

*BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO*

Resolution

Number 18-0904

Adopted Date June 12, 2018

ACCEPT RESIGNATION OF AMBERLY CRISP, CUSTOMER ADVOCATE, WITHIN OHIO MEANS JOBS WARREN COUNTY, EFFECTIVE JUNE 18, 2018

BE IT RESOLVED, to accept the resignation Amberly Crisp, Customer Advocate, within OhioMeansJobs Warren County, effective June 18, 2018.

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: OhioMeansJobs (file)
Amberly Crisp's Personnel File
OMB – Sue Spencer
Tammy Whitaker

Resolution

Number 18-0905

Adopted Date June 12, 2018

HIRE MARK HOBBS AS CUSTODIAL WORKER I WITHIN THE WARREN COUNTY DEPARTMENT OF FACILITIES MANAGEMENT


BE IT RESOLVED, to hire Mark Hobbs as Custodial Worker I within the Department of Facilities Management, classified, full-time permanent status (40 hours per week), Pay Range #3, \$10.56 per hour, effective July 2, 2018, subject to a negative drug screen and a 365-day probationary period.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

H/R

cc: Facilities Management (file)
Mark Hobbs' Personnel file
OMB-Sue Spencer

Resolution

Number 18-0906

Adopted Date June 12, 2018

HIRE JERRED MANNS AS EMERGENCY COMMUNICATIONS OPERATOR, WITHIN THE WARREN COUNTY EMERGENCY SERVICES DEPARTMENT

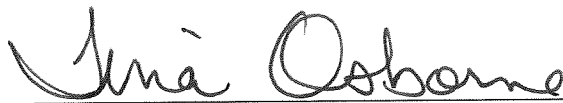
BE IT RESOLVED, to hire Jerred Manns as Emergency Communication Operator within the Warren County Emergency Services Department, classified, full-time permanent, hourly status (40 hours per week), effective June 25, 2018, at starting rate of, \$17.58 per hour, subject to a negative drug screen and a 365 day probationary period.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

HR

cc: Emergency Services (file)
Jerred Manns' Personnel file
OMB- Sue Spencer
Job Class 1362

Resolution

Number 18-0907

Adopted Date June 12, 2018

APPROVE END OF 365-DAY PROBATIONARY PERIOD AND APPROVE A PAY INCREASE FOR LARRY DUNLAP, BUILDING AND ELECTRICAL INSPECTOR, WITHIN THE BUILDING AND ELECTRICAL DEPARTMENT

WHEREAS Larry Dunlap, Building and Electrical Inspector I, within the Building and Zoning Department, has successfully completed his 365-day probationary period, effective June 12, 2018; and

NOW THEREFORE BE IT RESOLVED, to approve Larry Dunlap's completion of 365-day probationary period and to approve a pay increase to \$22.66 per hour, effective pay period beginning June 23, 2018.

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Building & Zoning (file)
OMB –Sue Spencer
L. Dunlap's Personnel File

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0908

Adopted Date June 12, 2018

ADVERTISE AND SET JULY 10, 2018, AT 9:00 A.M. FOR THE PUBLIC HEARING TO CONSIDER THE COUNTY'S YEAR 2019 TAX BUDGET

BE IT RESOLVED, to set July 10, 2018, at 9:00 a.m., in the County Commissioners' Meeting Room, for the public hearing to consider the filing of the County's Year 2019 Tax Budget; and

BE IT FURTHER RESOLVED, to advertise one (1) time in a newspaper of general circulation, at least ten (10) days prior to hearing.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

to/

cc: Auditor _____
Budget file
OMB (file)

Resolution

Number 18-0909

Adopted Date June 12, 2018

AUTHORIZE PRESIDENT OF THE BOARD OF COUNTY COMMISSIONERS TO SIGN INTERNAL REVENUE SERVICE (IRS) FORM 720 RELATIVE TO PATIENT CENTERED OUTCOMES RESEARCH INSTITUTE (PCORI)

WHEREAS, the Patient Centered Outcomes Research Institute was established by the Patient Protection and Affordable Care Act; and

WHEREAS, the Act mandates a tax to be assessed on Medicare, private insurance and self-insured plans to help fund said program, and also requires an annual accounting on IRS Form 720; and


NOW THEREFORE BE IT RESOLVED, to authorize the President of the Board of County Commissioners to sign IRS Form 720 relative to PCORI.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

HR/

cc: Commissioners' File
OMB File
T Whitaker, OMB

Quarterly Federal Excise Tax Return

OMB No. 1545-0023

▶ See the Instructions for Form 720.

▶ Go to www.irs.gov/Form720 for instructions and the latest information.

Check here if:
 Final return
 Address change

Name Warren County, Ohio	Quarter ending
Number, street, and room or suite no. (if you have a P.O. box, see the instructions.) 406 Justice Drive	Employer identification number 31-6000058
City or town, state or province, country, and ZIP or foreign postal code Lebanon, Ohio 45036	

FOR IRS USE ONLY

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Part I

IRS No.	Environmental Taxes (attach Form 6627)	Tax	IRS No.
18	Domestic petroleum oil spill tax		18
21	Imported petroleum products oil spill tax		21
98	Ozone-depleting chemicals (ODCs)		98
19	ODC tax on imported products		19
	Communications and Air Transportation Taxes (see instructions)	Tax	
22	Local telephone service and teletypewriter exchange service		22
26	Transportation of persons by air		26
28	Transportation of property by air		28
27	Use of international air travel facilities		27
	Fuel Taxes	Tax	
	Number of gallons	Rate	
60	(a) Diesel, tax on removal at terminal rack	\$.244	60
	(b) Diesel, tax on taxable events other than removal at terminal rack	.244	
	(c) Diesel, tax on sale or removal of biodiesel mixture (not at terminal rack)	.244	
104	Diesel-water fuel emulsion	.198	104
105	Dyed diesel, LUST tax	.001	105
107	Dyed kerosene, LUST tax	.001	107
119	LUST tax, other exempt removals (see instructions)	.001	119
35	(a) Kerosene, tax on removal at terminal rack (see instructions)	.244	35
	(b) Kerosene, tax on taxable events other than removal at terminal rack	.244	
69	Kerosene for use in aviation (see instructions)	.219	69
77	Kerosene for use in commercial aviation (other than foreign trade)	.044	77
111	Kerosene for use in aviation, LUST tax on nontaxable uses	.001	111
79	Other fuels (see instructions)		79
62	(a) Gasoline, tax on removal at terminal rack	.184	62
	(b) Gasoline, tax on taxable events other than removal at terminal rack	.184	
13	Any liquid fuel used in a fractional ownership program aircraft	.141	13
14	Aviation gasoline	.194	14
112	Liquefied petroleum gas (LPG) (see instructions)	.183	112
118	"P Series" fuels	.184	118
120	Compressed natural gas (CNG) (see instructions)	.183	120
121	Liquefied hydrogen	.184	121
122	Fischer-Tropsch process liquid fuel from coal (including peat)	.244	122
123	Liquid fuel derived from biomass	.244	123
124	Liquefied natural gas (LNG) (see instructions)	.243	124

IRS No.		Rate	Tax	IRS No.
33	Retail Tax —Truck, trailer, and semitrailer chassis and bodies, and tractor	12% of sales price		33
29	Ship Passenger Tax Transportation by water	Number of persons \$3 per person	Tax	29
31	Other Excise Tax Obligations not in registered form	Amount of obligations \$.01	Tax	31
30	Foreign Insurance Taxes —Policies issued by foreign insurers	Premiums paid	Rate	30
	Casualty insurance and indemnity bonds		\$.04	
	Life insurance, sickness and accident policies, and annuity contracts		.01	
	Reinsurance		.01	
Manufacturers Taxes		Number of tons	Sales price	
36	Coal—Underground mined		\$1.10 per ton	36
37			4.4% of sales price	37
38	Coal—Surface mined		\$.55 per ton	38
39			4.4% of sales price	39
108	Taxable tires other than bias ply or super single tires	Number of tires	Tax	108
109	Taxable bias ply or super single tires (other than super single tires designed for steering)			109
113	Taxable tires, super single tires designed for steering			113
40	Gas guzzler tax. Attach Form 6197. Check if one-time filing <input type="checkbox"/>			40
97	Vaccines (see instructions)			97
	Reserved for future use	Sales price	2.3% of sales price	
1	Total. Add all amounts in Part I. Complete Schedule A unless one-time filing			\$

Part II

IRS No.	Patient - Centered Outcomes Research Fee (see instructions)	(a) Avg. number of lives covered (see inst.)	(b) Rate for avg. covered life	(c) Fee (see instructions)	Tax	IRS No.
133	Specified health insurance policies				}	133
	(a) With a policy year ending before October 1, 2017		\$ 2.26			
	(b) With a policy year ending on or after October 1, 2017, and before October 1, 2018		\$ 2.39			
	Applicable self - insured health plans					
	(c) With a plan year ending before October 1, 2017		\$ 2.26			
	(d) With a plan year ending on or after October 1, 2017, and before October 1, 2018	1514	\$ 2.39	3618.46		
41	Sport fishing equipment (other than fishing rods and fishing poles)		Rate	10% of sales price		41
110	Fishing rods and fishing poles (limits apply, see instructions)			10% of sales price		110
42	Electric outboard motors			3% of sales price		42
114	Fishing tackle boxes			3% of sales price		114
44	Bows, quivers, broadheads, and points			11% of sales price		44
106	Arrow shafts			\$.51 per shaft		106
140	Indoor tanning services			10% of amount paid		140
64	Inland waterways fuel use tax	Number of gallons	Rate	\$.29		64
125	LUST tax on inland waterways fuel use (see instructions)			.001		125
51	Section 40 fuels (see instructions)					51
117	Biodiesel sold as but not used as fuel					117
20	Floor Stocks Tax —Ozone-depleting chemicals (floor stocks). Attach Form 6627.					20
2	Total. Add all amounts in Part II			\$	3618 46	

Part III

3	Total tax. Add Part I, line 1, and Part II, line 2 ▶	3	3618	46
4	Claims (see instructions; complete Schedule C) ▶	4		
5	Deposits made for the quarter ▶	5		
	<input type="checkbox"/> Check here if you used the safe harbor rule to make your deposits.			
6	Overpayment from previous quarters ▶	6		
7	Enter the amount from Form 720X included on line 6, if any ▶	7		
8	Add lines 5 and 6 ▶	8		
9	Add lines 4 and 8 ▶	9		
10	Balance Due. If line 3 is greater than line 9, enter the difference. Pay the full amount with the return (see instructions) ▶	10	3618	46
11	Overpayment. If line 9 is greater than line 3, enter the difference. Check if you want the overpayment: <input type="checkbox"/> Applied to your next return, or <input type="checkbox"/> Refunded to you.	11		

Third Party Designee Do you want to allow another person to discuss this return with the IRS (see instructions)? **Yes.** Complete the following. **No**

Designee name ▶ _____ Phone no. ▶ _____ Personal identification number (PIN) ▶ _____

Sign Here Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

[Signature] _____ 16/12/18 ▶ **Commissioner**

Signature Date Title

Type or print name below signature. ▶ Tom Grossmann Telephone number ▶ **513-695-1324**

Paid Preparer Use Only

Print/Type preparer's name _____ Preparer's signature _____ Date _____ Check if self-employed PTIN _____

Firm's name ▶ _____ Firm's EIN ▶ _____

Firm's address ▶ _____ Phone no. _____

Schedule A Excise Tax Liability (see instructions)

Note: You must complete Schedule A if you have a liability for any tax in Part I of Form 720. Don't complete Schedule A for Part II taxes or for a one-time filing of the gas guzzler tax.

1 Regular method taxes

(a) Record of Net Tax Liability	Period			
	1st-15th day		16th-last day	
First month	A		B	
Second month	C		D	
Third month	E		F	
Special rule for September*			G	

(b) Net liability for regular method taxes. Add the amounts for each semimonthly period.

2 Alternative method taxes (IRS Nos. 22, 26, 28, and 27)

(a) Record of Taxes Considered as Collected	Period			
	1st-15th day		16th-last day	
First month	M		N	
Second month	O		P	
Third month	Q		R	
Special rule for September*			S	

(b) Alternative method taxes. Add the amounts for each semimonthly period.

*Complete only as instructed (see instructions).

Schedule T Two-Party Exchange Information Reporting (see instructions)

Fuel	Number of gallons
Diesel fuel , gallons received in a two-party exchange within a terminal, included on IRS No. 60(a) on Form 720	
Diesel fuel , gallons delivered in a two-party exchange within a terminal	
Kerosene , gallons received in a two-party exchange within a terminal, included on IRS No. 35(a), 69, 77, or 111 on Form 720	
Kerosene , gallons delivered in a two-party exchange within a terminal	
Gasoline , gallons received in a two-party exchange within a terminal, included on IRS No. 62(a) on Form 720	
Gasoline , gallons delivered in a two-party exchange within a terminal	
Aviation gasoline , gallons received in a two-party exchange within a terminal, included on IRS No. 14 on Form 720	
Aviation gasoline , gallons delivered in a two-party exchange within a terminal	

Schedule C Claims

Month your income tax year ends ▶

• **Complete Schedule C for claims only if you are reporting liability in Part I or II of Form 720.**

• Attach a statement explaining each claim as required. Include your name and EIN on the statement (see instructions).

Caution: Claimant has the name and address of the person(s) who sold the fuel to the claimant, the dates of purchase, and if exported, the required proof of export. For claims on lines 1a and 2b (type of use 13 and 14), 3c, 4b, and 5, claimant hasn't waived the right to make the claim.

1 Nontaxable Use of Gasoline		Note: CRN is credit reference number.		Period of claim ▶		
	Type of use	Rate	Gallons	Amount of claim		CRN
a	Gasoline (see Caution above line 1)	\$.183		\$		362
b	Exported (see Caution above line 1)	.184				411

2 Nontaxable Use of Aviation Gasoline		Period of claim ▶				
	Type of use	Rate	Gallons	Amount of claim		CRN
a	Used in commercial aviation (other than foreign trade)	\$.15		\$		354
b	Other nontaxable use (see Caution above line 1)	.193				324
c	Exported (see Caution above line 1)	.194				412
d	LUST tax on aviation fuels used in foreign trade	.001				433

3 Nontaxable Use of Undyed Diesel Fuel		Period of claim ▶				
Claimant certifies that the diesel fuel did not contain visible evidence of dye.						
Exception. If any of the diesel fuel included in this claim did contain visible evidence of dye, attach a detailed explanation and check here <input type="checkbox"/>						

	Type of use	Rate	Gallons	Amount of claim		CRN
a	Nontaxable use	\$.243		\$		360
b	Use in trains	.243				353
c	Use in certain intercity and local buses (see Caution above line 1)	.17				350
d	Use on a farm for farming purposes	.243				360
e	Exported (see Caution above line 1)	.244				413

4 Nontaxable Use of Undyed Kerosene (Other Than Kerosene Used in Aviation)		Period of claim ▶				
Claimant certifies that the kerosene did not contain visible evidence of dye.						
Exception. If any of the kerosene included in this claim did contain visible evidence of dye, attach a detailed explanation and check here <input type="checkbox"/>						

Caution: Claims cannot be made on line 4 for kerosene sales from a blocked pump.						
	Type of use	Rate	Gallons	Amount of claim		CRN
a	Nontaxable use	\$.243		\$		346
b	Use in certain intercity and local buses (see Caution above line 1)	.17				347
c	Use on a farm for farming purposes	.243				346
d	Exported (see Caution above line 1)	.244				414
e	Nontaxable use taxed at \$.044	.043				377
f	Nontaxable use taxed at \$.219	.218				369

5 Kerosene Used in Aviation (see Caution above line 1)		Period of claim ▶				
	Type of use	Rate	Gallons	Amount of claim		CRN
a	Kerosene used in commercial aviation (other than foreign trade) taxed at \$.244	\$.200		\$		417
b	Kerosene used in commercial aviation (other than foreign trade) taxed at \$.219	.175				355
c	Nontaxable use (other than use by state or local government) taxed at \$.244	.243				346
d	Nontaxable use (other than use by state or local government) taxed at \$.219	.218				369
e	LUST tax on aviation fuels used in foreign trade	.001				433

6 Nontaxable Use of Alternative Fuel

Caution: There is a reduced credit rate for use in certain intercity and local buses (type of use 5) (see instructions).

	Type of use	Rate	Gallons, or gasoline or diesel gallon equivalents	Amount of claim	CRN
a	Liquefied petroleum gas (LPG) (see instructions)	\$.183		\$	419
b	"P Series" fuels	.183			420
c	Compressed natural gas (CNG) (see instructions)	.183			421
d	Liquefied hydrogen	.183			422
e	Fischer-Tropsch process liquid fuel from coal (including peat)	.243			423
f	Liquid fuel derived from biomass	.243			424
g	Liquefied natural gas (LNG) (see instructions)	.243			425
h	Liquefied gas derived from biomass	.183			435

7 Sales by Registered Ultimate Vendors of Undyed Diesel Fuel

Period of claim ▶ _____

Registration number ▶ _____

Claimant certifies that it sold the diesel fuel at a tax-excluded price, repaid the amount of tax to the buyer, or has obtained written consent of the buyer to make the claim. Claimant certifies that the diesel fuel didn't contain visible evidence of dye.

Exception. If any of the diesel fuel included in this claim **did** contain visible evidence of dye, attach a detailed explanation and check here

	Rate	Gallons	Amount of claim	CRN
a	Use by a state or local government	\$.243	\$	360
b	Use in certain intercity and local buses	.17		350

8 Sales by Registered Ultimate Vendors of Undyed Kerosene (Other Than Kerosene For Use in Aviation)

Period of claim ▶ _____

Registration number ▶ _____

Claimant certifies that it sold the kerosene at a tax-excluded price, repaid the amount of tax to the buyer, or has obtained the written consent of the buyer to make the claim. Claimant certifies that the kerosene didn't contain visible evidence of dye.

Exception. If any of the kerosene included in this claim **did** contain visible evidence of dye, attach a detailed explanation and check here

	Rate	Gallons	Amount of claim	CRN
a	Use by a state or local government	\$.243	\$	346
b	Sales from a blocked pump	.243		
c	Use in certain intercity and local buses	.17		347

9 Sales by Registered Ultimate Vendors of Kerosene For Use in Aviation

Registration number ▶ _____

Claimant sold the kerosene for use in aviation at a tax-excluded price and hasn't collected the amount of tax from the buyer, repaid the amount of tax to the buyer, or has obtained written consent of the buyer to make the claim. See the instructions for additional information to be submitted.

	Type of use	Rate	Gallons	Amount of claim	CRN
a	Use in commercial aviation (other than foreign trade) taxed at \$.219	\$.175		\$	355
b	Use in commercial aviation (other than foreign trade) taxed at \$.244	.200			417
c	Nonexempt use in noncommercial aviation	.025			418
d	Other nontaxable uses taxed at \$.244	.243			346
e	Other nontaxable uses taxed at \$.219	.218			369
f	LUST tax on aviation fuels used in foreign trade	.001			433

10 Sales by Registered Ultimate Vendors of Gasoline

Registration number ▶ _____

Claimant sold the gasoline at a tax-excluded price and hasn't collected the amount of tax from the buyer, repaid the amount of tax to the buyer, or has obtained written consent of the buyer to take the claim; and obtained an unexpired certificate from the buyer and has no reason to believe any information in the certificate is false. See the instructions for additional information to be submitted.

