen.</p>	<p>being received by the child(ren)</p>	<p><i>See above Employment Definition</i></p> <p>A training or education activity that prepares the caretaker for paid employment.</p> <p>Participating in one or more work activities as a condition of eligibility for either Ohio Works First (OWF) or the supplemental nutrition assistance program (SNAP)</p>
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Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Ohio Youth to Work Program <i>Eligibility</i> - An Ohio Youth Works program funded through PRC shall only serve persons from a TANF-eligible family. The types of persons that may be served are: • Youth ages 14-15, as long as the youth is in a needy family and is in school.</p> <p>The youth served may be non-custodial parents as long as they are considered "needy" and have a minor child. "Needy" is not specifically defined by state or federal regulation but may be no greater than income at 200% of the federal poverty level.</p>	<p>TANF Purpose: 1 and 2</p>	<p>Hourly wage capped at \$10.00 per hour.</p> <p>Services not to exceed agency TANF grant amount.</p>	<p>Parents with minor children and all other household members</p> <p>Specified relatives with minor children and all other household members</p>	<p>At or below 200% FPL</p>	<p>Youth age 14-15, as long as the youth is a minor child in a needy family and is in school.</p> <p>Youth age 16-24 or 16-24 who have a minor child and are considered needy, will be served under the CCMEP Program.</p>

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

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Disaster Assistance Benefits to assist with the damage or loss sustained as a result of natural disaster upon declaration by County Commissioners, identified by the Red Cross, or otherwise identified. All families are potentially eligible for this category of assistance regardless of OWF sanction status. PRC issued in this category will not apply toward the yearly cap per family. If the applicant has homeowner's insurance that can address the emergent need, it must be accessed prior to the issuance of PRC. The following list is not all inclusive.</p> <ul style="list-style-type: none"> ➤ <i>Shelter Assistance</i> <ul style="list-style-type: none"> • Rent/Rent Deposits • Mortgage Payments • Emergency shelter/temporary shelter (excluding hotel charges) • Payment of moving expenses ➤ <i>Utility Assistance</i> <ul style="list-style-type: none"> • Payments for initial hook up • Purchase bulk fuel destroyed or damaged by disaster • Installation or repair of telephone (when medically necessary with Doctor Statement) • Home repair or replacements affecting basic structure (provided to the homeowner only) • Appliances or fixture repair or replacements • Repair or purchase of furnace, air conditioning, or water heater (provided to the homeowner only) • Purchase or replace essential household contents ➤ <i>Personal items</i> <ul style="list-style-type: none"> • Essential clothing for members of the Assistance Group • Essential non-consumable products, excluding tobacco products and alcohol ➤ Vehicle repair for damage caused by the disaster provided the automobile is necessary for employment or medical condition 	<p>TANF Purpose: 1</p>	<p>Determined by State or County, not to exceed \$1,500 per family.</p> <p>All Disaster Benefits are dependent on available PRC funding.</p>	<p>Parents with minor children and all other household members</p> <p>Minor child who resides with a parent, specified relative, legal guardian or legal custodian</p> <p>Pregnant individuals with no other children</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p>	<p>Determined by State Declaration</p> <p>or</p> <p>At or below 200% FPL</p>	<p>Families sustaining disaster related damage or loss</p>

Service or Benefit	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Disaster Relief for Adults and Disabled Not eligible for TANF Plan</p> <p>Benefits to assist with damage or loss sustained because of natural disaster upon declaration of Governor</p>	<p>TANF Purpose: 1</p>	<p>Determined by State or County, not to exceed \$750 per family.</p> <p>Disaster Relief for Adults and Disabled are dependent on available PRC funding.</p>	<p>Age 55 or over with no minor children</p> <p>OR</p> <p>No minor children but in receipt of disability payments such as SSI, Social Security Disability, VA Disability, PERS or STERS Disability, Railroad Retirement Disability, Black Lung Benefits.</p>	<p>Determined by State Declaration</p> <p>or</p> <p>At or below 200% FPL</p>	<p>Adults over age 55 with no minor children</p> <p>Disabled Adults</p>

SECTION VIII
SERVICES AND BENEFITS
SUBGRANTEE OR CONTRACTUAL PRC

A. Subgrantee and Contractual PRC

Subgrantee or Contractual PRC benefits and services are provided with local TANF/PRC allocations or State designated TANF pass-through programs and are administered by entering into agreements with other public, private non-profit, and private for-profit vendors. Eligibility for sub granted, or contractual PRC services may have different eligibility standards from the in-house PRC services if specified in the agreement or as noted in the List of Services & Benefits in this document. There is no dollar cap for sub granted or contractual services.

All PRC subgrants and contracts must still address the connection of the service being provided to one or more of the four (4) purposes of TANF.

Unless otherwise documented as categorically eligible, eligibility for sub grantee/contractual services are accomplished using the **Self-Declaration Application for TANF/Title XX Services**. Applicants for subgrantee/contractual services will be notified of approvals, denials, and terminations using the Decision of Your Application for TANF/Title XX Services.

The use of subgrantee/contractual PRC services will not prohibit an assistance group from being eligible for other PRC services (in-house or other subgrantee/contractual services) noted in the list of services within this plan.

