

PREVENTION, RETENTION AND CONTINGENCY PLAN

| SERVICE OR BENEFIT  | PURPOSE | CAP   | ASSISTANCE GROUP   | ECONOMIC NEED STANDARD  | TARGETED GROUP                             |
|---|---------|---|--|-------------------------|--|
| <u>Job Readiness/Work Support-Retention</u><br>Pre-employment drug testing/health assessments<br>Short term education expenses (books, manuals, tuition)<br>TB/Hepatitis tests, agility tests, work physicals, etc. for Non-WIA and Non-OWF clients<br>Adult Basic Education & GED preparation and testing fees<br>Clothing for interviews/job placements, uniforms, equipment, tools<br>Financial literacy/budgeting classes<br>Case management services<br>Pre-paid phones<br>Background Checks | 1 & 2   | Per PRC Plan<br><br>Referral to WIA is made first<br><br>Any services not covered could be considered within the PRC Plan cap | Parents and or specified relatives with minor children<br><br>Non-custodial parents    | 200% FPG*               | Unemployed and under employed individuals  |
| <u>Working for ToMorrow (WFT) class or Work Experience Program (WEP) (for households with minor children)</u><br>Gas Vouchers<br>MCTC Transportation<br>Personal hygiene vouchers<br>Interview attire, including under garments (Goodwill or Walmart)<br>Background checks for WEP sites<br>Attire, including undergarments for WEP sites (Goodwill or Walmart)   | 1 & 2   | No cap as long as client is meeting participation requirements  | Parents and/or specified relatives with minor children and all other household members | Receiving SNAP benefits | Individuals enrolled in WFT or WEP classes |



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| <p><u>Child Welfare Services</u> (not Medicaid covered)<br/>Case management and wrap-around services for families at risk of child abuse or neglect<br/>Family preservation and reunification services<br/>Domestic violence services<br/>Day treatment services for youth with serious behavior problems</p>   | 1 & 2   | No cap on services (as needed)   | Families and/or specified relatives with minor children<br>Non-custodial parents       | 200% FPG*              | Families with children at risk of abuse or neglect                                     |
| <p><u>Contingency Services</u> (An emergent need that threatens the health, safety or decent living arrangement of children to the extent that it prohibits them from being cared for in their own home) or a service needed to retain employment<br/>Utility shut-offs<br/>Purchase of bulk fuel for heating (November 1<sup>st</sup> – March 31<sup>st</sup>)<br/>Security deposits for utilities<br/>Eviction notices<br/>Emergency shelter<br/>Purchase of furniture/appliances/household items</p> | 1 & 2   | Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$250 per assistance group per 24 month period | Parents and/or specified relatives with minor children and all other household members | 100% of FPG            | Families with children at risk of abuse or neglect<br><br>Victims of domestic violence |
| <p><u>***School Clothing Program***</u><br/>Program period is from late summer through early fall<br/>Basic school clothing and shoes for children kindergarten through 12<sup>th</sup> grade.<br/><i><u>*This program will not count towards the amount and time limits of the regular PRC program*</u></i></p>  | 1 & 2   | No cap \$100 per eligible child  | Parents and/or specified relatives with minor children and all other household members | 150% of FPG            | Income eligible households   |

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| <u>Services for OWF recipients</u><br>Gasoline vouchers to travel to WEP site/Job Seeking Activities or new employment<br>Clothing vouchers to purchase work appropriate clothing for WEP sites, job interviews or new employment<br>Car insurance payments, car repairs (after regular PRC is exhausted), MCTC transportation, license reinstatement fees, vehicle tags and driver's license fees<br>Background checks<br>Physicals or tests needed to be able to start employment (services can be issued until client stops receiving OWF) | 1 & 2   | No cap as long as client is receiving OWF | Parents and/or specified relatives with minor children  | Must be OWF eligible   | Clients receiving OWF   |
| <u>Services to Eliminate Legal Barriers</u><br>Expunging of criminal records<br>Driver's license reinstated<br>Payment of court fees<br>Agreed changes of custody/abandonment   | 1 & 2   | Per PRC Plan                              |   | 150% of FPG            | Unemployed and under employed individuals   |
| <u>Diversion Benefits</u> – Up to four months of cash payment to assist with basic needs, such as rent, utilities and incidentals<br>(Must also apply for Food Stamps, Medicaid and Child Care and attend money management classes) These services will help the individuals or families through an emergent need or a one-time occurrence.   | 1 & 2   | Up to four times the OWF payment standard | Parents and/or specified relatives with minor children<br>Non-custodial parents                                 |                        | Employed individuals up to 1 year<br>Unemployed individuals in education or training for up to 4 months |
| Summer Youth Employment Program<br>Includes contract/administrative cost, youth wages, work related items, case management, supervision cost and transportation   | 2       | Dependent on Available funding            | Parents and/or specified relatives with minor children<br>Non-custodial parents<br>Families with minor children | 200% FPG               | Youth ages 14-24 (according to stated eligibility)  |

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| <p><u>TANF/PRC On-The-Job Training Program (OJT)</u><br/> On the job training (OJT) is a subsidized employment program that offsets employer training cost for hiring TANF eligible job seekers. Employers who participate in the program will be reimbursed up to 50% of the eligible trainee's wage during the established training period, not to exceed \$4,500 per eligible participant in a rolling 12 month period</p>  | 2       | \$4,500 per eligible participant or employee per rolling 12 month period   | Parents and/or specified relatives with minor children and all other household members | 200% FPG               | Unemployed and under employed individuals |
| <p>Pre-employment assessments as required by the employer</p> <p>Recruitment and development of the employers for the program.<br/> Supervision of the OJT program</p> <p>Case Management activities related to the program</p> <p>OJT is designed to provide employers an incentive to hire PRC eligible participants</p> <p>Job Seekers must be determined eligible prior to being hired by the employer. The employer is expected to hire the job seeker to full time, non-seasonal employment.</p> <p>The length of the training period will be based on the trainee's skill level and aptitude and the skills required for the position as determined by the employer</p> <p>Employers are required to offer the OJT participant the same compensation and benefits as workers in similar positions. PRC funding cannot be used to reimburse employers for medical benefits</p> | 2       | Caps are negotiated through contractual agreements between MCJFS and participating OJT employers based upon the PRC participants knowledge, training needs, wages and benefits | Parents and/or specified relatives with minor children and all other household members | 200% FPG               | Unemployed and under employed individuals |

See page 2 \*A waiver may be granted up to 300% if the PRC service (approved on a case-by-case basis, case narration will document the specific need)

1. Would prevent the removal of a child from their home.
2. Would prevent the loss of employment.

**The decision to grant a waiver will be made by the Director and Managers of the Fiscal Department, Family and Children Services Unit, Child Support Unit, IM Unit and WIA Unit.**

**The TANF program has the following four purposes**

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

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Don Wake, Director