	Rate	Gallons	Amount of claim	CRN
a	Use by a nonprofit educational organization	\$.183	\$	
b	Use by a state or local government	.183		362

Form 720-V, Payment Voucher

Purpose of Form

Complete Form 720-V if you're making a payment by check or money order with Form 720, Quarterly Federal Excise Tax Return. We will use the completed voucher to credit your payment more promptly and accurately, and to improve our service to you.

If you have your return prepared by a third party and a payment is required, provide this payment voucher to the return preparer.

Don't file Form 720-V if you're paying the balance due on line 10 of Form 720 using EFTPS.

Specific Instructions

Box 1. If you don't have an EIN, you may apply for one online by visiting www.irs.gov/EIN. You may also apply for an EIN by faxing or mailing Form SS-4, Application for Employer Identification Number, to the IRS. However, if you're making a one-time filing, enter your social security number.

Box 2. Enter the amount paid from line 10 of Form 720.

Box 3. Darken the circle identifying the quarter for which the payment is made. Darken only one circle.

Box 4. Enter your name and address as shown on Form 720.

- Enclose your check or money order made payable to "United States Treasury." Be sure to enter your EIN (SSN for one-time filing), "Form 720," and the tax period on your check or money order. Don't send cash. Don't staple this voucher or your payment to the return (or to each other).

- Detach the completed voucher and send it with your payment and Form 720. See *Where To File* in the Instructions for Form 720.

Form **720-V** (2018)

▼ Detach here and mail with your payment and Form 720. ▼

720-V Department of the Treasury Internal Revenue Service		Payment Voucher		OMB No. 1545-0023	
		▶ Don't staple or attach this voucher to your payment.			
1 Enter your employer identification number (EIN) (see instructions). 31-6000058		2 Enter the amount of your payment. ▶ Make your check or money order payable to "United States Treasury." 3618		Dollars	Cents 46
3 Tax Period		4 Enter your business name (individual name if sole proprietor).			
<input type="radio"/> 1st Quarter	<input type="radio"/> 3rd Quarter	Warren County Ohio Enter your address.			
<input type="radio"/> 2nd Quarter	<input type="radio"/> 4th Quarter	406 Justice Drive City or town, state or province, country, and ZIP or foreign postal code.			
		Lebanon, Ohio 45036			

Resolution

Number 18-0910

Adopted Date June 12, 2018

APPROVE AND AUTHORIZE THE WARREN COUNTY PROSECUTOR'S OFFICE TO SUBMIT A GRANT APPLICATION FOR VICTIMS ASSISTANCE FUNDS

BE IT RESOLVED, to approve and authorize the submission of 2018-2019 Application for Victims of Crime Act (VOCA) Program and the State Victims Assistance Act (SVAA) to the Attorney General's Office on behalf of the Warren County Prosecutor's Office, as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, to authorize the President and/or Vice President of this Board to sign documents relative thereto; and

BE IT FURTHER RESOLVED, in the event funding is not available, the Warren County Board of Commissioners has no further obligation to fund this program.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

Vsp\

cc: Prosecutor (file)
OGA

Your Request | View

[View](#) [Details](#) [Essays](#) [Budget](#) [Documents](#) [Preview](#)

Grant Request

Request: #131015172
Program Name: 2019 VOCA
SVAA Amount Requested: \$3,453.00
VOCA Amount Requested: \$94,624.05
Organization: Warren County Prosecutor's Office
Request Status: Created

Please review to ensure application is filled out in its entirety. Applications with missing information may not be reviewed.

Organization Documents

[Articles of Incorporation and Amendments](#)

[IRS Determination Letter](#)

Project Overview

Prior Funding? Yes
Type of Applicant Public Agency (Local)
Type of Application SVAA, VOCA
Assistance Establishment Date 07/01/1982

Ohio Congressional District(s) 7
Ohio House District(s) 1
Ohio Senate District(s) 54/62

Fiscal Officer of Project

Fiscal Officer Name David P. Fornshell
Email david.fornshell@warrencountyprosecutor.com

Fax (513)695-2962
Phone Number (513)695-1325

Organization Accounting System

Pick One County Auditor's Office
Name, Phone, Email of Third Party Agent
Other Accounting System Explain

Counties Served

Current Warren
Proposed Warren

Priority Crime Categories and Underserved Victims

Indicate the percentage of the applicant's service that is aimed at the following crime categories

Child Abuse 8.50 %	Sexual Assault 1.60 %
Domestic Violence 24.00 %	Other 81.00 %

Indicate the percentage of the applicant's service that is aimed at the following types of victims.

Elderly 7.30 %	Lesbian, Gay, Bisexual, Transgender 0.20 %
Victims with Disabilities 3.30 %	

Please indicate your primary program classification.

Pick (use control to select multiple) Prosecutor or Law Enforcement based program

Sub programs

Rape Crisis Programs

Advocacy Programs Assess and make referrals for medical & social services, Assess the safety of the victim(s) & assist with a safety plan, Inform the victim(s) of restit rights, Inform victim of any public court proceedings with the accused, Provides services to cases regardless of their ability to be prosecuted fully,.

Domestic violence shelters

General programs

Types of criminal victimization categories the agency projects to serve for this grant period.

Pick (use control to select multiple) Adult Sexual Assault, Adults Molested as Children, Arson, Assault, Child Physical Abuse, Child Sexual Abuse, Dating Violence, Domestic Violence, Child Abuse, Harassment, Hate Crimes, Human Trafficking, Juvenile Victims of Stalking, Other, Robbery, Stalking, Survivors of Homicide Victims, Terrorism.

Explanation Our division will serve these victims by providing information regarding the criminal justice system and its process. We will notify victims of court accompany victims into the court room and assist them in making statements to the court. We will provide information and referrals to other ager agencies. We will also make mandatory referrals to the appropriate children services agency.

Types of services to be provided by the agency for this grant period.

Pick (use control to select multiple) Assistance in Filing Compensation Claims, Criminal Justice Support/Advocacy, Emergency Legal Advocacy, Follow-up, Information and Referral (ir Contact Information and Referral, Training for Other Service Providers, Transportation

Explanation Theses services will be provided by: 1. Assessing and making referrals for medical and social services, assessing the safety of the victim and as restitution and apply for Victims of Crime Compensation. 3. Informing the victims of their rights and of any public court proceeding with the defen immediate crisis support as well as following up with information and assessing their needs.

Coordinated Services Information

Judges or Court Administrators

Name Judge Joseph Kirby
Email JdgJoseph.Kirby@co.warren.oh.us

Law Enforcement

Law Enforcement Name Detective Sean M
Email smccormick@mas

City/County Prosecutor

Name Bethany Bennett
City Email bethanysbennett@yahoo.com

Other Victim Service Provider

Name Amy Fornshell
Email FornshellA1@chil

How is your project different from similar projects at other organizations in your service area?

Details Our project is different from similar projects in our service area by being directly under the prosecuting attorney. We serve every crime victim in tl criminal offense. Each court in the county is assigned its own Victim Witness Coordinator from our office to serve all crime victims.

Is your organization a member of a national or regional organization?

Select Yes

Are these services standardized through this membership?

Select No

Is your organization accredited?

Select No

Does your program/organization collect data on any facet of your service or service population?

Data Collection Yes

Please provide details

Describe what meaningful measures your organization has implemented to ensure victims have access to trauma informed services through your agency. Also describe what future meaningful measures your organization plans to implement to ensure victims have access to trauma informed services

Trauma Informed Care Our victim witness coordinators have been trained on how trauma can affect a person's brain. When serving victims our victim witness coordinators have been affected by trauma. We make sure that we are providing them with information and referrals that will be beneficial to them throughout the entire process, from the very initial stage of the court process and guide them through the system from beginning to end. While we are working with them, we make sure they have a voice that will be heard. It is important that when serving these victims that we consider all that they have been through and also incorporate knowledge about trauma in a certain way. In the future, our program will continue to train our victim witness coordinators and those we work with on trauma and how it can be managed with guidance. Trauma can influence one's perceptions and reactions to certain situations and discussions in our office. One idea for the future that we are considering is to provide information about what are some possible "normal" reactions to trauma and how the brain reacts to trauma with resources for trauma based therapy.

What is your organization doing to assist victims in healing from not only the current victimization, but possible long histories of victimizations? What tools/assessments, if any, is your organization using and how are they used to determine a plan for the victim?

Trauma Recovery and Resiliency Our organization is very involved with crime victims from the beginning of their criminal case. We make sure that we provide them with information keeping the victim informed and making sure they understand the process, we are providing them with support to know that they will not have to go through this alone. We make sure that they have a voice that will be heard. When serving a victim that has experienced trauma we make sure that we are very hands on, and we may have and also making any referrals that they may need for support groups or counseling. Every case is different, and using our knowledge of the victim's needs individually and refer them to any other programs that they may need. This year, we hope to implement a trauma screening questionnaire and we plan to use the Trauma Symptom Checklist for Children (TSCC) in Warren County.

What meaningful steps does your organization take to ensure that victims are safe, both within your organization and at home? How does your organization work to ensure a victim's basic needs are met, such as shelter, etc.

Safety & Basic Needs Our victim witness coordinators are able to do safety planning with victims for any safety issues at home about which they may still have concern for them while their case is pending, as well as connect them with other advocates that are able to guide them through the process of getting a Case Order for Protection for victims. Our office is secure and welcoming. We are able to meet with them in a private and secure setting. We make arrangements for the victim to minimize contact between the victim and defendant during the court proceedings. We work closely with, and are in collaboration with, many service providers in our network with these other providers, we are able to easily connect our victims with organizations that are able to meet their needs. We work closely with Adult Protective Services, Adult Protective Services, and Warren County Developmental Disabilities in order to make referrals for emergency housing, civil protection orders, etc.

In many cases, victims have complex issues that require services from multiple organizations. What protocols does your organization have in place to ensure that there is a coordination of services from all providers? If you provide a referral to a victim to another service provider, how does your organization ensure that the victim received appropriate services from the agency to which you referred them?

Coordination of Care Our coordination is frequent with Adult Protective Services, Children Services, the Child Advocacy Center of Warren County, Warren County Developmental Disabilities, and support groups. Our agency benefits from having a wonderful collaboration with these agencies and we are better able to fully meet the needs of our victims. For instance, in 2017 our victim witness division participated in 197 child forensic interviews at the Child Advocacy Center of Warren County where we provide services. We have a protocol to staff any child physical abuse case within 48 hours with our child abuse Multi-Disciplinary Team. We are also a part of Adult Protective Services. We also serve on the Warren County Sexual Assault Response Team and the Coordinating Council for Domestic Violence and Sexual Assault. We work with these organizations and we can follow up with our referral by means of case review meetings, phone or email contact.

In 2017, Ohio voters passed Marsy's Law. This law will work to ensure crime victims in Ohio have specific rights in the criminal justice process. Describe how your organization ensures that victims are aware of their rights and how you refer victims to other service providers for information about their rights, detail that process.

Victims' Rights Our program provides crime victims with information regarding the criminal justice system, its process, and how their case may proceed via written communication. We also provide information and referrals to family abuse shelters, crisis counseling, and other social services to assist and support victims with other problems due to victimization. Our victim witness coordinators also accompany victims to interviews with law enforcement and to medical appointments. We also accompany victims into the courtroom, assists with victim impact statements, restitution, VINE information, Victims of Crime Compensation and other services as requested by the victim.

Victim services providers experience high levels of vicarious trauma, and thus organizations experience high turnover and burnout of staff. Describe any on-going efforts by your organization to prevent staff from experiencing vicarious trauma. What efforts does your organization plan for the future to ensure staff members are utilizing self-care?

Self-Care Our office provides on-going efforts to encourage self care among our staff. One way we do this is to encourage discussions with fellow coworkers about their stress levels. We also encourage staff to have an outlet outside of the office such as an exercise or hobby that they enjoy and that they can return to when work is very difficult at times and we take our work home with us every day; therefore, it is important to stay healthy so that we can continue to help our victims. We plan to start up "Self Care Lunches" with our staff so that we can have therapeutic discussions and learn how others in the office cope with the difficult aspects of our work.

In the past two years, has the organization become aware of any significant theft or misuse of organizational assets (i.e., credit cards)? If yes, please elaborate.

Significant Theft No.

Budget

Cultural Diversity of Applicant Agency

Caucasian Volunteers	0	Caucasian Staff	38	*Caucasian Governing Board
African American Volunteers	0	African American Staff	0	*African American Governing Board
Hispanic Volunteers	0	Hispanic Staff	0	*Hispanic Governing Board
Asian Volunteers	0	Asian Staff	0	*Asian Governing Board
Native American Volunteers	0	Native American Staff	0	*Native American Governing Board
Other Volunteers	0	Other Staff	0	*Other Staff Governing Board
Volunteer Totals	0	Staff Total	38	Governing Board

Service Areas

Export 1-1 of 1

Action	ID	African American	Asian	Caucasian	Created At	Created By	Hispanic	Name	Name
View Del	131816445	3.60 %	5.30 %	89.20 %	05/25/2018 02:56 PM	Jessi Flint	2.70 %		Warren County

Project Budget

Projected Budget [2019 VWC Budget.pdf \(74 KB\)](#)

Funding Sources

Export 1-1 of 1

Action	ID	Created At	Created By	Federal Funds	Federal Revenue	Fiscal Site Visits	Requests
View Del	131820157	05/29/2018 11:03 AM	Jessi Flint	VOCA	\$94,624.05		2019 VOCA

Export 1-1 of 1

Action	ID	Created At	Created By	Fiscal Site Visits	Request	State Funds	State Funds	State Revenue
View Del	131820158	05/29/2018 11:03 AM	Jessi Flint		2019 VOCA	SVAA		\$3,453.18

Export 1-1 of 1

Action	ID	Created At	Created By	Local Revenue	Projected Revenue	Request
View Del	131820159	05/29/2018 11:03 AM	Jessi Flint	Warren County Commissioners	\$129,607.01	2019 VOCA

Export 1-1 of 1

Action	ID	Created At	Created By	Other Revenue	Other Revenue	Projected Revenue	Request
View Del	131820160	05/29/2018 11:03 AM	Jessi Flint	Municipal Court Fund		\$83,564.18	2019 VOCA

Budget Narrative

Details PERSONNEL (Position 1)

One full-time Victim Witness Coordinator for crimes being prosecuted in Warren County Common Pleas Court. This position is currently held by I experience at the Warren County Prosecutor's Office and over twelve years of collective experience in the field. Melissa's job description is attac

VOCA funds for this position are needed to provide victim services for crime victims in Warren County's felony court system. Melissa received a dedication to crime victims which was evident over this past year and documented in her annual evaluation. Funds are greatly needed for this full victims of felonious crimes over the last year. Without these funds, too many crime victims would not get the services needed and required.

Hourly Rate per Annual Hours = Annual Salary
 $\$23.34 \times 2080 = \$48,547.20$

Fringe benefits for this position include Medicare, health insurance, life insurance, unemployment required workers compensation, and PERS. Total compensation for Position 1 is \$71,429.70. A cost breakdown for Melissa Kennard is listed in the attached in the 2019 budget

PERSONNEL (Position 2)

One full-time Victim Witness Coordinator for crimes being prosecuted in Warren County Juvenile Court. This position is currently held by Lauren Warren County Prosecutor's Office. Lauren's job description is attached.

VOCA funds for this position are needed to provide victim services for crime victims in Warren County's juvenile court system. Funds for full-time County Juvenile Court has three magistrates and one judge handling cases four days a week. This position would be handling cases and serving day for meetings with victims and follow up work.

Hourly Rate per Annual Hours = Annual Salary
 $\$17.00 \times 2080 = \$35,360.00$

Fringe benefits for this position include Medicare, health insurance, life insurance, unemployment required workers compensation, and PERS. Total compensation for Position 1 is \$46,850.36. A cost breakdown for Lauren May is listed in the attached in the 2019 budget

Costs & Budget Table

All Costs 1-6 of 6

Void Cost	Budget Computation	Cost Category	Total Amount	Cost Item	Cost Per Unit/Hour	Units/Hours	Fringe Benefits	Type	Match Amount	Match Type	Cost	Import Adj
SVAA												
	2019 VOCA	Other	\$1,000.00	IN STATE TRAINING	\$200.00	5.00	\$0.00	SVAA	\$0.00		IN STATE TRAINING	
	2019 VOCA	Other	\$150.00	NON SHELTER EMERGENCY	\$75.00	2.00	\$0.00	SVAA	\$0.00		NON SHELTER EMERGENCY	
	2019 VOCA	Travel	\$2,000.00	COURT TRAVEL	\$0.50	4,000.00	\$0.00	SVAA	\$0.00		COURT TRAVEL	
	2019 VOCA	Printing	\$303.00	FIRST RESPONDER CARDS	\$3.03	100.00	\$0.00	SVAA	\$0.00		FIRST RESPONDER CARDS	
	Subtotal		\$3,453.00						\$0.00			
VOCA												
	2019 VOCA	Personnel	\$71,429.70	MELISSA KENNARD	\$23.34	2,080.00	\$22,882.50	VOCA	\$14,285.94	Cash	MELISSA KENNARD	
	2019 VOCA	Personnel	\$46,850.36	LAUREN MAY	\$17.00	2,080.00	\$11,490.36	VOCA	\$9,370.07	Cash	LAUREN MAY	
	Subtotal		\$118,280.06						\$23,656.01			
	Page Total		\$121,733.06						\$23,656.01			
	Grand Total		\$121,733.06						\$23,656.01			

Budget Table

Cost Category	VOCA Request	Cash Match	In-Kind Match	Total Cost
Personnel	\$94,624.05	\$23,656.01	\$0.00	\$118,280.06
Consultants	\$0.00	\$0.00	\$0.00	\$0.00
Contract Help	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$0.00	\$0.00	\$0.00	\$0.00
Telephone	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Groceries	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Other (Includes Equipment, Furnishing, & Appliances)	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$94,624.05	\$23,656.01	\$0.00	\$118,280.06

Request Documentation

Board Information

Job descriptions for personnel listings  Job descriptions 2019 Grant.pdf (614 KB)

Samples for material to be printed  First Responder Cards.doc (40 KB)

Request for Volunteer Waiver Yes

Reason Our program has sufficient staff to cover our work load effectively and efficiently. Our victim witness coordinators and legal assistants handle all t

Match Waiver Request No

Reason for Match Waiver

Ready To Submit?