Services/Benefits	TANF Purpose	CAP	Assistance Group	Economic Need Standard	Targeted Group
<p>Family Promise of Warren County Services for homeless children and families. Primary focus is to address the needs of homeless families. The goal of IHNWC is to assist homeless families as they seek to build a better life through education, employment and self-sufficiency.</p>	TANF Purpose 1, 2, 4	Contracted Amount	Parents with minor children and all other household members Minor child who resides with a parent, specified relative, legal guardian or legal custodian Pregnant individuals with no other children	At or below 200% of FPL Self-Declaration Application	Families and Children Victims of Domestic Violence
<p>SAFE on Main, Inc. SAFE on Main, Inc. will provide 24/7, trauma-informed, family focused advocacy and case management to survivors and children of domestic violence with the primary goal of ensuring safety, healing and empowerment, while increasing batterer's accountability for their abuse behavior.</p>	TANF Purpose 1, 2, 4	Contracted Amount	Parents with minor children and all other household members Minor child who resides with a parent, specified relative, legal guardian or legal custodian Pregnant individuals with no other children	At or below 200% of FPL Self-Declaration Application	Families and Children Victims of Domestic Violence
<p>Educational Service Center- Resource Coordinator Program for Schools The Resource Coordinator program provides supports and resources to needy families with academically and otherwise at-risk children. Resource Coordinators focus on low-income students and their families who have been identified within the school system. Resource Coordinators help identify, create, and maintain resources for families.</p>	TANF Purpose 1, 2, 4	Contracted Amount	Parents with minor children and all other household members Minor child who resides with a parent, specified relative, legal guardian or legal custodian	At or below 200% FPL Self-Declaration Application	Families with Children
<p>Workforce Development Training & Curriculum Employment Related Short-Term Training Services Provides Training needed to gain, maintain, or advance in the workforce. (ASPIRE) Provides Assessments and planning as recommended by Workforce Development Staff or Sub-Grant Recipients.</p>	TANF Purpose 1 & 2	No Cap for Services	Parents with minor children and all other household members Minor child who resides with a parent, specified relative, legal guardian or legal custodian	At or below 200% FPL Self-Declaration Application	Families with Children

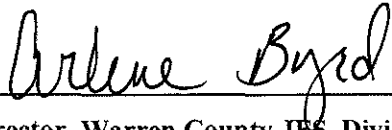
			<p>Pregnant individuals with no other children</p> <p>Non-custodial parent who lives in the state but does not reside with his/her minor child(ren) and is cooperating with CSEA.</p>		
<p>Children Services Provided to families at risk of child abuse and or/neglect, as determined by the Children Services Division for the purpose of providing assistance to needy families so that child may be cared for in their own homes or in the homes of relatives while reducing the inappropriate use of out-of-home care.</p>	<p>TANF Purposes 1</p>	<p>Contracted Amount</p>	<p>Kinship Relative and Non-Relative Families caring for children with open/active cases in the Children Services Division</p> <p>Parents or specified relatives with minor children</p> <p>Pregnant Women</p>	<p>At or below 200% FPL</p> <p>Self-Declaration Application</p>	<p>Kinship Caregivers caring for children with open/active cases in the Children Services Division</p> <p>Families with open active cases in Children's Protective Services System</p>

**SECTION XI.
APPROVAL**

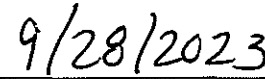
INTERPRETATION

In instances of ambiguity or lack of clarity in the provisions of this Plan, the determination of the WCDJFS as to the meaning and interpretation shall be final and binding. The WCDJFS will be the final authority for all decisions regarding eligibility for PRC benefits and services and for the allocation of PRC funds to support benefits and services to the public.

Warren County Job and Family Services, Division of Human Services agrees to implement this Prevention, Retention and Contingency (PRC) Plan on Revised September 28, 2023.



Director, Warren County JFS, Division of Human Services



Date

**SECTION X.
EXHIBITS**

Application A- WCDJFS PRC Application

**WARREN COUNTY JOB & FAMILY SERVICES
DIVISION OF HUMAN SERVICES**

WARREN COUNTY PRC APPLICATION

NAME: _____
 ADDRESS: _____
 CITY/ST./ZIP _____
 PHONE: _____ DATE: _____

FOR AGENCY USE
CASE # _____

PLEASE NOTE: IF APPLYING FOR THE KINSHIP CAREGIVER PROGRAM CHILD CARE TIER 1, ONLY COMPLETE SECTIONS A & D

SECTION A

COMPLETE THE CHART FOR EVERY PERSON LIVING IN YOUR HOUSEHOLD, INCLUDING YOURSELF.

Name	Relationship to Applicant	SSN	Age	Source of Income	Monthly Income
					\$
					\$
					\$
					\$
					\$
					\$

SECTION B

- Have you or anyone in the household received any type of assistance from any county in Ohio or any other state this month or in the past 3 months? YES NO. If "yes" please explain _____

- Explain **what** you are needing and **why** you are needing it _____

- Explain your household plan to address this need in the future: _____

**WARREN COUNTY JOB & FAMILY SERVICES
DIVISION OF HUMAN SERVICES**

4. Is anyone in your household currently ineligible for or disqualified from any programs of assistance?
 Yes No Explain _____
5. Has anyone in your household quit a job, refused a job, or significantly reduced hours of employment in the last 60 days?
 Yes No Explain _____
6. Do you pay Rent or a Mortgage? YES NO, if "yes", monthly amount: \$ _____
7. List the Utilities you pay and the average monthly amount: \$ _____
8. Are you and your family: In a Shelter Have a court ordered eviction Homeless
9. Is anyone in the household pregnant? Yes No If "yes" please list who _____

SECTION C

DOES ANYONE IN THE HOME HAVE RESOURCES? SUCH AS;

Resource	Person with Resource	Amount of Resource
<input type="checkbox"/> Cash on Person		\$
<input type="checkbox"/> Checking Account		\$
<input type="checkbox"/> Savings Accounts		\$
<input type="checkbox"/> Stocks/Bonds		\$
<input type="checkbox"/> Other		\$

If Other, Please Specify: _____

SECTION D

BENEFIT OR PROGRAM YOU ARE REQUESTING ASSISTANCE FOR (MAY ONLY SELECT ONE PER APPLICATION) AN AESTORIK MEANS EMPLOYEMENT AND/OR IN SCHOOL IS REQUIRED TO BE ELIGIBLE:

PROGRAM SERVICES AND BENEFITS

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Automobile Repairs Assistance* <input type="checkbox"/> Automobile Insurance Assistance* <input type="checkbox"/> License Plate and Vehicle Registration Assistance* <input type="checkbox"/> Short-term payment of auto loan or lease* <input type="checkbox"/> Child Care Registration Fee*-some exceptions <input type="checkbox"/> Contingency Services <input type="checkbox"/> Employment/Training* <input type="checkbox"/> Rent Assistance or Security Deposit <input type="checkbox"/> Transportation Assistance <input type="checkbox"/> Utility Disconnect or Deposit | <ul style="list-style-type: none"> <input type="checkbox"/> Kinship Caregiver Child Care Program
Child Income Only/Tier 1 <input type="checkbox"/> Kinship Caregiver Stabilization Program
Child Income Only/Tier 1 *(Reimbursement Only) <ul style="list-style-type: none"> <input type="checkbox"/> Clothing <input type="checkbox"/> Cribs/Beds/Furniture <input type="checkbox"/> Hygiene Items and other basic needs <input type="checkbox"/> Bedding <input type="checkbox"/> Other _____ <input type="checkbox"/> Kinship Caregiver Child Care Program
*Household Income/Tier 2/Must be Employed |
|--|--|

**WARREN COUNTY JOB & FAMILY SERVICES
DIVISION OF HUMAN SERVICES**

Note: Regardless of your eligibility for PRC Benefits/Services, you have the right to apply for all other programs of assistance offered by this agency, such as Medicaid, Food Assistance, Cash Assistance, and Child Care Assistance. If you wish to apply, please inquire. Also, if you wish to register to vote, please request a voter registration form.

Please use the back of this form as needed to provide the requested information.

Applicant Signature

Date

REV 09/2023

****Please Note**:** Applicants have 14 days from the date of application to submit all required payments toward the approved benefit. Failure to comply will result in denial of the approved application on the 15th day. Failure to cooperate during the eligibility process which results in a denial for PRC Services and/or Benefits, will result in the inability to re-apply for 30 days after the denial, unless the agency determines otherwise.

**WARREN COUNTY JOB & FAMILY SERVICES
DIVISION OF HUMAN SERVICES
PRC Verification Checklist**

REQUIRED VERIFICATIONS FOR ALL PRC PROGRAM SERVICES AND/OR BENEFITS

- Verification of Social Security Numbers for EVERYONE in the household
- ID for all ADULTS in the Household
- Verification that resources do not exceed \$500 (checking, savings acct, etc.)
- Verification of ALL household income for the past 30 days (earned and unearned; ex: pay stubs, child support, and social security)

****Please supply appropriate verifications based on the one program you apply for:**

RENT OR SECURITY DEPOSIT:

- Verification form signed by the landlord verifying they will accept a voucher
- Landlord's form to return deposit to WCDHS

NOTE: You CANNOT move into an apartment BEFORE you receive our voucher
YOU are responsible for taking the voucher to the Landlord.

UTILITY BILLS (when HEAP is NOT in operation):

- Shut off notice/bill (must be in applicant's name and for applicant's current address)
- Assistance Group must have made at least one payment within the past 3 months

NOTE: This is not available during the HEAP season November – March 31st

AUTO REPAIRS/INSURANCE/LOAN/LEASE ASSISTANCE/LICENSE PLATE AND REGISTRATION:

- Valid Driver's License
- Proof of Auto ownership (must be in applicant's name)
- Proof of registration
- Proof of mileage (only for auto repairs)
- Proof of insurance
- Two quotes are required from a certified mechanic. All vendors MUST actually SEE the vehicle.

Verification of employment 30 hours per week at minimum wage (or a guaranteed start date)(Only for auto repairs)

TRANSPORTATION ASSISTANCE/GAS CARDS

- Valid Driver's License
- Proof of insurance
- Verification of employment at 30 hours per week at minimum wage (or a guaranteed start date)

CHILD CARE REGISTRATION FEE

- Proof of Registration with Child Care Provider
- Proof of Full Time and/or Part-time employment or

Work Required

KINSHIP CAREGIVER CHILD CARE TIER 1

- Proof of Child's Income Only

**KINSHIP CAREGIVER PROGRAM
CHILD CARE TIER 2**

- Proof Household Income
- Proof of Employment

Our staff will provide you further information regarding additional information needed for other programs.

Application B
WCDJFS- TANF Summer Youth Employment Program Application

PRC Request for TANF Summer Youth Employment Program 2023



**Instructions: Please complete Sections I, II, III and IV.
Incomplete applications will not be considered for this program.**

Section I: Complete the Demographic Information Below

Parent or Guardian Name	Youth Name	
Social Security Number	Youth Social Security Number	Youth Age
Present Address	Present Phone Number	

Section II: List All Household Members:

Name	Date of Birth	Relationship to Youth	Does this person receive OWF, Food Assistance, or Medicaid)
(YOUTH NAME)		SELF	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

(List any additional household members on the back of this form.)

Section III: Complete and answer all questions about income.