[Proceed to Submission](#)



6-Jun-18
10:35:22 AM

2019

245-2450-102

EMPLOYEE NAME	ANNUAL HOURS	2018 HOURLY RATE	Line 102 ANNUAL PAYROLL	Line 811 PERS 14%	Line 871 MEDICARE 1.45%	HEALTH INSURANCE DESCRIPTION	Line 820 HEALTH & LIFE INSURANCE	Workers Comp
KENNARD, MELISSA	2080	\$23.34	\$48,547.20	\$6,796.61	\$703.93	F	\$15,174.96	\$71,222.70
MAY, LAUREN	2080	\$17.00	\$35,360.00	\$4,950.40	\$512.72	S	\$5,820.24	\$46,643.36
TOTALS		\$81.03	\$83,907.20	\$11,747.01	\$1,216.65		\$20,995.20	\$117,866.06

Employee Count 2

BUY-UP HEALTH & LIFE INS	
F	1,264.58
S	485.02
H	637.29
O	0.00

BASE HEALTH & LIFE INS	
F	1,264.58
S	485.02
H	637.29
O	0.00

Line 811 PERS	Line 871 MEDICARE	Line 830 WORKERS COMP
\$83,907.20	\$11,747.01	\$1,216.65
		\$414.00

\$94,624.05	VOCA
\$23,656.01	County Match
\$118,280.06	
\$118,280.06	
\$0.00	

2019

101-1150-102

EMPLOYEE NAME	ANNUAL HOURS	2018 HOURLY RATE	Line 102 ANNUAL PAYROLL	Line 811 PERS 14%	Line 871 MEDICARE 1.45%	HEALTH INSURANCE DESCRIPTION	Line 820 HEALTH & LIFE INSURANCE	WORKER'S COMP MONTHS	
FLINT, JESSICA	2080	\$28.71	\$59,725.95	\$8,361.63	\$866.03	F	\$5,820.24	\$207.00	\$74,980.85
WOLTMANN, KIM	1248	\$21.35	\$26,646.30	\$3,730.48	\$386.37	--	\$0.00	\$207.00	\$30,970.15
TOTALS			\$86,372.25	\$12,092.11	\$1,252.40		\$5,820.24	\$414.00	\$105,951.00

Employee Count	2
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BUY-UP HEALTH & LIFE INS	
F	1,264.58
S	485.02
H	637.29
O	0.00

2019

255-1150-102

EMPLOYEE NAME	ANNUAL HOURS	2018 HOURLY RATE	Line 102 ANNUAL PAYROLL	Line 811 PERS 14%	Line 871 MEDICARE 1.45%	HEALTH INSURANCE DESCRIPTION	Line 820 HEALTH & LIFE INSURANCE	Workers Comp		
DAVIS, ERIKA	2080	\$18.39	\$38,245.38	\$5,354.35	\$554.56	S	\$ 5,820.24	\$49,974.53	\$207.00	\$50,181.53
HAWKINS, NICOLE	1248	\$23.03	\$28,735.95	\$4,023.03	\$416.67	O	\$ -	\$33,175.65	\$207.00	\$33,382.65
TOTALS			<u>\$66,981.32</u>	<u>\$9,377.39</u>	<u>\$971.23</u>		<u>\$5,820.24</u>	<u>\$83,150.18</u>	<u>\$414.00</u>	<u>\$83,564.18</u>

Employee Count 2

BUY-UP HEALTH & LIFE INS	
F	1,264.58
S	485.02
H	637.29
O	0.00

BASE HEALTH & LIFE INS	
F	1,264.58
S	485.02
H	637.29
O	0.00

Line 811 PERS Line 871 MEDICARE Line 830 WORKERS COMP

\$80,000.00 From Muni
\$83,564.18 Need
 -\$3,564.18

\$66,981.32	\$	9,377.39	\$	971.23	\$	414.00
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Resolution

Number 18-0911

Adopted Date June 12, 2018

AUTHORIZE PUBLICATION OF NOTICE TO PUBLIC OF A FINDING OF NO SIGNIFICANT IMPACT ON THE ENVIRONMENT AND NOTICE TO PUBLIC OF REQUEST FOR RELEASE OF FUNDS RELATIVE TO THE FISCAL YEAR 2018 COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT PROGRAM

BE IT RESOLVED, to authorize and direct the Clerk to publish a Notice to Public a Finding of No Significant Impact on the Environment and Notice to Public of Request for Release of Funds relative to the Fiscal Year 2018 Community Development Block Grant Program; said publication to appear in Today's Pulse newspaper on June 17, 2018.

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


Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

/sm

cc: OGA (file)

Resolution

Number 18-0912

Adopted Date June 12, 2018

AUTHORIZE WARREN COUNTY SANITARY ENGINEER TO PREPARE AND SUBMIT A PREAPPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS, AS REQUIRED, FOR THE WAYNESVILLE SEWER COLLECTION SYSTEM IMPROVEMENTS PROJECT PHASE 3 (PROGRAM YEAR 2020)

WHEREAS, the State Capital Improvement Program provides financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the Warren County Water and Sewer Department is planning to make capital improvements to the aged and deteriorated sanitary sewer collection system that service County customers located in the Village of Waynesville; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE BE IT RESOLVED, that:


- 1) The Warren County Sanitary Engineer is hereby authorized to apply to the OPWC for funds for capital improvements for the Waynesville Sewer Collection System Improvements Project – Phase 3, for Program Year 2020.
- 2) The Warren County Sanitary Engineer is further authorized to enter into any agreements as may be necessary and appropriate for obtaining financial assistance.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Water/Sewer (file)

District 10 - Public Works Integrating Committee Pre-Application for Financial Assistance

Applicant should consult instructions prior to completing this form.

APPLICANT NAME Warren County Water & Sewer Department
Street 406 Justice Drive
City/Zip Lebanon, OH 45036
County Warren

Contact Person Chris Wojnicz
Phone Number (513) 695-1646

Project Name Waynesville Sewer Collection System Improvements Project - Phase 3
Project Type (Check primary project) Road Bridge Water Supply
 Sewer Collection Sewer Treatment Stormwater Solid Waste Disposal
 Flood Control Other _____

TOTAL PROJECT COST: \$ 1,064,000
DISTRICT FUNDING REQUESTED: \$ 521,360

This Section for District Use

DISTRICT FUNDING RECOMMENDATION: \$ _____

FUNDING SOURCE REQUESTED (Check One)

_____ State Issue 2 District 10 - Grant Allocation
_____ State Issue 2 District 10 - Loan
_____ State Issue 2 District 10 - Debt Support/Credit Enhancement
_____ State Issue 2 Small Government Funds
_____ Local Transportation Improvement Program (LTIP)

PROJECT SCHEDULE:

Engineering will be completed 01 / 01 / 20
Project will be ready to bid 07 / 01 / 20
Construction will be Completed 12 / 31 / 20

PROJECT INFORMATION

PROJECT NAME: Waynesville Sewer Collection System Improvements Project - Phase 3

BRIEF PROJECT DESCRIPTION:

A. Specific Location: (attach map)

See attached vicinity map. Project is located in the Village of Waynesville along Main Street, Miami Street, North Street, Fourth Street, and Edwards Drive.

B. Project Components:

Project consists of repairing 30 failing brick and mortar sanitary manholes by applying an epoxy based liner on the inside of the manhole and replacing existing castings and lids, to prevent further manhole degradation and possible manhole collapses resulting in sewer backups, and cured-in-place lining of approximately 7,700 feet of failing clay sanitary sewer as shown on the concept plan.

C. Physical Dimensions/Characteristics:

Existing sanitary manholes are brick and mortar structures that are degrading due to hydrogen sulfides, age, and construction. Degradation has caused infiltration and will ultimately lead to manhole collapse. The existing 7,700 feet of clay sewer main is 8" in diameter and degrading under the same conditions. The majority of the system was installed in the mid 1930's and infiltration has caused the treatment plant to see higher than normal flows.

D. Design Service Capacity:

The sanitary manholes and corresponding sanitary sewer serves over 1,100 residential properties or 2,970 residents, 3 educational facilities, 2 commercial shopping centers and approximately 15 industries.

E. Current Status:

The existing sanitary sewer manholes and sewer serving the Village of Waynesville are degrading due to hydrogen sulfides, age, and construction found in this area. The decline of the structural integrity of the manholes and sewer main has increased infiltration causing the treatment plant to see higher than normal flows which may cause potential overflows at the plant and will lead to collapse and sewer backups of homes.

Supporting Documentation: (List documents/attachments)

Opinion of Probable Cost
Vicinity Map
Concept Plan

PROJECT FINANCIAL INFORMATION:

Project Estimated Costs	(Round to Nearest Dollar & Percent)	
a) Total Project Engineering	\$ 0	0 %
b) Total Acquisition Expenses	\$ 0	0 %
c) Total Construction/Equipment Costs	\$ 1,064,000	100 %
d) Other Direct Project Costs	\$ 0	0 %
e) TOTAL PROJECT COSTS	\$ 1,064,000	100 %

TOTAL PORTION OF PROJECT COSTS - REPAIR/REPLACEMENT \$ 1,064,000 100 %

TOTAL PORTION OF PROJECT COSTS - NEW/EXPANSION \$ 0 0 %

PROJECT FINANCIAL RESOURCES (Round to Nearest Dollar and Percent)

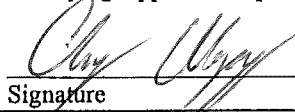
a) Local In-Kind Contributions:	\$ 0	0 %
b) Local Public Revenues:	\$ 542,640	51 %
c) Local Private Revenues:	\$ 0	0 %
d) Other Public Revenues:		
State of Ohio	\$ 0	0 %
Federal Programs	\$ 0	0 %
e) OPWC District 10 Funds:		
Grants	\$ 521,360	49 %
Loans/Debt Support/Credit	\$ 0	0 %
f) TOTAL FINANCIAL RESOURCES	\$ 1,064,000	100 %

Applicant certifies that the following information has been included with this Pre-Application for Financial Assistance: (circle appropriate response)

Yes	No	Two-Year Maintenance of Local Effort Report
Yes	No	Inventory of Existing Infrastructure
Yes	No	5-Year Capital Improvement Plan
Yes	No	N/A Status of Funds Report (if applicable - see instructions)

Chris Wojnizc; Deputy County Sanitary Engineer

Certifying Applicant Representative (Type Name and Title)


Signature

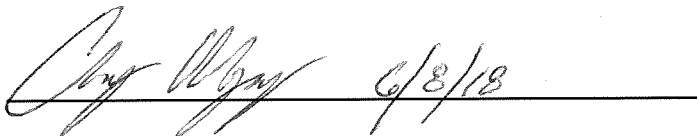
6/8/18
Date Signed

Waynesville Sewer Collection System Improvements Project - Phase 3 Opinion of Probable Cost

Description	Estimated Quantity	Unit	Unit Cost	Total Cost
Temporary Sediment Control	1	LS	\$1,000	\$1,000
Maintenance of Traffic	1	LS	\$50,000	\$50,000
Seeding & Mulching	200	SY	\$5	\$1,000
Sewer Cleaning	7,639	LF	\$10	\$76,390
CCTV Video Inspection	7,639	LF	\$3	\$23,000
By-Pass Pumping , Complete	1	LS	\$100,000	\$100,000
8" Cured-in-Place Pipe	7,639	LF	\$75	\$573,000
Manhole Lining - Cement Epoxy/Reinforced	200	Ver. FT	\$400	\$80,000
New Manhole Castings	30	EA	\$1,000	\$30,000
New Manhole Solid Lids	30	EA	\$500	\$15,000
Chimney Seal	30	EA	\$400	\$12,000
2-Year Cost Inflation	1	LS	5%	\$13,000
Contingency	1	LS	10%	\$90,000

TOTAL CONSTRUCTION \$1,064,000
 TOTAL PROJECT COST \$1,064,000

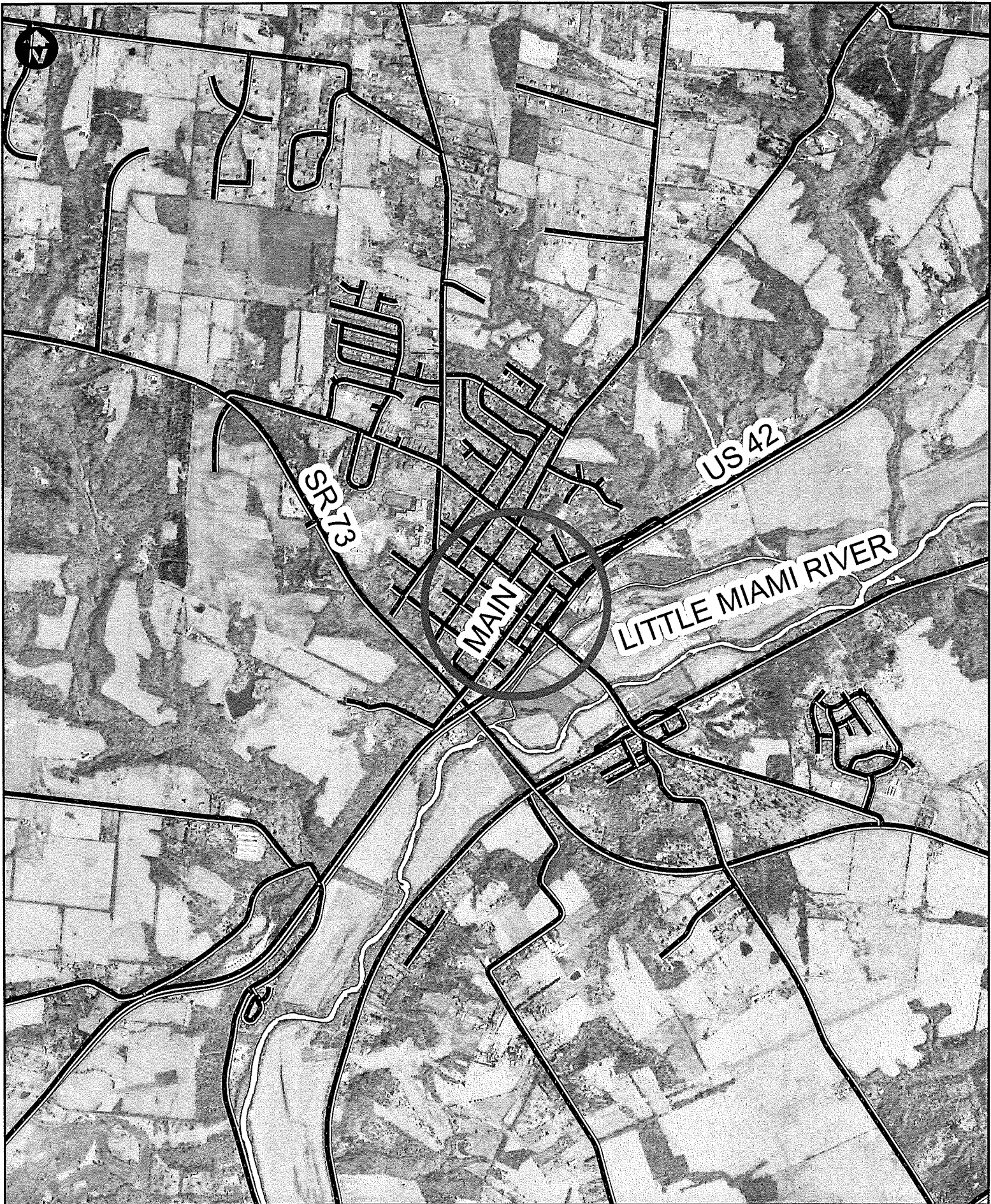
Useful Life: Upon satisfactory completion of the work, the useful life of the clay sewer line will be greater than 50 years. The Opinion of Probable Construction Cost is subject to adjustment upon detailed construction plans and upon receipt of bids from qualified contractors.



Christopher A. Wojnicz, P.E., LEED AP

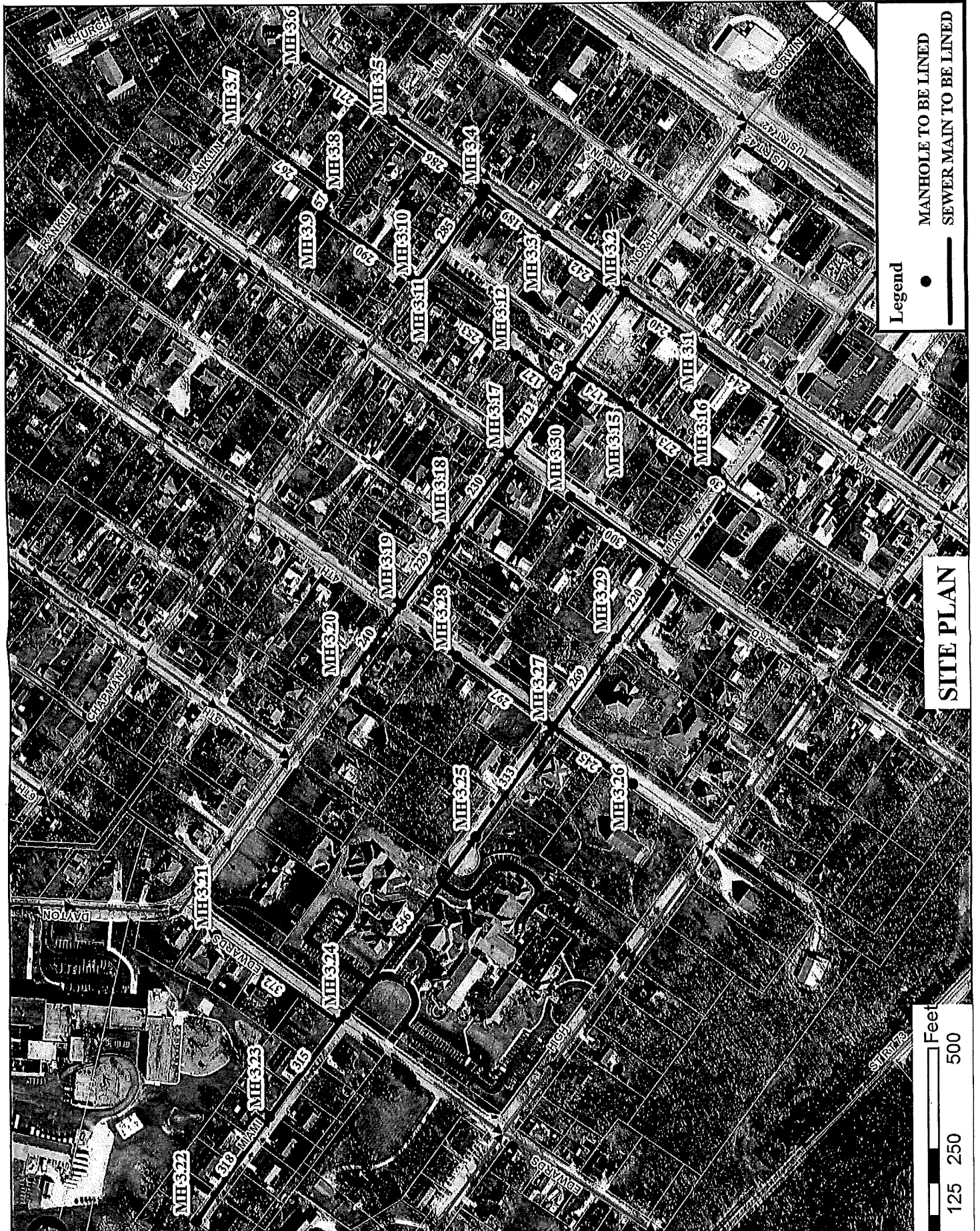
Warren County Deputy Sanitary Engineer





VICINITY MAP

Waynesville Sewer Collection System improvements Project - Phase 3



Legend
● MANHOLE TO BE LINED
— SEWER MAIN TO BE LINED

SITE PLAN

Feet
125 250 500

**WARREN COUNTY
WATER & SEWER DEPARTMENT**

CHRIS G. BRAUSCH, P.E.
COUNTY SANITARY ENGINEER

Availability of Local Funds

June 11, 2018

I, the Business Manager, of the Warren County Water and Sewer Department, Ohio do hereby certify that the Warren County Water and Sewer Department will have the amount of \$542,640 in the Sewer Revenue Fund, and that this amount will be used to pay the local share for the Waynesville Sewer Collection System Improvements – Phase 2 Project, as part of the total project cost of \$1,064,000 when it is required.