- Is your household actively receiving Food Assistance Benefits? Yes No
- Is your household actively receiving Medicaid? Yes No
- Is your household actively receiving Cash Assistance (OWF) Benefits? Yes No
- Does anyone in the household have an outstanding OWF overpayment? Yes No

Check the box to indicate your family income in the last 30 days and list each individual with income, type of income and monthly amount. Attach proof of income for each income type. (Note: If your family receives Ohio Works First cash assistance or food assistance, you will not need to provide verification of income but you will still be required to complete the section below.)

		List the Type of Income (Examples: Wages, Social Security, SSI, Child Support)	List the Monthly Amount of Income
<input type="checkbox"/> \$0 - \$1945			
<input type="checkbox"/> 1946 - 2622			
<input type="checkbox"/> 2623 - 3299			
<input type="checkbox"/> 3230 - 3975			
<input type="checkbox"/> 3976 - 4652			
<input type="checkbox"/> 4653 - 5329			
<input type="checkbox"/> 5330 - 6005			
<input type="checkbox"/> 6006 - 6682			

If you are not registered to vote where you live now, would you like to apply to register to vote here?

PRC Request for TANF Summer Youth Employment Program 2023

YES, I want to register to vote. NO, I do not want to register to vote.
 If you do not check either box, you will be considered to have decided not to register to vote at this time.

Section IV: Read and Sign the Application.

By my signature below, I agree that the above information is true and complete to the best of my knowledge. I also give consent for my information to be shared with Ohio Means Jobs – Warren County and Warren County Educational Service Center for any purpose related to the TANF Summer Youth Employment Program.

Parent / Guardian Signature	Date
Youth Signature	Date

Important Information:

Food Assistance: Pursuant to rule 5101:4-4-19 of the Administrative Code, income received from the TANF Summer Youth Employment Program is considered countable earned income for the food assistance program, except for those food assistance participants 17 years old or younger who are enrolled in secondary school.

Cash Assistance: Pursuant to rule 5101:1-23-20 of the Ohio Administrative Code, earnings received from participation in the TANF Summer Youth Employment Program are countable in determining Ohio Works First eligibility and level of benefits when the participant is a minor parent or does not meet the definition of a minor child. Income received from the program by non-parent minors who meet the definition of a minor child (because the minor is either under 18 years of age, or is age 18 and attending high school full time) is excluded from the determination of Ohio Works First eligibility and level of benefits for the family.

FOR WCJFS USE ONLY	FOR WCJFS USE ONLY	FOR WCJFS USE ONLY
<input type="checkbox"/> Eligible <input type="checkbox"/> Approval Letter Given <input type="checkbox"/> Not Eligible <input type="checkbox"/> Denial Letter Sent/Given		
<input type="checkbox"/> Eligibility determined by receipt of OWF, FA, or Medicaid verified through OBWP, BIC or another reporting source.		
<input type="checkbox"/> age 16-17 minor child in needy family in school <input type="checkbox"/> 18-24 in needy family with minor child		
<input type="checkbox"/> 18-24 with child and considered needy		
Signature of WCJFS Worker		Date

Additional Notes (If applicable):

Application C

TANF Child Welfare/Kinship Navigator Self- Declaration Application

TANF Self-Declaration for Kinship Caregiver Payments Application

WARREN COUNTY SELF-DECLARATION APPLICATION FOR CHILD WELFARE BENEFITS

Name:	For Agency Use Only
Social Security Number:	Subgrantee:
Present Address:	Worker:
Telephone/Contact Number:	Date received:

1. List EVERYONE living in your household, including yourself.

(If you are a non-custodial parent, list your children residing in Ohio.)

Name	Relationship to Applicant	Age	Source of Income
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

2. Circle your family size below.

Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1	\$2,430
2	\$3,287
3	\$4,144
4	\$5,000
5	\$5,857
6	\$6,714
7	\$7,570
8	\$8,427

Child(ren) in Custody of PCSA	<input type="checkbox"/>
Child(ren) in Custody Parent(s)	<input type="checkbox"/>

3. Check one:

- I declare that my family's gross monthly income is **at or below** the standard listed.
- I declare that my family's gross monthly income is **above** the standard listed.

4. Please read this statement carefully and respond below:

I reside in Warren County and have a child younger than 19 years of age in Ohio. All members of my household are citizens or qualified aliens. I am not in debt to the Department of Job & Family Services for an OWF or PRC overpayment due to fraud. I am not an unmarried parent under 18 who is not attending school or not living in an adult-supervised living arrangement. No one in my household is a fleeing felon or probation/parole violator. No one in my household is failing to cooperate with the Child Support Enforcement Agency in establishing paternity or securing child support. No one in my household has been found to have fraudulently misrepresented their residence in order to obtain benefits in two or more states.

- YES, I agree with the above statement (it is correct/true for me).
- NO, I disagree with the above statement (it is not correct/true for me).

5. Sign this application.

The information provided above is complete and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____

Voter Registration Notification: If you are not registered to vote where you live now, would like to register to vote at this time?
 Yes, I want to register to vote. No, I do not want to register to vote.
 (If you do not check either box, you will be considered to have decided not to register to vote at this time. This does NOT affect your application for benefits in any way.)

WARREN COUNTY SELF-DECLARATION APPLICATION FOR CHILD WELFARE BENEFITS

Benefit	Select the Benefit Requested	Amount Needed	Vendor Form Sent (If Required)
Rent Assistance <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Utility Assistance <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Gas Cards/Transit Tickets	<input type="checkbox"/>	\$	<input type="checkbox"/>
Furniture	<input type="checkbox"/>	\$	<input type="checkbox"/>
Home Repairs <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Vehicle Repairs <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Child Care Registration Fees <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
School Fees	<input type="checkbox"/>	\$	<input type="checkbox"/>
Clothing for Children	<input type="checkbox"/>	\$	<input type="checkbox"/>
Repair or Purchase of Appliances	<input type="checkbox"/>	\$	<input type="checkbox"/>
Purchase of Car Seats for Children	<input type="checkbox"/>	\$	<input type="checkbox"/>
Summer Camp	<input type="checkbox"/>	\$	<input type="checkbox"/>

Each category has a CAP of \$1,500 in a 12-month period. Multiple categories can be selected on one application but cannot exceed the \$1,500 CAP.

FOR AGENCY USE ONLY	
<input type="checkbox"/> Eligible <input type="checkbox"/> Decision Letter Given (retain copy)	<input type="checkbox"/> Not Eligible <input type="checkbox"/> Decision Letter Given (retain copy)
Signature of Worker	Date

WARREN COUNTY SELF-DECLARATION APPLICATION FOR KINSHIP CAREGIVER PAYMENTS

Name:	For Agency Use Only
Social Security Number:	Subgrantee:
Present Address:	Worker:
Telephone/Contact Number:	Date received:

1. List EVERYONE living in your household, including yourself.

(If you are a non-custodial parent, list your children residing in Ohio.)

Name	Relationship to Applicant	Age	Source of Income
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

2. Circle your family size below.

Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1	\$2,430
2	\$3,287
3	\$4,144
4	\$5,000
5	\$5,857
6	\$6,714
7	\$7,570
8	\$8,427

3. Check one:

- I declare that my family's gross monthly income is **at or below** the standard listed.
- I declare that my family's gross monthly income is **above** the standard listed.

4. Please read this statement carefully and respond below:

I reside in Warren County and have a child younger than 19 years of age in Ohio. All members of my household are citizens or qualified aliens. I am not in debt to the Department of Job & Family Services for an OWF or PRC overpayment due to fraud. I am not an unmarried parent under 18 who is not attending school or not living in an adult-supervised living arrangement. No one in my household is a fleeing felon or probation/parole violator. No one in my household is failing to cooperate with the Child Support Enforcement Agency in establishing paternity or securing child support. No one in my household has been found to have fraudulently misrepresented their residence in order to obtain benefits in two or more states.

- YES, I agree with the above statement (it is correct/true for me).
- NO, I disagree with the above statement (it is not correct/true for me).

5. Sign this application.

The information provided above is complete and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____

Voter Registration Notification: If you are not registered to vote where you live now, would like to register to vote at this time?

- Yes, I want to register to vote. No, I do not want to register to vote.

(If you do not check either box, you will be considered to have decided not to register to vote at this time. This does NOT affect your application for benefits in any way.)

WARREN COUNTY SELF-DECLARATION APPLICATION FOR KINSHIP CAREGIVER PAYMENTS

Benefit	Select the Benefit Requested	Amount if Need	Vendor Form Sent (If Required)
Rent/Mortgage Assistance <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Utility Assistance <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Gas Cards/Transit Tickets	<input type="checkbox"/>	\$	X
Furniture	<input type="checkbox"/>	\$	<input type="checkbox"/>
Home Repairs <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Vehicle Repairs <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Child Care Registration Fees <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Child Care Assistance <i>No more than 4 months can be consecutive or spread out over 12 months</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
School Fees <i>Must have supporting documentation</i>	<input type="checkbox"/>	\$	<input type="checkbox"/>
Clothing for Children	<input type="checkbox"/>	\$	<input type="checkbox"/>
Repair or Purchase of Appliances	<input type="checkbox"/>	\$	<input type="checkbox"/>
Purchase of Car Seats for Children	<input type="checkbox"/>	\$	<input type="checkbox"/>
Work Related Needs	<input type="checkbox"/>	\$	<input type="checkbox"/>
Court Filing Fees	<input type="checkbox"/>	\$	<input type="checkbox"/>
BCI/FBI Background Checks	<input type="checkbox"/>	\$	<input type="checkbox"/>
Summer Camp	<input type="checkbox"/>	\$	<input type="checkbox"/>

Service Benefit Category	Select the Category	Child's First and Last Name **Required
Per Kinship Placement Family	<input type="checkbox"/>	
Per Kinship Placed Child Only	<input type="checkbox"/>	**

- Per Kinship Placement Family up to \$3,000 per family per 12 months
- Per Kinship Placed Child Only up to \$1,000 per 12 per months

Multiple Categories can be selected on one application per Family or Child Only but cannot exceed the one-time CAP amount listed above.

FOR AGENCY USE ONLY	
<input type="checkbox"/> Eligible <input type="checkbox"/> Decision Letter Given (retain copy)	<input type="checkbox"/> Not Eligible <input type="checkbox"/> Decision Letter Given (retain copy)
Signature of Worker	Date

**KINSHIP CAREGIVER PROGRAM
ACKNOWLEDGEMENT OF RESPONSIBILITY**

I _____ understand that I have selected a Child Care Provider who is not currently Licensed by ODJFS. I understand that I will be reimbursed for payments to said provider and that payments are prohibited from being made directly from the agency (WCDJFS) to the non-licensed child care provider.

By signing this document, I acknowledge that all payments I receive under this program will be used toward Child Care Expenses Only.

Print Name

Sign

Date

Application D
Self-Declaration Application for TANF PRC Contract Services

WARREN COUNTY SELF-DECLARATION APPLICATION FOR SAFE ON MAIN LLC TANF/PRC SERVICES

Name:	For Agency Use Only
Social Security Number:	Subgrantee:
Present Address:	Worker:
Telephone/Contact Number:	Date received:

1. List EVERYONE living in your household, including yourself.

(If you are a non-custodial parent, list your children residing in Ohio.)