Jacque Brody, Business Manager
Warren County Water & Sewer Department

Ohio Public Works Commission
Five Year Capital Improvement Plan/Maintenance of Effort

REQUIRED

Submit to Commission/Update Annually

Warren County W&S
Subdivision

165-00165
Code

6/1/2018
Date

Project Name/Description	Funding Codes(s)	Status (A) Active (P) Pending (C) Complete	Total Cost	Two Year Effort		Five Year Plan				
				2018	2019	2020	2021	2022	2023	2024
				<i>Funded</i>		<i>Planned</i>				
Waynesville WWTP Upgrades	Local/OPWC	A	\$3,600,000	\$500,000	\$3,100,000					
Dick's Creek & Todd Road Lift Station Improvements	Local	A	\$500,000	\$50,000	\$450,000					
Waynesville Collection System Upgrades - Phase 1	Local/OPWC	A	\$918,000	\$918,000						
Waynesville Collection System Upgrades - Phase 2	Local/OPWC	A	\$936,000		\$936,000					
Kings Union/Bear Run/Simpson Creek LS Upgrades	Local	A	\$1,750,000	\$500,000	\$1,250,000					
Softening Facility Design	Local	A	\$50,000,000	\$2,000,000	\$2,000,000	\$23,000,000	\$23,000,000			
Lower Springboro Waterline Extension	Local	A	\$1,000,000	\$900,000						
RAR WTP Filter Upgrades	Local	A	\$250,000	\$250,000						
LLMWWTP Influent Screen Replacement	Local	A	\$400,000		\$400,000					
SR 48 Watermain Replacement	Local	A	\$800,000		\$200,000	\$600,000				
SR 22/3 Watermain Relocation	Local	A	\$500,000	\$80,000	\$420,000					
Collection System Maintenance Facility	Local	A	\$2,500,000		\$2,500,000					
LLMWWTP VLR Improvements	Local	A	\$50,000		\$50,000					
Sycamore Trails Package Plant Upgrade	Local	A	\$2,000,000	\$100,000	\$1,900,000					
State Route 741 Transmission Waterline	Local	P	\$1,305,000			\$45,000	\$1,260,000			
North Wellfield Transmission Main	Local	P	\$2,500,000			\$200,000			\$2,300,000	
Shaker Road Waterline	Local	P	\$1,859,000				\$79,000		\$1,780,000	
Union Road Waterline	Local	P	\$1,805,500					\$80,500		
Dearth Pump Station Construction & 5300 LF Waterline	Local	P	\$2,628,000						\$2,628,000	
North Wellfield Expansion from 10.81 to 19.00	Local	P	\$6,875,000				\$1,375,000			\$5,500,000

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost
 Other required information varies according to infrastructure type. Generally this additional information is related to size or number of units.
 Required information is necessary to complete the OPWC Summary Form.

6/1/2018

Water Supply Systems
 (Infrastructure Type)

Subdivision Name Warren County

Suggested Local Use Only/Maintained Locally

Name / Description	Condition	System Component	Size (Diameter/ Lineal Feet)	Capacity	Date Constr/ Last Imprv	Replacement Cost \$	Repair Cost \$	FCR
PIPE								
<6"	Good	Distribution Network	173,226			5,196,780	0	
6"-10"	Good		2,162,850			118,956,750	1,000,000	
>10" and <24"	Good		615,804			52,343,340	3,000,000	
24" or >	Good		104,843			12,581,160	0	
Zoar Elevated Storage Tank	Excellent	Finished Water Storage		1 M Gallons	2017	2,000,000		
20 Mile Stand Elevated Storage Tank	Excellent	Finished Water Storage		1.5 M Gallons	2017	2,000,000		
Corwin Booster & Ground Storage Tank	Fair	Finished Water Storage		156,000 Gallons	1998	500,000	250,000	
Dearth Elevated Storage Tank	Good	Finished Water Storage		1 M Gallons	2012	2,000,000		
Otterbein Elevated Storage Tank	Good	Finished Water Storage		1.5 M Gallons	2000			
Harveysburg Elevated Storage Tank	Good	Finished Water Storage		300,000 Gallons	2005	1,000,000		
Landen Elevated Storage Tank	Good	Finished Water Storage		1 M Gallons	2007	2,000,000		
Lytle Five Points Elevated Storage Tank	Good	Finished Water Storage		2 M Gallons	2012			
Shelly Booster & Ground Storage Tank	Excellent	Booster Pump & Storage		10 M Gallons	2015	6,500,000		
Snider Elevated Storage Tank	Fair	Finished Water Storage		3 M Gallons	2009	3,000,000	500,000	
Deerfield-Hamilton WTP	Good	Treatment Plant		9 MGD	2006	20,000,000	20,750,000	
Franklin-Clearcreek WTP	Good	Treatment Plant		10 MGD	2015	5,000,000	20,000,000	
Fields Ertel Booster Pump Station	Excellent	Booster Pump		7 MGD	2015	3,500,000		
Socialville Foster Booster Pump Station	Fair	Booster Pump		10 MGD	1989	3,500,000	500,000	

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other required information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Required information is necessary to complete the OPWC Summary Form.

Date: 6/1/18

Wastewater System

(Infrastructure Type)

Subdivision Name Warren County

Suggested Local Use Only/Maintained Locally

Name / Description	Condition	System Component	Size (Diameter/ Lineal Feet)	Capacity	Date Constr/ Last Imprv	Replacement Cost \$	Repair Cost \$	FCR
PIPE								
<6"	Good	Collection Network	62,592			3,400,000	0	
6"-10"	Good		1,650,139			90,757,645	1,000,000	
>10" and <24"	Good		241,668			21,750,120	8,000,000	
24" or >	Good		37,065			5,003,775	1,000,000	
Sanitary Lift Stations (74)	Good	Collection Network				11,100,000	3,000,000	
Lower Little Miami WWTP	Good	Treatment Plant		12 MGD	2011	26,000,000	1,000,000	
Waynesville WWTP	Fair	Treatment Plant		.7 MGD	2006	9,000,000	1,000,000	

Warren County
Subdivision

165-00165
Code

Warren
County

6/8/2018
Date

Infrastructure Component	Replacement Cost/Value	Repair Cost/Needs	Total Units	Units/Physical Condition					
				Excellent	Good	Fair	Poor	Critical	Unknown
Roads	\$330,000,000.00	\$17,000,000.00	Center Line Miles 267.46	48.14	80.24	93.61	45.47	0	
Bridges	\$65,000,000.00	\$4,750,000.00	Number of Bridges 391	138	173	50	14	16	
Culverts	\$8,500,000.00	\$625,000.00	Number of Culverts 1390	698	430	156	82	24	
Water Supply Systems	\$51,000,000	\$42,000,000	Number of Facilities 14	4	7	3	0	0	
Water Distribution	\$188,000,000	\$4,000,000	Linear Feet (Thousands) 3000	1500	1300	80	120	0	
Wastewater Systems	\$37,000,000	\$5,000,000	Number of Facilities 74	29	40	4	1	0	
Wastewater Collection	\$121,000,000	\$10,000,000	Linear Feet (Thousands) 2200	1000	800	200	200	0	
Stormwater Collection			Linear Feet (Thousands)						
Solid Waste Disposal			Capacity (Tons per Day)						
Totals	\$800,500,000	\$83,375,000							

Subdivision Socio-Economic Characteristics

Current - Warren County		Current - Waynesville		2010 Warren County Census Information				2010 Waynesville Census Information			
Population	227,063	Population	2,968	Population	212,693	% LMI	39.9%	Population	2,834	% LMI	43.5%
Total Households	78,359	Total Households	1,181	Total Households	76,546	% Poverty	6.3%	Total Households	1,128	% Poverty	10.8%
% Unemployment	3.9%	% Unemployment	4.4%	MHI	\$72,487	% Unemploy	10.3%	MHI	\$57,768	% Unemploy	6.6%

Preparer's Name, Phone Number, email : _____
 Chris Wojnicz
 513-695-1646
christopher.wojnicz@co.warren.oh.us

Resolution

Number 18-0913

Adopted Date June 12, 2018

ADVERTISE FOR BIDS FOR THE WILMINGTON ROAD DRILLED PIER WALL PROJECT

BE IT RESOLVED, to advertise for bids for the Wilmington Road Drilled Pier Wall Project for the County Engineer; and

BE IT FURTHER RESOLVED, to advertise said bid for one (1) week in a newspaper of general circulation and for two consecutive weeks on the County Internet Web Site, beginning the week of June 24, 2018; bid opening to be July 17, 2018 @ 9:15 a.m.

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

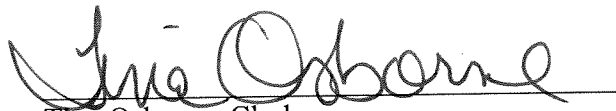
Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

EH\

cc: Engineer (file)
OMB Bid file

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0914

Adopted Date June 12, 2018

APPROVE EMERGENCY REPAIR OF TELEPHONE CABLE ON BEHALF OF WARREN COUNTY TELECOMMUNICATIONS

WHEREAS, due to failure of underground Telephone Cable, the Warren County Telecommunications Department has determined that there are emergency repairs needed at the site of the Cook Road and Justice Drive, Lebanon, Ohio; and

WHEREAS, the total estimated amount of the emergency repair is \$7,500.00; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners declare an emergency and approve the following purchase: Purchase Order #23402 for ACI Technologies in the amount of \$7,500.00.

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

Mr. Grossmann – yea


Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor 
Telecom (file)
OMB

*BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO*

Resolution

Number 18-0915

Adopted Date June 12, 2018

APPROVE AND ENTER INTO A CONTRACT BETWEEN THE WARREN COUNTY COMMISSIONERS AND THE WARREN COUNTY CAREER CENTER ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

NOW THEREFORE BE IT RESOLVED, to approve and enter into a Contract with Warren County Career Center on behalf of Warren County Department of Human Services for Work Activities classes, for a total contract amount not to exceed \$70,000.00 beginning July 1, 2018 and terminating on June 30, 2019; contract attached hereto and made a part hereof:

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a—Warren County Career Center
Human Services (file)

**CONTRACT AGREEMENT
BETWEEN
THE WARREN COUNTY BOARD OF COMMISSIONERS
ON BEHALF OF
THE WARREN COUNTY JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
AND
THE WARREN COUNTY CAREER CENTER
ON BEHALF OF
WARREN COUNTY ASPIRE PROGRAM
(ADULT BASIC AND LITERACY EDUCATION)**

The Vendor Contract, made and entered into on the 12 day of June 2018, by and between the Warren County Board of County Commissioners, on behalf of the Warren County Job and Family Services, Division Human Services (hereinafter referred to as WCDJFS) with offices located at 416 South East Street, Lebanon, Ohio and The Warren County Career Center as the Fiscal Agent for Warren County Aspire Program, with offices located at 300 East Silver Street, Lebanon, Ohio.

In accordance with Title IV-A, Federal regulations, State law, the Title IV-A State plan, prepared under Section 5101.80 of the Ohio Revised Code and amendments to the plan, the WCDJFS shall establish and administer a work activities program to include the activities established under Section 5107.50, 5107.52, and 5107.58 of the Ohio Revised Code, including unsubsidized employment activities, on-the-job training activities, community services activities, vocational educational training activities, jobs skill training activities and educational activities for minor heads of households and adults participating in Ohio Work First (OWF) Program.

Ohio Administrative Code Section 5101:4-3-11.1 establishes the Food Assistance Employment and Training (FAET) Program which is a program established under the Food Stamp Act of 1977 as amended and requires mandatory nonexempt work registrants in receipt of food assistance to participate in employment and training. As a condition of eligibility for Food Assistance Program, individuals in receipt of food assistance benefits who are not exempt pursuant to Rule 5101:4-3-11.1 of the Administrative Code are required participants in the FAET Program per Administrative Code Section 5101:4-3-11.

Ohio Administrative Code Section 5101:14-1-02 established the Comprehensive Case Management Employment Program (CCMEP) which is a program established to assist youth between the ages of 16-24 to move toward self-sufficiency. Ohio Administrative Code 5101:14-1-02 (E) defines the services that shall be available for CCMEP participants including job readiness and job skill training. CCMEP is funded by both WIOA and TANF funding and Ohio Means Jobs of Warren County is the Lead Agency for the program.

The following are the terms of this Vendor Contract:

- 1. Purchase of Services:** The purpose of this Contract is to define the relationship and responsibilities for services provided by ASPIRE to WCDJFS recipients. WCDJFS agrees to purchase for and Provider agrees to provide to designate eligible individuals those specific services detailed in this Contract (Exhibit A). Any and all exhibits are deemed to be part of this Contract as fully as if set forth herein.

2. **Contract Period:** This contract will be effective from July 1, 2018, through June 30, 2019, inclusive, unless otherwise terminated, as provided herein. If both WCDJFS and ASPIRE agree, this contract may be renewed with the same terms, conditions, and dollar amount, based on performance and funding levels, for a period of one (1) SFY year.
3. **Availability of Funds:** This Contract is conditioned upon the availability of Federal, State and local funds which are appropriated and/or allocated for WCDJFS use. This Contract may be terminated immediately in the event there is a loss of funding. WCDJFS shall notify Provider, at the earliest possible time, of any service that may be affected by a shortage of funds. If funds are reallocated in lesser quantities than the initial allocation, WCDJFS may reduce the scope of services purchases and/or total Contract dollars. No penalty shall apply to WCDJFS in the event this provision is exercised. WCDJFS shall not be obligated nor liable for any future payments incurred by ASPIRE after the date of termination. ASPIRE shall be given a thirty (30) day notice prior to termination or reduction.

Payments for all services provided in accordance with the provisions of this Contract are contingent upon the availability of funding and will not exceed the total of allocated Federal, State and Local funds. **The total dollar value of this Contract may not exceed \$70,000.00**, unless otherwise amended by Resolution of the Warren County Board of Commissioners.

A. RESPONSIBILITY OF THE WCDJFS:

- a. Pursuant to Federal Regulation H.R. 3734, WCDJFS is responsible for administration of the OWF Program in the County of Warren, in the State of Ohio; furthermore, WCDJFS will retain final authority for administrative and policy decisions related to the OWF and Food Assistance Programs. WCDJFS will determine who may participate under this Contract in this program.
- b. WCDJFS agrees to cooperate and collaborate with ASPIRE to plan, implement and monitor the provisions of service under this Contract. WCDJFS shall cooperate with ASPIRE in conducting or providing for periodic review of participant and employer satisfaction with services purchased under this Contract.
- c. WCDJFS shall utilize the services provided by this Contract for eligible recipients. WCDJFS shall be responsible for identifying eligible applicants and recipients; appropriate referrals using CRIS-E assignment screens, and other collaborative activities that may be identified to support the services under this Contract and for assurance that all assignments are appropriate for eligible OWF, Food Assistance, or CCMEP participants for the services under this Contract and are referenced in individual Self-Sufficient Contracts.
- d. WCDJFS shall collaborate with ASPIRE to develop and deliver quality services to eligible individuals. The local collaboration may include, but is not limited to, establishing and maintaining a local interagency team of WCDJFS and ASPIRE staff to conduct ongoing joint planning, monitoring and evaluations of services; providing cross agency training; and other appropriate activities as needed.

B. RESPONSIBILITY OF THE PROVIDER

- a. **Cost and Delivery of Services to be Performed by the Provider:** Subject to terms and conditions set forth in this Contract, the Provider agrees to comply with terms of the Contract and provide the following services:
- b. ASPIRE shall provide the following job readiness assistance classes to eligible recipients who are referred by the WCDJFS (Exhibit A): Exploring attitudes; career interest and exploration; goal setting; communicating with customers, co-workers and supervisors; interviewing skills; marketing yourself; networking; dress for success; employment applications and tips; resumes and cover letters; OhioMeansJobs and Email; TABE; financial literacy; introduction to computers; introduction to computers; introduction to Microsoft Word 2013; introduction to Microsoft Excel 2013; and workplace essential skills.
- c. ASPIRE shall structure the services to meet the contract deliverables as set forth in this Contract.
- d. ASPIRE agrees to cooperate and collaborate with WCDJFS to plan, implement and monitor the provisions of services under this Contract.
- e. ASPIRE agrees to cooperate with WCDJFS in conducting or providing for periodic reviews of participant and employer satisfaction with services purchased under this Contract.
- f. ASPIRE shall adhere to WCDJFS policy for the OWF and Food Assistance Programs, pursuant to Federal and State law, rules and regulations.
- g. ASPIRE shall meet fiscal and reporting requirements, as set forth by WCDJFS. The information shall include but is not limited to, the number of individuals served and class sign in sheets. ASPIRE shall submit monthly rosters to WCDJFS as part of the monthly billing.
- h. ASPIRE agrees to comply with WCDJFS efforts to recoup over expenditures if made in the purchase of services under this Contract.
- i. ASPIRE shall collaborate with WCDJFS to develop and deliver quality services to eligible individuals. The local collaboration may include but is not limited to, establishing and maintaining a local interagency team of WCDJFS and ASPIRE staff; conducting on-going joint planning, monitoring and evaluation of services, providing cross agency training and other activities, as there is a need.

C. PURPOSE OF THE CONTRACT

- a. This contract is entered into for the purchase of services which will enable eligible individuals to become self-sufficient, thus meeting the intent of State and Federal Welfare Reform Legislation: H.R. 3734, Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and the Ohio Works First Program, hereafter referred to as OWF and, to the extent practicable, provide Food Assistance and CCMEP recipients opportunities to participate in work activities, developmental activities and alternative work activities which were established under Section 5107.4 to 5107.9 of the Ohio Revised Code and that are comparable to programs authorized by 7 U.S.C.A. 2015 (d)(4).

D. CONTRACT DELIVERASPIRES

- a. ASPIRE shall provide Job Readiness Assistance Classes as listed in Exhibit A of this Contract to all eligible OWF, Food Assistance (FAET) participants and CCMEP participants referred by the WCDJFS as well as participants referred by Ohio Means Jobs of Warren County.
- b. Classes shall be provided by ASPIRE for fifty (50) weeks from July 01, 2018 through June 30, 2019, inclusive. There will be no classes scheduled the week of Christmas (December 24 thru and including December 28, 2018). Actual classes

shall be conducted Monday through Thursday starting at 8:30 A.M. and ending at or before 1:30 P.M. at Ohio Means Jobs of Warren County located at 300 East Silver Street, Lebanon, Ohio. Total class room time shall be twenty (20) hours per week.