Name	Relationship to Applicant	Age	Source of Income
1.			
2.			
3.			
4.			
5.			

2. Circle your family size below.

Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1	\$2,430
2	\$3,287
3	\$4,144
4	\$5,000
5	\$5,857

3. Check one:

- I declare that my family's gross monthly income is **at or below** the standard listed.
 I declare that my family's gross monthly income is **above** the standard listed.

4. Please read this statement carefully and respond below:

I reside in Warren County and have a child younger than 19 years of age in Ohio. All members of my household are citizens or qualified aliens. I am not in debt to the Department of Job & Family Services for an OWF or PRC overpayment due to fraud. I am not an unmarried parent under 18 who is not attending school or not living in an adult-supervised living arrangement. No one in my household is a fleeing felon or probation/parole violator. No one in my household is failing to cooperate with the Child Support Enforcement Agency in establishing paternity or securing child support. No one in my household has been found to have fraudulently misrepresented their residence in order to obtain benefits in two or more states.

- YES, I agree with the above statement (it is correct/true for me).
 NO, I disagree with the above statement (it is not correct/true for me).

5. Sign this application.

The information provided above is complete and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____

Voter Registration Notification: If you are not registered to vote where you live now, would like to register to vote at this time?

- Yes, I want to register to vote. No, I do not want to register to vote.

(If you do not check either box, you will be considered to have decided not to register to vote at this time. This does NOT affect your application for benefits in any way.)

FOR AGENCY USE ONLY			
<input type="checkbox"/> Eligible	<input type="checkbox"/> Decision Letter Given (retain copy)	<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Decision Letter Given (retain copy)
Signature of Worker		Date	

WARREN COUNTY SELF-DECLARATION APPLICATION FOR FAMILY PROMISE TANF/PRC SERVICES

Name:	For Agency Use Only
Social Security Number:	Subgrantee:
Present Address:	Worker:
Telephone/Contact Number:	Date received:

1. List EVERYONE living in your household, including yourself.

(If you are a non-custodial parent, list your children residing in Ohio.)

Name	Relationship to Applicant	Age	Source of Income
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

2. Circle your family size below.

Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1	\$2,430
2	\$3,287
3	\$4,144
4	\$5,000
5	\$5,857
6	\$6,714
7	\$7,570
8	\$8,427

3. Check one:

- I declare that my family's gross monthly income is **at or below** the standard listed.
 I declare that my family's gross monthly income is **above** the standard listed.

4. Please read this statement carefully and respond below:

I reside in Warren County and have a child younger than 19 years of age in Ohio. All members of my household are citizens or qualified aliens. I am not in debt to the Department of Job & Family Services for an OWF or PRC overpayment due to fraud. I am not an unmarried parent under 18 who is not attending school or not living in an adult-supervised living arrangement. No one in my household is a fleeing felon or probation/parole violator. No one in my household is failing to cooperate with the Child Support Enforcement Agency in establishing paternity or securing child support. No one in my household has been found to have fraudulently misrepresented their residence in order to obtain benefits in two or more states.

- YES, I agree with the above statement (it is correct/true for me).
 NO, I disagree with the above statement (it is not correct/true for me).

5. Sign this application.

The information provided above is complete and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____

Voter Registration Notification: If you are not registered to vote where you live now, would like to register to vote at this time?

- Yes, I want to register to vote. No, I do not want to register to vote.

(If you do not check either box, you will be considered to have decided not to register to vote at this time. This does NOT affect your application for benefits in any way.)

FOR AGENCY USE ONLY			
<input type="checkbox"/> Eligible	<input type="checkbox"/> Decision Letter Given (retain copy)	<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Decision Letter Given (retain copy)
Signature of Worker		Date	

WARREN COUNTY SELF-DECLARATION APPLICATION FOR ESC TANF/PRC SERVICES

Name:	For Agency Use Only
Social Security Number:	Subgrantee:
Present Address:	Worker:
Telephone/Contact Number:	Date received:

1. List EVERYONE living in your household, including yourself.

(If you are a non-custodial parent, list your children residing in Ohio.)

Name	Relationship to Applicant	Age	Source of Income
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

2. Circle your family size below.

Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1	\$2,430
2	\$3,287
3	\$4,144
4	\$5,000
5	\$5,857
6	\$6,714
7	\$7,570
8	\$8,427

3. Check one:

- I declare that my family's gross monthly income is **at or below** the standard listed.
 I declare that my family's gross monthly income is **above** the standard listed.

4. Please read this statement carefully and respond below:

I reside in Warren County and have a child younger than 19 years of age in Ohio. All members of my household are citizens or qualified aliens. I am not in debt to the Department of Job & Family Services for an OWF or PRC overpayment due to fraud. I am not an unmarried parent under 18 who is not attending school or not living in an adult-supervised living arrangement. No one in my household is a fleeing felon or probation/parole violator. No one in my household is failing to cooperate with the Child Support Enforcement Agency in establishing paternity or securing child support. No one in my household has been found to have fraudulently misrepresented their residence in order to obtain benefits in two or more states.

- YES, I agree with the above statement (it is correct/true for me).
 NO, I disagree with the above statement (it is not correct/true for me).

5. Sign this application.

The information provided above is complete and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____

Voter Registration Notification: If you are not registered to vote where you live now, would like to register to vote at this time?

- Yes, I want to register to vote. No, I do not want to register to vote.

(If you do not check either box, you will be considered to have decided not to register to vote at this time. This does NOT affect your application for benefits in any way.)

FOR AGENCY USE ONLY			
<input type="checkbox"/> Eligible	<input type="checkbox"/> Decision Letter Given (retain copy)	<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Decision Letter Given (retain copy)
Signature of Worker		Date	

**Job Readiness Class Schedule – Effective July 1, 2023
at OhioMeansJobs Warren County**

Name _____

****Classes are funded by Warren County Department of Job and Family Services, Division of Human Services****

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
WEEK ONE	<p><u>Room 1 Jessi</u> 8:30 - 9:30 Orientation</p> <p><u>Lab 3 Gail</u> COMPUTER LAB</p> <p>9:30 – 10:30 Introduction to Google: Gmail, Drive, Docs</p> <p>10:45 - 12:30 Practice with Gmail, Drive, Docs Self-paced assignments</p> <p>12:30 - 1:30 Methods of Sharing, Attaching and Downloading Files using Google</p>	<p><u>Room 1 Jessi</u> 8:30 – 9:30 TABE</p> <p><u>Basement Sonya</u> RESUME LAB</p> <p>9:30 - 1:30 Resume Building, Updating and Editing</p>	<p><u>Lab 3 Sonya</u> INTERVIEW LAB</p> <p>8:30 – 10:30 Interview Skills-Research and Star Statements</p> <p>10:45 - 12:30 Interview Skills-Etiquette, Interview Questions, Virtual Interviewing</p> <p>12:30 – 1:30 Dress For Success</p>	<p><u>Room 1 Sonya</u> COMMUNICATIONS SKILLS LAB</p> <p>8:30 - 10:30 Positive Attitudes and Perseverance in the Workplace</p> <p>10:45 - 12:15 Self Esteem and Stress Management</p> <p>12:15 - 1:30 Goal Setting and Overcoming Barriers to Employment</p>
WEEK TWO	<p><u>Lab 3 Gail</u> COMPUTER LAB</p> <p>8:30 – 9:30 Google Sheets basics</p> <p>9:30 – 10:30 Workplace Essential Reading or Language Skills-online learning</p> <p>10:45 - 12:30 Basic Budget Organization Using Google Sheets to create a budget</p> <p>12:30 – 1:30 Google Docs and Sheets review Self-paced assignment</p>	<p><u>Basement Sonya</u> RESUME LAB</p> <p>8:30 - 1:30 Resume Review and Revisions Resume Posting to OMJ/Email</p>	<p><u>Lab 3 Sonya</u> INTERVIEW LAB</p> <p>8:30 - 10:30 Networking & Marketing Yourself Successfully</p> <p>10:45 - 1:30 Career Interest Workplace Values Matching Jobs to Personality</p>	<p><u>Room 1 Sonya</u> COMMUNICATIONS SKILLS LAB</p> <p>8:30 - 10:30 Better Communication with Co-Workers & Supervisors Customer Service Skills</p> <p>10:45 - 12:00 Handling Criticism/Conflict Resolution Dealing with Frustration at Work</p> <p>12:00 - 1:30 Professionalism Soft Skill Application and Teamwork</p>

All clients & instructors will observe a 15-minute break from **10:30 to 10:45** each class day.

Basement - Basement left side of large classroom; **Second (Main) Floor** – Receptionist; **Third Floor** – Rm. 1, Lab 3

WARREN COUNTY JFS
2023-2025 PREVENTION, RETENTION, CONTINGENCY PLAN
CHANGES AND UPDATES

1. Added Test and assessments required for employment to the Employment and Training Services and Benefits section on page 15.
2. Added OWF Work Activity Participants – to obtain employment and/or training opportunities to targeted group section on page 15.
3. Added Pregnant Individuals with no other children to Automobile Repair on page 19.
4. Added Pregnant Individuals with no other children to Transportation on page 20.
5. Removed Covid 19 Response from pages 26 & 27.
6. Updated name from Abuse and Rape Crisis Shelter of Warren County (ARCS) to SAFE on Main, Inc. on page 29.
7. Updated Applications in Exhibits with 2023 FPL guidelines.

WARREN COUNTY JFS PREVENTION, RETENTION & CONTINGENCY PROGRAMS AND BENEFITS

Program/Benefit	Economic Need Standard	Maximum Amount of Benefit	CAP- Timeframes	Resource Exclusion	Employment Requirement	Assistance Group	Target Group
BENEFITS and SERVICES							
Contingency Services An emergent need that threatens the health, safety, or acceptable living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation/retention, work or marriage.	at or below 200% FPL	\$2,000.00	Once per 12 month period. Not to exceed 4 consecutive months of benefits.	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	No Job Readiness Class Requirement if not meeting definition of employed	Parent specified relatives with minor children and Pregnant women. Non Custodial Parent with Child Support Order and must be cooperating with CSEA.	The family must have experienced an unforeseen circumstance that places a documented financial hardship on the household
Employment and Training Purchase clothing or uniforms for work. Purchase safety equipment, i.e., shoes, glasses, work boots. Purchase special tools and/or equipment required for employment. Tests and assessments required for employment.	at or below 200% FPL	\$250.00	Once per 12 month period	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	Yes	Parents with minor children and all other household members Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA.	Recently Employed Individuals, under employed individuals, unemployed families in receipt of OWF who are actively participating in their work activity and have obtained employment and/or training opportunities.
Rent Payment/Security Deposit No payment will be made for extra fees for pets unless the pet is also a service animal. No payment will be made for any additional extras fees charged by the landlord. Landlords/managers must sign a repayment agreement for security deposits.	at or below 200% FPL	\$2,500.00	Once within a 12 month period Limited to no more than 4 consecutive months	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	No- but must demonstrate verifiable income to meet recurring living expenses Job Readiness Class Requirement if not meeting definition of employed	Parents with minor children and all other household members Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA. Pregnant individuals with no other children.	Documentation of a court ordered eviction, or notice from landlord, homeless, uninhabitable residence determined by Health Department, residing in spousal abuse center, overcrowded conditions, household income has decreased by half due to a situation beyond their control and they must relocate.
Utility Assistance for Initial Services and Shut-offs Gas, propane, kerosene, wood, electric, water, sewer Must be a current bill. Must be a bill for the current residence. Must have at least made 1 payment within the 3 months prior to filing a PRC application to be considered for assistance.	at or below 200% FPL	\$1,000.00 during non-HEAP Season. HEAP Referral exception one-time \$200.00 within 12 month period (assistance in conjunction with HEAP)	Once within a 12 month period Limited to no more than 4 consecutive months	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	No- but must demonstrate verifiable income to meet recurring living expenses	Parents with minor children and all other household members Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA. Pregnant individuals with	Families at risk- the existence of or potential for disruption to health, safety or decent living arrangement of the family, families with children at risk for abuse or neglect, victims of domestic violence