- c. ASPIRE shall plan and teach all classes for WCDJFS' referred OWF, Food Assistance and CCMEP recipients in a class room setting. If it is determined that a class session needs to be added or a class is not needed, ASPIRE and WCDJFS would work together on such change, with all parties in agreement to any change.
- d. ASPIRE is responsible for providing staff who are qualified and certified instructors (Exhibit B). WCDJFS reserves the right to review the credentials of any ASPIRE instructor and the right to request an ASPIRE staff person be removed if WCDJFS determines the instruction is not meeting the needs and expectations of WCDJFS.

E. TOTAL COST OF CONTRACT

- a. **Total class room, instructional hours shall be twenty (20) hours per week for 50 weeks at a rate of \$70.00 per hour with classes in session Monday through Thursday, except holidays and the week of Christmas (December 24 thru and including December 28, 2018) starting on July 1, 2018 through and including June 30, 2019, with cost not to exceed \$70,000.00.**

F. PAYMENT FOR PURCHASED SERVICES

- a. ASPIRE shall submit all invoices for reimbursement to WCDJFS by the tenth (15th) working day of the month following the month the bill was incurred. Class rosters signed and dated by the instructor providing the service shall be submitted with the invoice as verification that roster is correct and who the class instructor. WCDJFS will review each invoice for completeness. If needed, additional information may be requested. Reimbursement to ASPIRE shall be within thirty (30) days from receipt of a complete, correct invoice.
- b. The invoices submitted are subject to adjustment by WCDJFS before such payment is made in order to adjust for mathematical errors, non-covered services or incorrect rates. The invoices are subject to audit by appropriate State, Federal and local officials and/or an independent audit.
- c. ASPIRE warrants that the following unallowable costs were not included in determining the rate of payment and that these costs will not be included in any invoice submitted for payment. For this Contract, unallowable cost includes: bad debts, bonding costs, contingencies, contributions or donations, entertainment costs, cost of alcohol beverages, goods or services for personal use, fines, penalties, and mis-charging costs, gains and losses on disposition or impairment of depreciable or capital assets, interest and other financial costs, losses on other contracts, asset valuation resulting from business combinations, legislative lobbying costs and durable equipment.
- d. If the assigned ASPIRE instructor is absent, every effort shall be made to provide a substitute; the only exception being the week of Christmas when no classes will be in session. If no substitute is provided, WCDJFS shall not be billed for that unit/class.
- e. ASPIRE certifies that the services being purchased by WCDJFS are not available on a non-reimbursable basis and that claims made to WCDJFS for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by ASPIRE to other funding sources for the same services or individuals.

G. AVAILABILITY AND RETENTION OF RECORDS

- a. ASPIRE shall maintain accurate records, reports, payrolls, etc., which sufficiently and properly reflect all costs of any nature incurred in the performance of this Contract. All records relating to the services provided and supporting documentation for invoices submitted to WCDJFS by ASPIRE shall be retained and made available for audit by WCDJFS, the State of Ohio (including, but not limited to the Ohio Department of Job and Family Services, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government for a minimum of three (3) years after payment under this Contract. If an audit is initiated during that time-period, ASPIRE shall retain such records until the audit is concluded and all issues are resolved.

H. EQUIPMENT: No equipment, software, promotional materials, etc., shall be invoiced by ASPIRE to WCDJFS.

I. ASSIGNMENT AND SUBCONTRACTING: When deemed necessary to deliver services of the quantity and quality specified in this Contract, ASPIRE may subcontract with the written approval of the WCDJFS. All such subcontracts shall be in the same form as this Contract and subject to the same terms, conditions and covenants contained herein. No such subcontracts shall in any case release ASPIRE of the liability under this Contract. ASPIRE is responsible for making direct payment for such subcontracts. This section does not apply to contracts with interpreters and persons needed to accommodate customers with disabilities.

J. RESPONSIBILITY FOR AUDIT: ASPIRE agrees to an independent audit of expenditures or determinations of eligibility, or both, if there is evidence of misuse or improper accounting of claims or substantial errors. Copies of the audit and associated management papers shall be made available to the WCDJFS.

- a. **Responsibility for Audit Exceptions:** ASPIRE agrees to accept responsibility for receiving, replying to and/or complying/reimbursing any audit exception identified by appropriate local, State and/or Federal audit, directly related to the provisions of the Contract and agrees to maintain compliance with Federal, State and local regulations which govern the provision of this service.

K. RELATIONSHIP: Nothing in this Contract is intended to, nor shall be deemed to constitute a partnership, association or joint venture with ASPIRE in the conduct of the provisions of this Contract. ASPIRE, agents and employees of ASPIRE will act in performance of this Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the WCDJFS.

L. EQUAL OPPORTUNITY/NON-DISCRIMINATION: ASPIRE and WCDJFS agree that as a condition of this Contract there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, disability, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and Executive Order 11246 entitled equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in the Department of Labor Regulation 41 CFR Part 60. It is further agreed that ASPIRE will comply with all appropriate Federal and State laws regarding such discrimination and the right to and method of appeal will be made available to all persons served under this Contract. Any agency found to be out of compliance with this

paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and to termination of this Contract.

- M. TERMINATION:** If either the WCDJFS or ASPIRE does not perform their responsibilities and/or obligations under this Contract, either party may initiate their intent to terminate the Contract by providing a thirty (30) day prior written communication to the other party. A final decision to terminate Contract shall be made jointly by WCDJFS and ASPIRE. This Contract may be terminated immediately in the event there is a loss of funding, disapproval by Federal Administrative Agency or upon discovery of noncompliance with any Federal or State Laws, Rules and/or Regulations.
- N. MODIFICATION OR AMENDMENT:** No modification or amendment of any provisions of this Contract shall be effective unless made by a written instrument, duly executed by the party to be bound thereby, which refers specifically to this Contract and states that an amendment or modification is being made in the respects as set forth in such amendment. Any amendment or modification must be in writing, signed by both parties and not effective until a Resolution is passed by the Warren County Board of Commissioners approving the amendment or modification.
- O. CONTRACT MONITORING:** WCDJFS will monitor the program/classes on a continuous basis. Any findings will be discussed with the ASPIRE coordinator or other employees of ASPIRE and may also be discussed with the Warren County Career Center as Fiscal Agent for ASPIRE.
- P. GOVERNING LAW:** This Contract shall be constructed in accordance with, and the legal relations between the parties shall be governed by the Federal Law, laws of the State of Ohio and local laws as applicable to contracts executed and fully performed in the State of Ohio.
- a. **Compliance:** ASPIRE and WCDJFS agree to comply with all Federal and State laws, rules regulations; auditing standards; and applicable Office of Management and Budget Circulars, State statues and the Administrative Code Rules which are applicable to the performance of this contract
 - b. **Confidentiality of Information:** The parties agree that they shall not use any information, systems or records made available to either party for any purpose other than to fulfill the obligations specified herein. The parties agree to be bound by the same standard of confidentiality that applies to the employees of either party and/or the State of Ohio. The terms of this section shall be included in any subcontract executed by either party for work under this Contract.
- Q. RESOLUTION OF DISPUTES:** The agencies agree that the Directors of WCDJFS and Provider shall resolve any disputes between the agencies concerning responsibilities under or performance of any of the terms of this Contract. In the event the Directors can not agree to an appropriate resolution to the disputes, they shall refer to Ohio Board of Regents (OBR) and ODHS for a final binding determination resolving the dispute.
- R. INDEMNIFICATION:** ASPIRE will defend, indemnify, protect and save WCDJFS harmless from any and all kinds of loss, claims, expenses, causes of action, costs, damages and other obligations, financial or otherwise, arising from (a) negligent, reckless or willful and wanton acts, errors or omissions by ASPIRE, its agents, employees, licensees, contractors or subcontractors; (b) the failure of ASPIRE, its agents, employees, licensees, contractors or subcontractors, to observe the applicable standard of care in providing services pursuant to this Contract; and (c) the intentional misconduct of

Provider, its agents, employees, licensees, contracts or subcontracts that result in injury to persons or damage to property.

S. ENTIRE CONTRACT: This Contract contains the entire Contract between ASPIRE and WCDJFS with respect to the subject matter thereof, and supersedes all prior written or oral agreements between the parties. No representations, promises, understandings or agreements not herein contained shall be of any force or effect.

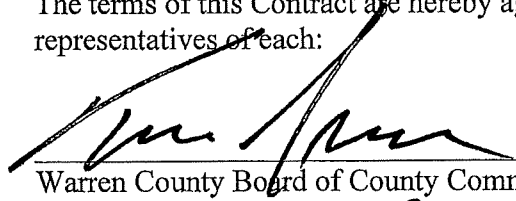
T. NOTICES: All notices required to be given herein shall be in writing and shall be sent to the following respective addresses:

To: Warren County Job and Family Services
Division of Human Services
416 South East Street
Lebanon, Ohio 45036

Warren County Aspire Program
300 East Silver Street
Lebanon, Ohio 45036

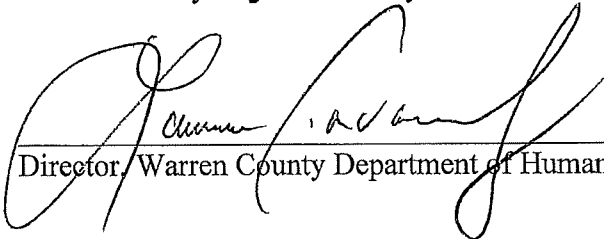
Warren County Career Center
3525 N. State Route 48
Lebanon, Ohio 45036

The terms of this Contract are hereby agreed to by all parties, as shown by the signatures of representatives of each:



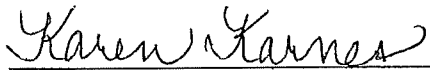
Warren County Board of County Commissioners

6/12/18
Date



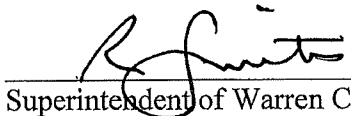
Director, Warren County Department of Human Services

5/10/2018
Date



Director, Aspire Program

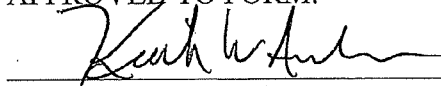
5/15/2018
Date



Superintendent of Warren County Career Center

5/25/18
Date

APPROVED TO FORM:



Keith Anderson, Assistant Prosecutor

5-3-18
Date

EXHIBIT A

Warren County Job Readiness Assistance Class Descriptions July 1, 2018 - June 30, 2019

Purpose: To plan and teach job readiness, employability, digital and financial literacy skills classes for Warren County Job and Family Services, Division of Human Services *Work Activities/Job Readiness Program*. Classes will be held twenty hours per week Monday - Thursday for 50 weeks from July 1, 2018 - June 30, 2019 at OhioMeansJobs Warren County.

Career Interest and Exploration: Learners identify abilities and career interests by taking surveys for career interest, values, and aptitude and/or an online inventory based on Carl Jung's and Isabel Briggs Myers' typology approach to personality. Learners then explore a wide range of in-demand careers matching their skills, interests, and personality utilizing *OhioMeansJobs.com*, *The Occupational Outlook Handbook*, and other websites and career guides available in the lab. The learner will formulate a personalized career plan. Participants share success stories in ending discussions. Learners also explore a variety of websites for job searching such as *LinkedIn*.

Communicating with Coworkers and Supervisors: The goal of instruction is to help learners understand and communicate with coworkers and supervisors in the workplace. Small group work with *STAR Attitudes* handout is an effective method of demonstrating how behavior at work affects relationships between coworkers and supervisors. Discussion centers on professional behavior, different communication methods and choosing the proper method for certain workplace circumstances.

Communicating with Customers: Learners review a model of positive customer service, and discern good customer service from bad. Class includes *Give 'em the PICKLE!* training video and discussion, and tips for working with a team of people.

Dress for Success: Learners discuss various topics, such as, personal hygiene, personal grooming and appropriate dress, piercings and tattoos. Learners receive contact information for Warren County Community Services to connect with the *'Dress for Success'* program to help assure that they have resources for obtaining interview clothing. The *'Dress and Groom for the Workplace'* DVD is also available for students to further explore the topic.

Employment Applications and Tips: Learners discuss application questions and prepare to fill out job application forms neatly and completely by completing a job application passport. Online applications and information on answering difficult questions is reviewed. The instructor supplies a packet of application tips specific to job seekers with a criminal record as needed.

Exploring Attitudes - Ready for Work: Learners explore attitudes and work habits that show work-readiness through discussion. Key points include understanding employers' expectations, learning the meaning of "work ready", overcoming welfare dependency, and working as a new hire. The *Fish Philosophy* film, activities, books, and materials give learners the tools to help create a positive work culture.

Financial Literacy: Adults review the basics of managing money and how to create a realistic budget/spending plan. Topics include choosing a bank, using a checking account, starting a savings habit, understanding credit, avoiding scams and preventing identity theft.

Goal Setting - Barriers to Employment Success: Topics include how to set SMART goals, prioritize, and act upon them. Learners take the *Barriers to Employment Success Inventory* and identify obstacles that may keep them from getting a good job or getting ahead in a career. Learners write a goal statement, identify obstacles and supports, and develop an action plan. Discussion will include how educational levels can be a barrier to employment with a possible goal of attaining more education.

Interviewing Skills Practice: Students identify their skills such as hard skills, soft skills, and transferrable skills and create *STAR* statements for use in interviewing. Through group discussion and activities, each participant discovers his/her best self and hidden potential and how to present that self to employers. Learners practice answering many types of interviewing questions. This includes traditional and behavioral questions. Students will listen to in-depth explanations of phone and group interviews. Participants also review the list of protected/illegal interview questions and will receive handouts to practice responding to the questions.

Introduction to Microsoft Excel 2016 and Google Sheets: Students review and compare basic Microsoft Excel 2016 and Google spreadsheet concepts including: entering data, editing data, creating basic math formulas with data, formatting and modifying a worksheet, creating a chart and printing and saving a workbook. Learners use individual practice assignments to demonstrate the tools learned during group instruction and practice. Students work with the *Google Sheets* application to create and manage a budget.

Introduction to Microsoft Word 2016 and Google Documents and Drive: Students review the basic concepts of the Microsoft 2016 word processing program including: entering data, selecting, editing, correcting and formatting text and working with simple graphics. Learners use individual practice assignments to demonstrate the tools learned during group instruction and practice. Students will utilize the features of *Google* to create an account and work with applications such as *Google Documents*, which is comparable to *Microsoft Word*.

Marketing Yourself: Students will learn the skills and personalities employers are looking for that will enhance their brand, sales, customer satisfaction and worker productivity. *Marketing Yourself* class looks at the traits that make a worker needed and wanted in the workplace. Putting your best foot forward and making an impression that sells needed job skills is a major emphasis of this class.

Networking: Students will explore the hidden job market, how to navigate it, and the importance of networking to gain employment. Students identify members of their network and learn the best kinds of contacts and venues for networking.

OhioMeansJobs and Email: Students create an appropriate personal email and OhioMeansJobs account and receive instruction on attaching or embedding a resume to an email. Students learn efficient and effective Internet job search techniques, and will post their searchable resumes on *OhioMeansJobs.com* at the conclusion of the session.

Orientation: Students are introduced to the Job Readiness Assistance Program procedures, expectations and opportunities. A tour of the OhioMeansJobs center is included.

Résumé Building and Review: Topics covered include the importance of writing résumés, cover letters, and thank you letters. The positives and negatives of functional and chronological type résumés are discussed. Participants practice formatting, saving, and printing in order to produce an eye-catching résumé. Students learn the following: how to use a résumé electronically and personally for job search; how to use the cover letter when sending a resume; and, how to use thank you letters after an interview. Each participant leaves with a customized résumé.

TABE: Students take the Tests of Adult Basic Education (TABE) to assess readiness for employment, High School Equivalency testing, and/or training. Assessment results are then used to shape a student learning plan. Students are given information about free educational opportunities including distance education. Staff emphasize the importance of education in finding a job. Workplace readiness skills such as reliability and work ethics are also stressed.

Workplace Essential Skills: Using the results of the TABE, each student completes a review of math, reading, or English skills as prescribed by his/her Diagnostic Profile. *Achieving TABE Success in Mathematics, Language, or Reading* and/or distance education options are used to provide students with a review of basic skills vital to employment.

All instructors encourage student persistence by highlighting the Success Board in Lab 3 where learners place colored post-it notes of their successes with job interviews and obtaining employment while in the program. Instructors also share Student Success Stories and encourage students to come back after obtaining a job to share their achievements with the class.

**Warren County Aspire
Job Readiness Assistance Program Staff
2018-2019**

EXHIBIT B

Position	Last Name	First Name	Type of License/ Certificates	Educational Level Attained	# Years of Adult Ed. Experience
Instructor	Cain	Sonya	Adult Education	B.A./B.S.	8
Substitute Instructor	Giffin	Elizabeth	Adult Education	B.S.	2
ABLE Coordinator	Karnes	Karen	Adult Education	B.S.	23
Substitute Instructor	McBride	Linda	Adult Education	B.A.	24
Substitute Instructor	Richmond	Kristin	4 Yr. Resident Educator License Middle Childhood	B.S.	8
Support Staff	Rose	Holly	Adult Education	H.S.	37
Computer Instructor	Steketee	Gail	Adult Education	B.S.	4
Instructor	Young	Anita	Adult Education	B.A.	10

4/10/2018

Job Readiness Class Schedule – Effective July 1, 2018
OhioMeansJobs Warren County

Name _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK ONE	<p>8:30 - 9:30 Orientation <u>Room 1 / Holly</u></p> <p>9:30 – 11:30 What is Good Mental Health <u>Room 1 / Paul</u></p> <p>11:30 – 1:30 Computer Lab <u>Lab 3 / Gail</u> Intro to Microsoft Word 2016 and Google Docs and Drive</p>	<p>8:30 - 9:30 TABE <u>Room 4 / Holly</u></p> <p>9:30 - 11:30 Résumé Writing Lab <u>Lab 3 / Sonya</u> Résumé Building</p> <p>11:30 – 1:30 SNAP- ED <u>Room 1 / Tim</u> Nutrition Education</p>	<p>8:30 – 10:30 Interviewing Lab <u>Room 4 / Anita</u> Networking Marketing Yourself</p> <p>10:45 – 12:45 Stress Mgmt. & Self Esteem <u>Room 1 / Paul</u></p> <p>12:45 – 1:30 Interviewing Lab <u>Lab 3 / Anita</u> Dress for Success</p>	<p>8:30 – 1:30 Communication Skills Lab <u>Lab 3 / Sonya</u> Rotating Topics: Career Interest and Exploration Communicating with Co-Workers and Supervisors Communicating with Customers Employment Applications & Tips Exploring Attitudes Financial Literacy Goal Setting – Barriers to Employment</p>	
WEEK TWO	<p>8:30 – 11:30 Computer Lab <u>Lab 3 / Gail</u> Intro to Microsoft Excel 2016 and Google Sheets</p> <p>11:30 – 1:30 Workplace Essential Skills <u>Lab 3 / Holly</u> Math, Reading, or English for Employment</p>	<p>8:30 - 1:30 Résumé Writing Lab <u>Lab 3 / Sonya</u> Résumé Review and Revisions Resume Posting to OMJ/Email</p> <p>11:30 – 1:30 SNAP- ED <u>Room 1 / Tim</u> Nutrition Education</p>	<p>8:30 – 10:30 Handling Criticism & Conflict <u>Room 1 / Paul</u></p> <p>10:45 – 1:30 Interviewing Lab <u>Room 4 / Anita</u> Interviewing Skills Practice Dress for Success</p>	<p>8:30 – 1:30 Communication Skills Lab <u>Lab 3 / Sonya</u> Rotating Topics: Career Interest and Exploration Communicating with Co-Workers and Supervisors Communicating with Customers Employment Applications & Tips Exploring Attitudes Financial Literacy Goal Setting – Barriers to Employment</p> <p>1:00 – 1:30 progress TABE <u>Lab 3/ Sonya</u></p>	

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

Second Floor – Time Clock: **Third Floor** – Room 1, Room 4, Lab 3

*BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO*

Resolution

Number 18-0916

Adopted Date June 12, 2018

APPROVE AND ENTER INTO A TANF PRC CONTRACT WITH THE ABUSE AND RAPE CRISIS SHELTER OF WARREN COUNTY ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

BE IT RESOLVED, to approve and enter into a contract with the Abuse and Rape Crisis Shelter of Warren County on behalf of Warren County Department of Human Services in the total amount of \$93,600.00 TANF/PRC funds beginning 7/1/18 and ending 6/30/19; copy of contract attached hereto and made a part hereof.

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a—Abuse & Rape Crisis Shelter of Warren County
Human Services (file)

**WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
TANF/PRC SUBGRANT AGREEMENT WITH
ABUSE & RAPE CRISIS SHELTER OF WARREN COUNTY**

WITNESSETH THAT;

WHEREAS, it is the purpose of the Warren County Department of Job and Family Services, Division of Human Services to provide a variety of Social Services to TANF/PRC eligible individuals in the community as a way to improve and enhance the quality of life of the county citizens;

And

WHEREAS, one method the Department utilizes to fulfill this objective is through the issuance of TANF funding through the Prevent Retention and Contingency Program for both direct and indirect services and benefits;

And

WHEREAS, Warren County Division of Human Services desires to enter into a Sub-grant agreement with Abuse and Rape Crisis Shelter of Warren County;

NOW, THEREFORE, in consideration of the promises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto understand and agree as follows:

ARTICLE I DEFINITIONS, PURPOSE, OBLIGATIONS

A. Definitions

"State" means the Governor of the State of Ohio, or any agency, department, person or persons authorized in his behalf.

"Sub-recipient" means Abuse and Rape Crisis Shelter of Warren County; 27 N East Street, Lebanon OH 45036.

"Department" means the Warren County Department of Job and Family Services, Division of Human Services, 416 S East Street Lebanon OH 45036

B. Purpose of Sub-grant

The purpose of the sub-grant is to state the covenants and conditions under which the Sub-recipient will provide services and benefits for the purpose reaching self-sufficiency, and housing for children and families.

C. Obligations of the Sub-recipient

The Sub-recipient agrees to operate a program, described in the Abuse & Rape Crisis Shelter of Warren County PRC Proposal as found in Exhibit A, in accordance with Federal, State, and local laws, ordinances, regulations, and/or guidelines and any additions, deletions or amendments thereto.

The Sub-recipient shall not perform in any way inconsistent with the terms of this sub-grant except as approved, in writing, by the Department. Adjustments in the services to be provided per the attached Exhibits may not be made without prior approval of the Department.

The Sub-recipient agrees to accept responsibility for reconciling and/or complying with any audit finding rendered by an appropriate state or federal audit entity when the finding relates directly to the provisions of this sub-grant. The Sub-recipient agrees to reimburse the Department the full amount of payment received due to duplicate billing, erroneous billings, deceptive claims or falsification.

D. Client Eligibility

The Sub-recipient will determine client eligibility for those who will be serviced through the Sub-recipient's program, pursuant to Chapter 5101 of the Ohio Revised Code, and any rules promulgated by the Ohio Department of Job and Family Services.

Exhibit A provides the 2018-2019 budget narrative. Eligibility for Sub-recipient's services is accomplished by using the Self-Declaration Application for TANF/Title XX Services, Exhibit B. All eligibility criteria outlined within the Warren County Prevention, Retention, Contingency Plan (Exhibit C), must be followed by the Sub-recipient.

The Self-Declaration Application will be valid for one year from date of signature. If the recipient leaves the program for greater than 30 days, a new Self-Declaration Application will be required.

The accuracy and legitimacy of the Sub-recipient's eligibility determination process will be subject to periodic monitoring by the Department.

ARTICLE II CONTENT OF PROGRAM PROPOSAL

Refer to Exhibits A attached, and incorporated herein by this reference.

ARTICLE III COMPENSATION AND METHOD OF PAYMENT

A. Reimbursement

The Department agrees that reimbursement of all costs will be dependent upon Sub-recipient performance in the delivery of services and benefits specified in Exhibit A and C, attached. The Sub-recipient agrees by the 10th working day of each month to submit an invoice and supporting documentation to the Department for any services delivered the previous month. Payment shall be made by the Warren County Auditor upon proper presentation of request, when approved by the Department and the Sub-recipient, within 30 days from receipt of the approved invoice.

Reimbursement of Sub-recipient's cost shall be through a Fixed Unit Cost. **The unit cost shall be \$26.00 per client per day rate.** Unit of cost shall be per eligible individual per night that services are provided.

The Sub-recipient will bill the Department based on Fixed Unit Cost for Services Delivered.

B. Availability of Funds

Payments for all services provided in accordance with the provisions of this Sub-Grant Agreement are contingent upon the availability of funding and will not exceed **\$93,600.00, for the period of July 1, 2018 thru June 30, 2019** at which time the agreement may be renewed through addendum and the amount can be increased as determined by both parties. (Exhibit A).

C. Maximum Compensation

The Sub-recipient agrees to accept as payment in full, for services rendered in a manner satisfactory to the Department, not to exceed **\$93,600.00** during the term of this sub-grant. The amount of **\$93,600.00** includes the following expenses; salary, benefits, travel, supplies, postage, equipment, phones, rent/mortgage, utility, maintenance, other indirect costs and administration costs.

Payments for all services provided in accordance with the provisions of this Sub-Grant Agreement are contingent upon the availability of (and will not exceed the total of) local, state, and federal funds as follows:

Allocation	Contract Amount	Budget Reference	Award I.D/FAIN#	CFDA Number
TANF Administration	\$9,360.00	JFSCTF18/JFSCTF19	1601OHTANF	93.558
TANF Regular	\$84,240.00	JFSCTF18/JFSCTF19	1601OHTANF	93.558

Funds available under this agreement may not be used for food. Mileage cannot exceed the county’s established mileage reimbursement rate, currently \$0.50.

D. Provision of Funding

If funds anticipated to be received by the Department are suspended, not forthcoming, or terminated in whole or in part, funding for this sub-grant shall terminate, and the sub-recipient shall receive payments for services rendered up to the date of notification of non-funding.

Unearned payments under this sub-grant may be suspended or terminated upon refusal to accept any additional conditions that may be imposed by ODJFS at any time.

ARTICLE IV ACCESS TO RECORDS

At any time, during regular business hours, with reasonable notice, and as often as the Department, the Comptroller General of the United States, the State, or other agency or individual authorized by the Department may deem necessary, Sub-recipient shall make available to any or all the above named parties or their authorized representatives, all sub-grantees, invoices, receipts, payrolls, personnel records, enrollees records, reports, documents and all other data relating to all matters covered by this Sub-grant. The Department and the above named parties shall be permitted by the Sub-recipient to inspect, audit, make excerpts, photo-static copies and/or transcripts of any and all documents relating to all matters covered by this contract. Sub-recipient must maintain all required records for three years after final payment is made and all other pending matters are closed.

Except as noted above, the Sub-recipient agrees that the use or disclosure by any party of any information concerning eligible individuals for any purpose not directly related to the performance of this sub-grant is prohibited, except upon written consent of the eligible individual or that individual’s parent or guardian.

ARTICLE V TIME OF PERFORMANCE

This Sub-Grant Agreement shall be effective **July 1, 2018** and shall terminate on **June 30, 2019**. The services of the Sub-recipient are to commence immediately upon execution of the sub-grant agreement and all costs allowable under the sub-grant agreement shall be incurred and the final invoice received by the Department no later than close of business **July 10, 2019**.

ARTICLE VI BONDING AND INSURANCE

The Sub-recipient shall maintain during the term of this Sub-grant agreement, the applicable insurance and bonds specified below:

- a. Worker's Compensation Insurance as required by Ohio law.
- b. Public Liability Insurance on comprehensive basis, including Contingent Liability, in amounts not

less than \$100,000 per person, \$300,000 per occurrence for bodily injury, and \$25,000 per occurrence for property damage.

- c. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in performance of this sub-grant agreement, in amounts as indicated in b, above.

ARTICLE VIII INDEPENDENT SUB-RECIPIENT RELATIONSHIP

It is the intent of the Sub-recipient and the Department to create an independent Sub-recipient relationship. The Sub-recipient will determine eligibility for services based upon the guidelines or direction set forth by the Department, but the Sub-recipient shall determine the legal means by which this work is accomplished. The Department is not responsible for withholding, and shall not withhold, FICA or taxes of any kind from any compensation paid or owed to the Sub-recipient. Neither the Sub-recipient nor Sub-recipient's employees shall be entitled to receive from the Department any benefits which the officers and employees of the Department are entitled to receive and shall not be entitled to receive from the Department workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, sick leave, pension benefits, profit sharing, Social Security, Ohio Public Employees Retirement, or any and all other benefits on account of their work for the Department.

This Sub-grant Agreement does not create an agency relationship, or partnership between the Sub-recipient and the Department. The Sub-recipient has no authority to enter into agreements on behalf of the Department, to bind the Department to any obligation, or to incur any liability in behalf of the Department.

ARTICLE IX MAINTENANCE OF EFFORT

It is understood and agreed that the level of services, activities, and expenditures by the Sub-recipient, in existence prior to the initiation of services hereunder shall be continued and not be reduced in any way as a result of this sub-grant agreement except for reduction unrelated to the provisions of purposes herein stated. The Sub-recipient shall certify that any costs incurred pursuant to this Sub-grant agreement will not be included as a cost of any other federally financed program in either the current or a prior period.

ARTICLE X CONFLICT OF INTEREST

The Sub-recipient covenants that no person, under its employ, who presently exercises any functions or responsibilities in connection with the Department or projects or programs funded by the Department, has any personal financial interest, direct or indirect, in this Sub-grant agreement. The Sub-recipient further covenants that in the performance of this Sub-grant agreement, no person having such conflict shall be employed. Any such interest, on the part of the Sub-recipient or its employees, must be disclosed in writing to the Department.

ARTICLE XI MODIFICATIONS

Modifications of this Sub-grant agreement may be made by the written mutual consent of the parties hereto.

ARTICLE XII TERMINATIONS

This agreement may be terminated by:

- A. Either party, upon the provision of thirty (30) days written notice.
- B. Mutual Agreement of the parties.
- C. Death or some other incapacity that prevents the Sub-recipient from fulfilling Sub-recipient's duties as set out in this Sub-grant agreement.

ARTICLE XIII BREACH BY SUB-RECIPIENT

In the event that the Sub-recipient breaches the terms and conditions of this Sub-recipient, the Department may, at its discretion, immediately terminate the Agreement, withhold payment for services not rendered by the Sub-recipient or both.

ARTICLE XIV ADDITIONAL OBLIGATIONS AND ASSURANCES OF SUBRECIPIENT

1. The Sub-recipient certifies that it possesses legal authority to enter into this Sub-grant agreement and that a resolution, a motion or similar action has been duly adopted as an official act of the Sub-recipient's governing body which authorizes the negotiation and execution of this Sub-grant agreement by the representative who signed the Sub-grant agreement below on behalf of the Sub-recipient.
2. The Sub-recipient certifies that all applicants to the program operated under this Sub-grant agreement, either as an employee or subcontractor of the Sub-recipient or as a program client shall be apprised of their rights and responsibilities at the time of application. No person with responsibility in the operation of the program will discriminate with respect to any program because of race, creed, color, national origin, gender, political affiliation, age, belief, or handicap. Any complaint of discrimination in the operation of such programs shall be handled in a manner, compliant with the policies and procedures of the Department.
3. The Sub-recipient shall have safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
4. The Sub-recipient shall maintain appropriate standards of health and safety in work and training situations.
5. The Sub-recipient may not hold the Department responsible for payment of funds if those same funds have not been received by, or from the State.
6. All reports, brochures, literature and pamphlets developed by the Sub-recipient for its work under this Sub-grant agreement shall acknowledge the Department and its role as the funding source for activities, and programs conducted by the Sub-recipient pursuant to this Sub-grant agreement.
7. The Sub-recipient shall maintain easily accessible and auditable financial records.
8. The Sub-recipient, as a Sub-recipient of federal funds, shall provide a copy of their 2 CFR 200 state audit. An A-133 audit is required if an organization is a non-profit, or a state or local government agency, and expends \$500,000.00 or more per year in federal awards.
9. The Sub-recipient assumes full financial liability for any subsequent questioned or disallowed costs associated with activities conducted by the Sub-recipient pursuant to this Sub-grant agreement.
10. The Sub-recipient will submit periodic reports, showing progress towards achieving the outcomes which are specified in Exhibit A, attached.
11. The Sub-recipient shall not discriminate against any employee or applicant for employment because of race, color, religion, gender, or national origin. The Sub-recipient will take affirmative action to insure that applicants are employed, and employees are treated during employment without regard to their race, color, religion, gender, or national origin.
12. The Sub-recipient shall, in all of Sub-recipient's solicitation or advertisements for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin.
13. The Sub-recipient shall comply with provisions of the Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by the Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations, 41C.F.R. Chapter 60.
14. The Sub-recipient warrants that neither it nor any party with whom it may subcontract for the performance of this Sub-grant agreement are listed on the debarred list due to violations of Titles VI, or VII of the Civil

Rights Act of 1964, nor is the Sub-recipient aware of any pending action which might result in such debarment..

15. The Sub-recipient shall provide workers' compensation or other insurance coverage for injuries which may be suffered by its employees in accord with 20 CFR 692.22.
16. The Sub-recipient shall comply with any applicable minimum wage and maximum hour provisions of the Fair Labor Standards Act, and the Ohio Revised Code.
17. The Sub-recipient shall not make claims for payment from the Department for services rendered to eligible individuals when such claims would duplicate claims made from other sources of public funds available for the same service. The services being contracted for hereunder are not available on a non-reimbursable basis.
18. The Sub-recipient shall not discriminate against applicants for, and participants in the Ohio Works First Program established under Chapter 5107 of the Revised Code, and the Prevention, Retention, and Contingency Program established under Chapter 5108 of the Ohio Revised Code. The Sub-recipient further certifies that it will include a provision in any agreement, contract, grant or procedure requiring the other party to include a similar provision in any subcontract, agreement or grant issued by that entity for the performance of duties related to such agreement, contract, grant or procedure.
19. The Sub-recipient shall cooperate with the Ohio Department of Job and Family Services, and any Ohio Child Support Enforcement Agency in ensuring that its employees meet child support obligations established under state law. The Sub-recipient also agrees that it will include a like provision in any agreement, contract, grant, or procedure related to this Sub-grant agreement which require any subcontractor, or other party to cooperate with the Ohio Department of Job and Family Services, and any Ohio Child Support Enforcement Agency in ensuring that its employees meet child support obligations established under state law.
20. The Sub-recipient agrees to be bound by the disclosure rules of the Ohio Department of Job and Family Services. Disclosure of information in a manner inconsistent with said rules is a breach of this Sub-grant agreement, and a violation of Ohio Revised Code Sections 5101.27, and 5101.99.
21. The Sub-recipient agrees that the services it delivers pursuant to this Sub-grant agreement will be delivered in a manner consistent with the Department's Prevention Retention and Contingency Plan, Exhibit D.
22. The Sub-recipient agrees to comply with the Copeland "Anti-Kick Back" Act, 18 U.S.C. § 874, as supplemented by Department of Labor Regulations, 29 C.F.R. Part 3.
23. The Sub-recipient agrees to comply with the Davis-Bacon Act, 40 U.S.C. § 276a through 276a-7, as supplemented by the Department of Labor Regulations, 29 C.F.R. Part 5.
24. The Sub-recipient agrees to comply with Sections 103, and 107 of the Contract Work Hours and Safety Standards Act, 40 U.S. C. § 327 through 330, as supplemented by Department of Labor Regulations, 29 C.F.R. Part 5.
25. The Sub-recipient agrees to comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, 42 U.S.C. § 1875(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.
26. The Sub-recipient agrees to comply with the 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. 94-136, 89 Stat.871.

27. The Sub-recipient agrees that the copyright to any copyrightable material created pursuant to this Sub-grant agreement, and that any discovery or invention which arises or is developed pursuant to the Sub-recipient's obligations under this Sub-grant agreement is the property of the Department.

ARTICLE XV NOTICES

Any and all notices required by this Agreement, unless otherwise specified herein, shall be delivered as follows:

To the Department:	To the Sub-recipient:
416 S East Street, Lebanon OH 45036	27 N East St, Lebanon OH 45036

ARTICLE XVI MERGER

This Agreement is the complete understanding between the parties. No prior or contemporaneous agreements, whether written or oral, may modify, enlarge or alter this written agreement except as incorporated by reference herein.

ARTICLE XVII SEPARABILITY

If any portion of this Sub-grant agreement is deemed to be illegal due to conflict with state or local law, the remainder of the Sub-grant agreement shall remain in full force and effect.

ARTICLE XVIII FORCE MAJUERE

Should the subject matter of this Sub-grant agreement be made illegal, abolished by the legislature or destroyed by an Act of God, or civil unrest then the agreement shall be terminated.

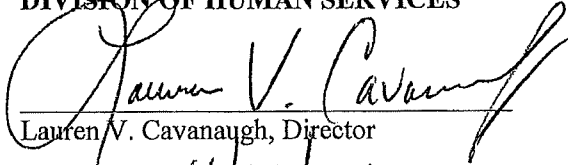
ARTICLE XIX HEADINGS

The paragraph headings contained in this Sub-grant agreement are solely for organizational purposes, and are of no substantive effect.

ARTICLE XX GOVERNING LAW

The parties agree that this Agreement shall be governed by, construed, and enforced in accord with the laws of the State of Ohio.