Automobile Insurance To pay for insurance coverage required to operate a vehicle.	at or below 200% FPL	\$1,000.00	Once within a 12 month period Limited to no more than 4 consecutive months	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	Yes	Parents with minor children and all other household members Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA. Pregnant individuals with	Proof of ownership or lease of vehicle, proof of valid drivers license.
License Plate and Vehicle Registration Fees To cover the cost associated with vehicle registration. Vehicle must be owned or leased by applicant. Applicant must have a valid drivers license.	at or below 200% FPL	\$500.00	Once within a 12 month period Limited to no more than 4 consecutive months Excludes Fines	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	Yes	Parents with minor children and all other household members Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA. Pregnant individuals with	Proof of ownership or lease of vehicle, proof of valid drivers license, proof of valid insurance
Automobile Repair The applicant must be scheduled or have worked for a minimum of 30 hours per week at minimum wage (or the equivalent), participating at a verifiable work experience program, or enrolled and attending education/training for up to 4 consecutive months. Two bids are required from certified auto repair company.	at or below 200% FPL	\$1,500.00	Once within a 12 month period	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	Yes- Must provide proof of employment or participation at a verifiable work experience program or enrolled and attending education/training for up to 4 consecutive months	Parents with minor children and all other household members. Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA.	Employed individuals, recently employed individuals, under employed individuals, individuals in education or training for up to 4 consecutive months.
Automobile Repair	at or below 200% FPL	\$2,000.00	Once within a 12 month period Limited to no more than 4 consecutive months	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	Yes	Parents with minor children and all other household members Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA. Pregnant individuals with	Proof of ownership or lease of vehicle, proof of valid drivers license, proof of valid insurance Minimum of 2 bids
Transportation Transit Pass, Mileage reimbursement to and from work or school, Transportation Allowance, Gas Card.	at or below 200% FPL	\$200.00	Once within a 12 month period with the exception of individuals participating in an OWF/TANF Work Activity Program who do not have a CAP	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	Yes- must provide proof of employment or be participating in an OWF/TANF work activity.	Parents with minor children and all other household members. Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA. Pregnant individuals with	Recently employed individuals, OWF Work Activity Participants

Child Care Registration Fee This benefit is for full and part-time employment to assist with any required Child Care Registration Fees.	at or below 200% FPL	\$200.00 per family	Once within a 12 month period	>\$500.00 must be used toward emergency need if meets the resource definition in PRC Plan	Yes- Must have verification of employment	Parents with minor children and all other household members. Specified relatives with minor children and all other household members.	Recently employed individuals, OWF Work Activity Participants
Kinship Caregiver Program Tier 1- Stabilization Services and Child Care This program provides relief in child care functions so that kinship caregivers can provide and maintain a home for a child placed in the care of the kinship caregiver. Stabilization services may also include the purchase of unexpected incidentals to care for the child including but not limited too: purchase of basic needs such as cribs, beds, clothing, hygiene items, bedding. Kinship caregivers will be reimbursed for these purchases.	Income of the child cannot exceed 200% of FPL Excludes Social Security Benefits Received by Children	N/A	Not to exceed 4 consecutive payments	No Resource Standard	No	Each child living with a kinship caregiver shall make up a PRC Assistance Group. May include Kinship Caregivers who reside outside of Warren County if involved with Children Services.	Kinship Caregivers as defined by 5101.85
Kinship Caregiver Program Tier 2- Caregiving Services (Child Care) This program provides relief in child care functions so that kinship caregivers can provide and maintain a home for a child placed in the care of the kinship caregiver.	Income of the assistance group cannot exceed 200% of the FPL Excludes Social Security Benefits Received by Children	N/A	Redetermined every 12 months for continued eligibility. Work Support Program. Applicants will receive a standard \$500.00 deduction for child care expenses when calculating eligibility.	No Resource Standard	Yes	Assistance group shall include at least one minor child residing with a kinship caregiver and the kinship caregiver. May include Kinship Caregivers who reside outside of Warren County if involved with Children Services.	Kinship Caregivers as defined by 5101.85
Disaster Assistance	at or below 200% FPL	Determined by State or County, not to exceed \$1,500.00 per family	N/A	N/A	No	Parents with minor children and all other household members Specified relatives with minor children and all other household members. Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA.	Families sustaining disaster related damage and loss
Disaster Relief for Adults and Disabled Not Eligible for TANF Plan Disaster	at or below 200% FPL	Determined by State or County, not to exceed \$750.00 per family	N/A	N/A	No	Age 55 or over with no minor children or No minor children but in receipt of disability payments such as SSI, Social Security	Adults age 55 with no minor children Disabled Adults