**WARREN COUNTY JFS
DIVISION OF HUMAN SERVICES**

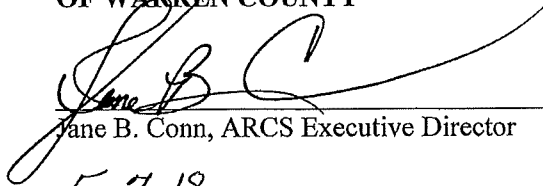


Lauren V. Cavanaugh, Director

4/19/2018

Date

**ABUSE & RAPE CRISIS SHELTER
OF WARREN COUNTY**



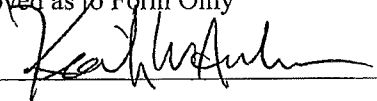
Jane B. Conn, ARCS Executive Director

5-7-18

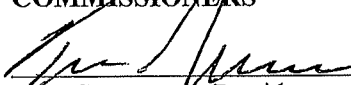
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WARREN COUNTY PROSECUTOR

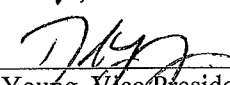
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By: 

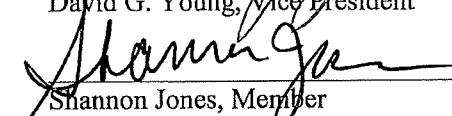
**BOARD OF WARREN COUNTY
COMMISSIONERS**



Tom Grossmann, President



David G. Young, Vice President



Shannon Jones, Member

6/12/18

Date

Project Budget Narrative

EXHIBIT A

ARCS proposes to invoice PRC for services at \$26 per client per day rate. Included in this rate will be costs for:

1. Shelter Advocates Salary/Fringe/Taxes (\$427,521 overall)

Request \$38,426 for Shelter Advocate/Case Managers and Volunteer Coordinator.

2. Fiscal

The 9 employees providing direct services to clients at the shelter represent 47% of staff.

Costs for fiscal duties are as follows:

Horizon payroll services \$ 2,700

Fiscal Manager \$55,312

Audit \$ 5,200

Total Request \$63,212 x 47% = \$29,710

3. Shelter Supplies/Food and Office Supplies (\$14,775 overall)

Request \$9,914

4. Occupancy – Utilities, Trash, Security (\$9,189 overall)

Request \$6,500

5. 8 phone lines at the shelter (\$7,216 overall)

Request \$3,000

6. Equipment Lease – Copier Maintenance Lease (\$2,000 overall)

Request \$1,500

7. Vehicle Maintenance/Fuel to transport Clients (\$3,300 overall)

Request \$2,180

8. Administrative Costs calculated at 10%

- a. Vehicle Insurance (\$1,500 overall)

Request \$150

- b. Shelter Mortgage (\$7,000 overall)

Request \$700

- c. Shelter Maintenance (\$8,000 overall)

Request \$800

- d. Shelter Insurance (\$7,200 overall)

Request \$720

2018	Shelter Overall	TANF/PRC
Salary	\$427,521	\$38,426
Bookkeeping/Audit/Payroll	\$63,212	\$29,710
Shelter Food and Supplies	\$14,775	\$9,914
Client Support	\$2,356	
Postage	\$250	
Occupancy - Utilities-Trash-Security	\$9,189	\$6,500
Phone	\$7,216	\$3,000
Equipment Lease	\$2,000	\$1,500
Vehicle Maintenance / Fuel/ Mileage	\$3,300	\$2,180
Vehicle Insurance	\$1,500	\$150
Shelter Mortgage	\$7,000	\$700
Shelter Maintenance	\$8,000	\$800
Shelter Insurance	\$7,200	\$720
Shelter Repairs/Renovations	\$13,381	
Staff Training/Mileage	\$5,500	
Total Expense/ Year	\$572,400	\$93,600
Shelter Nights	3600	3600
	\$159	\$26

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

Name:	For Agency Use Only	
Social Security Number:	Subgrantee:	EXHIBIT B
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	\$1,980
2	\$2,670
3	\$3,360
4	\$4,050
5	\$4,740
6	\$5,430
7	\$6,122
8	\$6,815

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	

EXHIBIT C

Warren County
Job and Family Services
Division of Human Services
Prevention, Retention, Contingency Plan (PRC)
10/1/2017

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

**Contact Information:
Lauren Cavanaugh, Director
513-695-1402**

**Arlene Byrd, Deputy Director
513-695-1422**

**Kiley Dane, Supervisor
513-695-1405**

Table of Contents

<u>SECTION I. INTRODUCTION.....</u>	<u>3</u>
<u>SECTION II. EMERGENT NEED AND EXPLORING COMMUNITY RESOURCES</u>	<u>4</u>
<u>SECTION III. ELIGIBILITY.....</u>	<u>4</u>
A. Economic Needs	4
B. Resources/Assets.....	6
C. Assistance Groups.....	7
D. Disqualifiers.....	8
E. Application Process	8
F. PRC Program Modification/Termination.....	9
<u>SECTION IV. CHILD WELFARE: SERVICES AND BENEFITS.....</u>	<u>10</u>
A. Kinship Navigator Services	10
B. TANF Child Welfare	11
Definitions of Eligible TANF Child Welfare Services	12
C. Kinship and Child Welfare Conditional Services	14
<u>SECTION V. WCDJFS: SERVICES AND BENEFITS.....</u>	<u>15</u>
Ineligible Applicants	15
Contingency Services.....	15
Employment and Training Services/Benefits.....	16
Rent Assistance.....	16
Utility Assistance	17
Automobile Repair.....	17
Transportation Assistance	18
Child Care Registration Fees	18
Ohio Youth to Work Program.....	19
Other Services/Benefits	19
<u>SECTION VI. WCDJFS EMPLOYMENT RELATED SERVICES AND BENEFITS</u>	<u>20</u>
Transitional Benefit Program.....	20
New Employment Bonus Program.....	21
Employee Retention Bonus Program	21
<u>SECTION VII. WCDJFS DISASTER ASSISTANCE</u>	<u>22</u>
Disaster Assistance	22
Disaster Assistance for Adults and Disabled	23
<u>SECTION VIII. SUBGRANTED OR CONTRACTUAL PRC</u>	<u>24</u>
<u>SECTION IX. COMMISSIONER APPROVAL</u>	<u>26</u>
Signatures.....	26
<u>SECTION X. EXHIBITS</u>	<u>27</u>

SECTION I INTRODUCTION

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 covered benefits, services, or amounts specified in this plan may not be reduced, limited or restricted unless the program is amended or at the discretion of the Director of the agency. The services and benefits provided under the PRC program fall into three categories:

- PREVENTION:** Benefits/Services are provided prevent a family's reliance on and/or divert them from ongoing cash assistance and guide them toward self-sufficiency by helping them through the presenting crisis.
- RETENTION:** Benefits/Services are provided to allow an employed individual to maintain employment and achieve self-sufficiency.
- CONTINGENCY:** Benefits/Services are provided to meet an emergent need that threatens the health or well being of one or more family members.

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, as long as the payment provides short-term relief and addresses a crisis situation 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. An Assistance Group (AG) is required to apply for and utilize any program benefit or support system(s) which may reduce or eliminate the presenting need. 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 will 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, FA or DA. Examples of gross earned and unearned income include;

Gross earned income examples include, but are not limited to:

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

Gross unearned income examples include, but are not limited to:

- RSDI benefits
- Alimony and child support
- Veterans Administration Benefits
- Worker's Compensation
- Unemployment Benefits
- Pension and retirement benefits
- Investment Income
- Rental Income
- OWF and SSI payments

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 include 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. 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):

General PRC eligibility requires that a child under the age of eighteen (18) or age nineteen (19) but attending high school or its equivalent reside in the household. 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.

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. Disqualifiers

Disqualifiers are listed per service category and deem the applicant ineligible for the services. Refer to specific service area for list of corresponding disqualifiers.

D. 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 10 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 or DA 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 forty-five 45 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 First, or Disability Assistance 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.

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

E. 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 (but not limited to) reduction of funds, changes in State or Federal Regulations, and the need to address appropriate emerging needs within the community.

SECTION IV

CHILD WELFARE 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 or invoices.

- A. **Kinship Navigator Services-** are designed to provide support and assistance to relatives, legal guardians or caregivers of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day to day care and well-being of a child(ren) on a long term basis.

Kinship Navigator Services meet TANF Purposes 1.

AG definition for Kinship Navigator- A child under age eighteen (18)/age nineteen (19) and still attending high school or its equivalent and immediate household members which includes the relative, legal guardian, or caregiver, spouses of the relative, legal guardian, or caregiver, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG.

Eligibility: At or below 200% FPG. Eligibility is based on the Self-Declaration Application found on page 35 of this plan.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive's felons or probation/parole violators.

Kinship Navigator Services	Description	Eligibility at or below 200% FPG	CAPS per rolling twelve (12) month period and TANF Purpose
Information and referral Comprehensive information and access to legal services Comprehensive information and access to child care Respite care Training	Kinship Navigator services provide an opportunity for the Warren County JFS, Division of Children Services to assist children and family members/care givers providing care for children who are unable to be cared for by their biological or step parents.	At least one child in the household must be a kinship care placement. Kinship services can be provided to relatives/caregivers who are responsible for the day to day care and wellbeing of a child(ren) on a long term basis. Self-Declaration Application	N/A TANF Purpose: 1 (see the assistance group section for information regarding child who are temporarily absent from the home)

Comprehensive information and access to financial assistance			
Evaluation and reporting			
Identification of Kinship Caregivers with Self-Declaration Application			

B. TANF Child Welfare

AG definition for TANF Child Welfare consists of a child under age eighteen (18)/age nineteen (19) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG.

TANF Child Welfare services meet TANF Purpose 1.

Eligibility: At or below 200% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of child/children within the AG. Eligibility is based on the Self-Declaration Application found on page 35 of this plan.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators.

TANF Child Welfare Services	Description	Eligibility at or below 200% FPG	CAPS per rolling twelve (12) month period and TANF Purpose
Child welfare services allowable under the TANF program but not limited to: <ul style="list-style-type: none"> • Emergency housing services • Domestic Violence Services • Homes-based services & mentoring programs • Parent education and training • Respite care services • Transportation Services 	TANF Child Welfare services provided an opportunity for the Warren County Job and Family Services, Division of Children Services to provide services to assist in family reunification or to prevent children from being removed from the home. (See definitions of eligible TANF Child Welfare Services)	Child/ren may reside in the family home or the child has been out of the home <u>less than a total of six consecutive months</u> 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 the Children Services Caseworker	N/A TANF Purpose: 1 Financial Benefits received cannot exceed 4 consecutive months.

<ul style="list-style-type: none"> • Voluntary or formalized court diversion activities & mediation • Case management services • Supervised Visits 		<p>Authorization of PRC services must contribute to the reunification process.</p> <p>Self-Declaration Application</p>	
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Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services. The following services are also allowable TANF Child Welfare Services under the Warren County PRC Plan:

Emergency Housing

Providing case management or supportive services as it relates to emergency housing needs including: making referrals, arranging for, and planning for emergency housing needs and services.

Children Services Case Management

Case management services including: making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children.

Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to: meals, transportation, housing referral services, legal advocacy, children's counseling and support services and other services to victims of domestic violence and their dependents. Other eligible services include providing case management or supportive services including: making referrals, arranging for and planning for care or services, planning, supervising and assessing results of care as it relates to domestic violence services.

Home Based Services

Home Based Services are those services provided to families in their own homes or community which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs, examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, child care and transportation services. Home based services also include direct (face to face) education and counseling, referral and linkage to other community services and case management.

Parent Education Services

Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case

management, making referrals to, arranging for services, planning, supervising, and assessing results of Parent Education services.

Respite Care Services

Eligible services include case management, making referrals to, arranging for services, planning, supervising, and assessing results of respite care activities and the provision of respite care. Respite care services are services designed to provide temporary relief to child-caring functions which may include, but are not limited to, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child placed in a foster home or with a relative as well as for a child in his own home.

Transportation Services

Transportation Services include arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision of escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and monitoring visits.

The following services are not PRC eligible

- Foster care and out of home maintenance payments.
- Juvenile justice services.
- Any costs associated with children who do not live with a custodial parent or other adult caretaker relative, legal guardian, or legal custodian (Except for the 180 day provision or Federal TANF goals # 3 and #4).
- Services available through other federal funding sources.
- Medical services with the exception of those services allowable under Ohio's 1996 IV-A state plan.

C. Kinship and Child Welfare Conditional Services

AG Definition for Child Welfare Conditional Services: A child under age eighteen (18)/age nineteen (19) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, kinship caregivers who have legal custody of a minor child, biological and step-siblings in the household. Other adult household members will not be considered part of the AG. Pregnant women in their third trimester of pregnancy-each fetus is considered a separate family member. Kinship and Child Welfare Conditional Services meeting TANF Purpose 1.

Eligibility:

- At or below 200% FPG.
- Eligibility is based on the Self-Declaration Application located on page 35 of this plan.
- Families must work with Children Services or meet the definition for kinship services, and are in need of services in order to reunite, maintain or care for children in their home.

CAP: Kinship and Child Welfare Conditional are not to exceed \$5,000 per family.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators.

Kinship & Child Welfare Conditional Service	Description	Eligibility at or below 200% FPG and TANF Purpose
Rent (Excludes late fees)	To prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, or employment related out of county relocation. Assistance is limited to a maximum of 4 consecutive months with a CAP of \$1,500.00 total.	Rent is limited to a maximum of 4 consecutive months TANF Purpose: 1
Security Deposit	For necessary relocation, to alleviate an overcrowded situation (out of county relocation must be employment related). Assistance is limited to a maximum of 4 consecutive months with a CAP of \$500.00.	Unsubsidized and subsidized housing TANF Purpose: 1
Utilities/Deposits for utilities	Gas/heating fuel Cooking fuel Electric Water Sewage Basic telephone services Assistance is limited to a maximum of 4 consecutive month with a CAP of \$750.00.	If the HEAP eligible applicant is requesting assistance with heating or utility payment, the applicant should be referred to WCCS (Warren County Community Services) during HEAP Season prior to accessing services through the PRC Program TANF Purpose: 1
Household items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens or any other necessary household item. Assistance is limited to a maximum of 4 consecutive months with a CAP of \$1,500.00.	TANF Purpose: 1
Transportation	Assistance with transportation needs through various methods which include but are not limited to; transit tickets, gas cards, pre-arranged transportation, and mileage reimbursement at the rate of reimbursement in effect for the County. Assistance is limited to 4 consecutive months with a CAP of \$200.00.	TANF Purpose: 1
KPIP Administration	The Kinship Permanency Incentive Program (KPIP) is designed to support kinship caregivers in their decision to make permanent commitments by helping defray some of the costs of caring for children. Eligible caregivers receive a one-time payment to reduce costs of initial placement. They may receive subsequent payments every six months to support the stability of the child's placement in the home.	TANF Purpose 1

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.

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
<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>Examples include but not limited too; home repairs, purchase of new appliance or any situation that does not meet any of the categories listed but would threaten the health and safety of the family.</p>	Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$1,000.00 per assistance group per 24 month period.	<p>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)</p> <p>Pregnant individuals with no other children</p>	<p>AG must have experienced an unforeseen circumstance that places a documented financial hardship on the AG, promoting the request for PRC.</p> <p>Adults in AG must be employed, awaiting UCB, or have other income such as, but not limited to disability payments. An AG whose only income is that of minor children shall not be eligible for PRC contingency services.</p>	<p>At or below 200% FPL</p> <p>TANF Purpose: 1 and 2</p>	<p>Must verify current employment or verify consistent unearned income sources such as Social Security.</p> <p>and</p> <p>For all contingency services, the applicant AG must show a pattern of good faith effort to maintain payment to the best of their ability.</p>

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Employment and Training Services and Benefits: <ul style="list-style-type: none"> • Purchase clothing or uniforms for work. • Purchase safety equipment, i.e., shoes, glasses, work boots. • Purchase special tools and/or equipment required for employment. 	\$250.00 for non-recurrent short term benefits to be provided once within a 12 month period.	<p>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)</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>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>Unemployed families in receipt of OWF who are actively participating in their work activity and have obtained employment and/or training opportunities.</p>	<p>At or below 200% FPL</p> <p>TANF Purpose: 2</p>	Proof of employment or offer of employment

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
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)	<p>Past due rent or deposit up to \$1,200.00, payment to the landlord.</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 24 month period.</p> <p>Amount to be paid by WCDJFS is limited to</p>	<p>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)</p> <p>Pregnant individuals with</p>	<p>AG's who can provide a Notice to Leave the Premises or Court Ordered Eviction.</p> <p>*No employment requirement with this benefit.</p> <p>AG must be able to provide a plan to avoid continuation of this issue.</p>	<p>At or below 200% FPL</p> <p>TANF Purpose: 1 and 2</p>	<p>Notice to Leave the Premises (3-Day Notice to Evict) or Court Ordered Eviction Notice</p> <p>Homeless</p> <p>Uninhabitable residence determined by Health Department</p> <p>Residing in spousal abuse center</p> <p>Overcrowded conditions (number in home must be verified by landlord)</p>

Landlords/managers must sign a repayment agreement for security deposits.	one month of late fees. Additional monthly late fees are the responsibility of the AG.	no other children			An AG whose monthly income has decreased by half due to a situation beyond their control and who needs to relocate to a less expensive housing option.
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Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Utility Assistance for Initial Services and Shut-offs: <ul style="list-style-type: none"> Gas, propane, kerosene, wood, electric, water, sewer AG must be responsible for the utility Must be a current bill Must be a bill for the current residence 	Amount due, up to \$500.00 once within a 12 month period to assist with initial services or disconnects. Only during non-HEAP (Home Energy Assistance Program) season. HEAP Referral Exception one-time \$200.00 within 12 month period	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) Pregnant individuals with no other children	Families at risk: “The existence of or potential for a disruption to the health, safety or decent living arrangement of the family.” Families with children at risk of abuse or neglect. Victims of domestic violence *No employment requirement with this benefit. AG must have an ongoing plan to avoid future issues.	At or below 200% TANF Purpose: 1 and 2	AG must provide a current utility bill with the account number, service address, amount due and account holder’s name. Must enroll in PIP. AG must have at least made 1 payment within the 3 months prior to filing a PRC application to be considered for assistance. Not available during HEAP season with the exception of a one-time assistance payment for <i>heating</i> of up to \$200.00 with a referral from HEAP/ERHEAP with proper verification.

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Automobile Repair	Up to \$1,500.00 one time in a 12 month period. CDJFS has the option to deny repairs based on age, condition, repair needed and value of the vehicle.	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)	Employed individuals Recently employed individuals Under employed individuals- not having enough paid work or not doing work that makes full use of their skills and abilities.	At or below 200% FPL TANF Purpose: 1 and 2	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. Automobile repairs will only be provided in those situations where the automobile is needed

		Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA.	Individuals in education or training for up to 4 consecutive months.		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>
Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Transportation	<p>Limited to contracted amount. <u>Transit tickets are the preferred option.</u></p> <p>Transit tickets capped at 30 days for newly employed individuals.</p> <p>OR</p> <p>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.</p> <p>Uncapped for active OWF/TANF Work Activity participants</p> <p>Non-recurrent short term benefits to be provided as defined above once within a 12 month period</p>	<p>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)</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>Recently employed individuals</p> <p>OWF Work Activity Participants</p>	<p>At or below 200% FPL</p> <p>TANF Purpose: 2</p> <p>TANF Purpose: 4</p>	<p>Newly Employed OWF Recipients must provide proof of employment.</p> <p>OWF/TANF Work Activity Participants, no cap.</p> <p>Newly employed individuals must provide proof of employment.</p>
Child Care Registration Fee	<p>Not to exceed \$200.00 per family.</p> <p>Non-recurrent short term benefits to be provided as defined above once within a 12 month period.</p>	<p>Minor child who resides with a parent, specified relative, legal guardian or legal custodian</p>	<p>Recently employed individuals</p> <p>OWF Work Activity Participants</p>	<p>At or below 300% FPL</p> <p>TANF Purpose: 1</p> <p>TANF Purpose: 2</p>	<p>This benefit is for full and part-time employment to assist with any required Child Care Registration Fees.</p> <p>OWF/TANF Work Activity Participants, no cap.</p>

<p>Child Welfare Services Services tied to a child Welfare case plan that fall within the schedule of PRC benefits/service may be enhanced beyond the individual CAP (not to exceed the family CAP of \$1,500.00) if such services are specifically coordinated as part of the family case plan.</p>	<p>Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$1,500.00 per assistance group per calendar year.</p>	<p>PRC- eligible assistance groups; pregnant women with no other minor child; non-custodial parents</p>	<p>Employed Individuals Families with child at risk of abuse or neglect</p>	<p>At or below 200% FPL TANF Purpose:1 TANF Purpose:2</p>	<p>Application with all requested verifications.</p>
Service or Benefit	CAP	Targeted Group	Economic Need Standard and TANF Purpose	Verifications	
<p>Ohio Youth to Work Program</p>	<p>Hourly wage capped at \$10.00 per hour. Services not to exceed agency TANF grant amount.</p>	<p>Youth age 14-15, as long as the youth is a minor child in a needy family and is in school. 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>At or below 200% FPL TANF Purpose: 1 and 2</p>	<p>Eligibility - 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:</p> <ul style="list-style-type: none"> • Youth ages 14-15, as long as the youth is in a needy family and is in school. <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><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>	

				<p><i>Foster Care:</i> Youth in a foster care setting age 14 to 15 years of age if they are a full-time student in a secondary school may be served under Ohio Youth Works. The United States Department of Health and Human Services, Administration for Children and Families (ACF) has provided guidance respective to the Youth Employment Program.</p>
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Service or Benefit	CAP	Assistance Group	Economic Need Standard and TANF Purpose	Verifications
<p>Other Services/Benefits Targeted to Goals of TANF and the PRC Plan</p>	Determined by County	<p>Minor child who resides with a parent, specified relative, legal guardian or legal custodian</p> <p>Pregnant women</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>TANF Purposes: 1,2,3,4</p>	<ul style="list-style-type: none"> • Required Application • Required Verifications • Must meet TANF eligibility criteria

SECTION VI
WCDJFS EMPLOYMENT RELATED
SERVICES AND BENEFITS

Service or Benefit	CAP	Assistance Group	Economic Need Standard and TANF Purpose	Verifications
<p>Transitional Benefit for Full Time Employment</p> <p>This benefit is not available for work assignments made through temporary staffing agencies until individual is hired by the placement company.</p> <p>This program is only available to participants who are experiencing a termination or reduction in TANF/OWF benefits as a result of securing full time employment.</p> <p>The Transitional Benefit Program provides benefits for up to 2 months from the start of employment. The transitional benefit is not considered assistance as defined in 45 C.F.R. 260.31.</p> <p>If a participant is transitioning off of the TANF/OWF Program to Full Time Employment they may receive their Full or Partial TANF/OWF Allotment at the time they leave the program for no more than 2 months. If the participant is receiving a reduction of TANF/OWF Benefits and not termination of full benefits, the transitional benefit amount will be for the difference between the monthly allotment amounts at the time of full time employment minus the amount it is reduced to. Below are two examples for guidance;</p> <p><u>Termination of OWF/TANF due to full time employment</u> Example; current allotted amount of OWF/TANF is \$582.00 per month. If approved for Transitional Benefit Program the recipient would receive that monthly benefit for 2 months after beginning full time employment in order to assist with the transition time.</p>	<p>2 month Cap based on the last monthly allotment amount of OWF/TANF or at the difference if a reduced amount.</p> <p>Transitional Benefits are available for 2 new jobs within a 24 month period.</p> <p>**Cut Off- If employment is reported prior to agency cut off (adverse action) then the transitional benefit will be for 2 months following the month reported Example; If reported in prior to cut off in February AG will receive Transitional Benefit for March and April</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>At or below 200% FPL</p> <p>TANF Purposes: 1 and 2</p>	<p>Verification of Full Time Employment from Employer, full time employment means scheduled to work 30 hours or more each week.</p> <p>Current Pay Stubs, if available</p> <p>**Cut Off- if employment reported after cut off (adverse action) AG will receive full benefit month following and transitional benefit the month after that. Example; if reported at end of February after cut off client will receive normal benefit in March and Transitional benefit in April.</p>

<p><u>Reduction of OWF/TANF due to full time employment</u> Example; current allotted amount of OWF/TANF is \$582.00 per month, amount will be reduced to \$382.00 as a result of new full time employment. The Transitional Benefit amount will be \$200.00 for the 2 months to assist with the transition time.</p> <p>The participants of the Transitional Benefit Program are still eligible to receive the New Employment Bonus for Full Time Employment in addition to the Transitional Benefit. Participants must apply for each program separately.</p> <p>Transitional Benefits are not countable income for public assistance programs, they are intended to assist the participant in moving toward self-sufficiency.</p> <p>If participant leaves employment during the two month period without good cause the agency will seek measures to re-coup the Transitional Benefit Amount.</p>				
<p>New Employment Bonus for Full Time Employment</p> <p>This benefit is not available for work assignments made through temporary staffing agencies until individual is hired by the placement company.</p> <p>Employment Bonus is available after the verified completion of 4 weeks (30 days) of full-time employment.</p> <p>The PRC Application must be received within 30 days of when the bonus is available.</p>	<p>\$100.00 after 30 days of full-employment,</p> <p>Cannot exceed more than 2 <u>new</u> jobs in a 36 month period</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>At or below 200% FPL</p> <p>TANF Purposes: 1 and 2</p>	<p>Verification of Full Time Employment from Employer, full time employment means scheduled to work 30 hours or more each week.</p> <p>Current Pay Subs, if available</p>
<p>Employment Retention Bonus for Full Time Employment</p> <p>This benefit is not available for work assignments made through temporary</p>	<p>\$150.00 after 90 days</p> <p>\$300.00 after 180 days</p>	<p>Minor child who resides with a parent, specified relative, legal guardian or legal custodian</p>	<p>At or below 200% FPL</p> <p>TANF Purposes: 1 and 2</p>	<p>Verification of Full Time Employment from Employer, full time employment means scheduled to</p>

<p>staffing agencies until individual is hired by the placement company.</p> <p>Employment Bonus is available after the verified completion of 90 days (3 months) or 180 days (6 months) of full-time employment.</p> <p>The PRC Application must be received within 30 days or after the completion of the 90th day or the 180th day of verified job retention.</p>	<p>Cannot exceed more than 2 <u>new</u> jobs in a 36 month period</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>work 30 hours or more each week.</p> <p>Current Pay Stubs, if available</p>
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SECTION VII WCDJFS DISASTER SERVICES AND BENEFITS

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose
<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 homeowners 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 	<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 or specified relatives with minor children.</p> <p>Pregnant women</p> <p>Non-custodial parent and minor child(ren)</p> <p>Child only minor child temporarily out of home with reunification plan.</p>	<p>Families sustaining disaster related damage or loss</p>	<p>Determined by State Declaration</p> <p>or</p> <p>At or below 200% FPL</p> <p>TANF Purpose: 1</p>

<ul style="list-style-type: none"> • 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> • 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>Disaster Relief for Adults and Disabled NOT eligible for TANF Plan.</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 style="text-align: center;">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, etc.</p>	<p>Families sustaining disaster related damage or loss</p>	<p>Determined by State Declaration</p> <p>or</p> <p>At or below 200% FPL</p> <p>TANF Purpose: 1</p>

SECTION VIII
SERVICES AND BENEFITS
SUBGRANTED OR CONTRACTUAL PRC

A. Subgranted and Contractual PRC

Subgranted 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 subgranted 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 subgranted/contractual services is accomplished using the **Self-Declaration Application for TANF/Title XX Services**. Applicants for subgranted/contractual services will be notified of approvals, denials, and terminations using the Decision of Your Application for TANF/Title XX Services.

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

Services/Benefits	Description	Eligibility at or below 300% FPG and TANF Purpose	CAPS per rolling twelve (12) month period
Warren County Job and Family Services, Division of Children Services	PRC funding to assist with the administration, services and benefits for Warren County Job and Family Services, Division of Children Services	At or Below 200% of FPL Families with Minor Children Self-Declaration Application TANF Purpose: 1, 2, 3, 4	Warren County Funding
Interfaith Hospitality Network (INH)	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.	Families with minor children; non-custodial parents. At or below 200% of FPL TANF Purpose 1, 2, 4	Warren County Funding
Abuse and Rape Crisis Shelter of Warren County (ARCS)	ARCS 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	Families with minor children; non-custodial parents. At or below 200% of FPL TANF Purpose 1, 2, 4	Warren County Funding

	batterer's accountability for their abuse behavior.		
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.	Families with minor children; non-custodial parents. At or below 200% FPL TANF Purpose 1, 2, 4	Warren County Funding
Workforce Development Training & Curriculum Employment Related Short-Term Training Services	Provides Training needed to gain, maintain, or advance in the workforce. (ABLE) Provides Assessments and planning as recommended by Workforce Development Staff or Sub-grant Recipients.	Families with minor children; non-custodial parents. At or below 200% FPL TANF Purpose 1 & 2	Warren County Funding
Workforce services allowable under TANF Program include but not limited to: TANF Administration/Eligibility, Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment	TANF Workforce Services provide an opportunity for Warren County Job & Family Services to partner with Ohio Means Jobs of Warren County to provide services to assist in TANF Administration/Eligibility, Case Management, Work Activities, Education & Training, and Work Subsidies/Subsidized Employment.	Families with minor children; non-custodial parents. At or below 200% FPL TANF Purpose 1 & 2	Warren County Funding

TANF EDUCATION & TRAINING

Services provided to improve knowledge of daily living skills and enhance opportunities. Education and training may include, but are not limited to, instruction in consumer education, health education, community protection, literacy education, computer skills training, or English as a second language. Also includes services or activities related to screening, assessment, testing, individual and group instruction, counseling, and referral to community resources.

**SECTION XI.
COMMISSIONER 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 October _____, 2017.

Director, Warren County JFS, Division of Human Services

Date

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 # _____

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

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

1. 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 _____

2. Explain what you are needing and why you are needing it _____

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

4. Is anyone in your household currently ineligible for or disqualified from any programs of assistance?
 Yes No Explain _____

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

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 _____

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: _____

BENEFIT OR PROGRAM YOU ARE REQUESTING ASSISTANCE FOR (MAY ONLY SELECT ONE PER APPLICATION):

PROGRAM SERVICES AND BENEFITS

- | | |
|--|--|
| <input type="checkbox"/> Automobile Repairs | <input type="checkbox"/> Rent Assistance or Security Deposit |
| <input type="checkbox"/> Child Care Registration Fee | <input type="checkbox"/> Transportation Assistance |
| <input type="checkbox"/> Contingency Services | <input type="checkbox"/> Utility Disconnect or Deposit |
| <input type="checkbox"/> Employment/Training | |
| <input type="checkbox"/> Other (Explain) _____ | |

EMPLOYMENT RELATED BENEFITS

TRANSITIONAL BENEFIT PROGRAM

- Transitional Benefit Program- Verification of employment is required for this benefit category

EMPLOYMENT BONUS/RETENTION PROGRAM

- New Employment Bonus (\$100.00) after first 30 days of Verified Employment
- Employment Retention Bonus (\$150.00) after first 90 days of Verified Employment
- Employment Retention Bonus (\$300.00) after first 180 days of Verified Employment

**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 02/2017

****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
- Eviction notice.

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/TIRES:

- Valid Driver's License
- Proof of Auto ownership (must be in applicant's name)
- Proof of registration
- Proof of mileage
- 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)

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

TRANSITIONAL BENEFIT

- Proof of Employment

EMPLOYEE BONUS PROGRAM

- Proof of Employment

Warren County Department of Human Services

Application B

WCDJFS- TANF Summer Youth Employment Program Application

PRC Request for TANF Summer Youth Employment Program 2016



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 (YOUTH NAME)	Date of Birth	Relationship to Youth	Does this person receive OWF, Food Assistance, or Medicaid?	
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 Individuals with Income	List the Type of Income (Examples: Wages, Social Security, SSI, Child Support)	List the Monthly Amount of Income
<input type="checkbox"/> \$0 - \$1980			
<input type="checkbox"/> 1981 - 2670			
<input type="checkbox"/> 2671 - 3360			
<input type="checkbox"/> 3361 - 4050			
<input type="checkbox"/> 4051 - 4740			
<input type="checkbox"/> 4741 - 5430			
<input type="checkbox"/> 5431 - 6122			
<input type="checkbox"/> 6123 - 6815			

PRC Request for TANF Summer Youth Employment Program 2016

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

How did you hear about this program? _____

FOR WCJFS USE ONLY	FOR WCJFS USE ONLY	FOR WCJFS USE ONLY
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 CRISE, 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 WCDJFS- Winter Coat Program Application

WARREN COUNTY HUMAN SERVICES PRC APPLICATION WINTER COAT PROGRAM

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

FOR AGENCY USE
ARAD # _____
CASE # _____

Please list EVERY person in the home :

Last Name	First Name	SSN	Relationship	DOB	SEX	AGE	SIZE
			SELF				

Are you currently receiving any of the following: CASH ASSISTANCE FOOD ASSISTANCE

Is anyone in the home currently employed? Yes No (INCLUDE 4-6 WEEKS PAY)

	WHO	WHERE	HOURLY RATE	# HOURS PER WEEK
JOB 1				
JOB 2				

Unearned income: SSI Social Security Child Support Alimony Unemployment Other
 If yes

WHO	SOURCE	WHEN	AMOUNT

 Applicant Signature

 Date

APPROVED DENIED

 WORKER SIGNATURE

 Date

 SUPERVISOR SIGNATURE

 Date

Application D

TANF Child Welfare/Kinship Navigator Self-Declaration Application

WARREN COUNTY SELF-DECLARATION APPLICATION FOR TANF/CHILD WELFARE

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.)

2. Circle your family size below.

Name	Relationship to Applicant	Age	Source of Income	Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1.				1	\$1980
2.				2	\$2670
3.				3	\$3360
4.				4	\$4050
5.				5	\$4740
6.				6	\$5430
7.				7	\$6122
8.				8	\$6815

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

Application E

Self-Declaration Application for TANF PRC/Title XX Services

WARREN COUNTY SELF-DECLARATION APPLICATION FOR TANF/TITLE XX 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.)

2. Circle your family size below.

Name	Relationship to Applicant	Age	Source of Income		Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1.					1	\$1980
2.					2	\$2670
3.					3	\$3360
4.					4	\$4050
5.					5	\$4740
6.					6	\$5430
7.					7	\$6122
8.					8	\$6815

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	

EXHIBIT D

Subrecipient / Vendor Checklist

County Name (Pass-Through Agency): Warren County Job & Family Services

Name of Provider (Potential Vendor/Subrecipient): Abuse & Rape Crisis Center of Warren County

Name of Program: PRC Agreement with ARCS

	Indications of a Subrecipient See A-133 §210(b)	Yes	No	Comments
1.	Provider determines who is eligible to receive federal financial assistance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Provider has its performance measured against whether the objectives of the federal program are met.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	Provider has responsibility for programmatic decision making.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Provider has responsibility for adherence to applicable federal program compliance requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Provider uses the federal funds to carry out its own program as compared to providing goods or services for a program of the pass-through entity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Indications of a Vendor See A-133 §210(c)	Yes	No	Comments
6.	Organization provides the goods and services within normal business operations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	Organization provides similar goods or services to many different purchasers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Organization operates in a competitive environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Organization provides goods or services that are ancillary to the operation of the federal program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10.	Organization is not subject to compliance requirements of the federal program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Overall Conclusion	Yes	No	Comments
Provider is a subrecipient.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conduct Subrecipient Monitoring See OAC 5101:9-1-88
Provider is a vendor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conduct Contract Monitoring See OAC 5101:9-4-07 (J)(8) or other rule

Warren County Standards Sheet as of 03/01/2018

OWF/PRC				
AG Size	OWF Initial Elig	OWF PRC STD	PRC PRC 100%	PRC PRC 200%
1	495	282	990	1980
2	668	386	1335	2670
3	840	473	1680	3360
4	1013	582	2025	4050
5	1185	682	2370	4740
6	1358	759	2715	5430
7	1531	848	3061	6122
8	1704	940	3408	6815

Federal Minimum Wage \$7.25
 Ohio Minimum Wage \$8.30
 Tipped employees \$4.15
30 hours X \$7.25 = \$217.50

EXHIBIT E

FOOD ASSISTANCE				
AG Size	FA Allot	150% State	Net Std	Std Ded
1	194	1287	990	157
2	357	1736	1335	157
3	511	2184	1680	157
4	649	2633	2025	168
5	771	3081	2370	197
6	925	3530	2715	226
7	1022	3980	3061	226
8	1169	4430	3408	226

Earned Income Deduction	20%
Excess Medical Deduction	\$45
Minimum Monthly Allowance	\$16
Standard Utility Allowance (SUA)	\$50
Standard Utility Allowance (SUA)	\$52
Single Std. Utility Allowance (SSUA)	\$73
Standard Telephone Allowance (STL)	\$40
Limit on Shelter Deduction	\$17
Standard Shelter Estimate	\$143
Resource Limit	\$2000
Age of disabled	\$250
NO DAYCARE GAP FOR FA	

MEDICAID											
AG Size	MAGI						MPAP				
	IME (100%)	MAGI (100%)	MAGI (100%)	MAGI (100%)	MAGI (100%)	MAGI (100%)	IME (100%)	IME (100%)	IME (100%)	IME (100%)	IME (100%)
1	446	911	1346	1579	2024	2085	1872	51	1012	1214	1366
2	604	1235	1825	2140	2744	2826	2538	69	1372	1646	1852
3	762	1559	2304	2702	3464	3568	3204	87	1732	1853	2338
4	921	1883	2782	3263	4184	4309	3870	105	2092	2239	2824
5	1079	2207	3261	3825	4904	5051	4536	123	2452	2624	3310
6	1238	2531	3740	4387	5624	5793	5202	141	2812	3009	3796
7	1396	2855	4219	4948	6344	6534	5868	159	3172	3394	4282
8	1554	3179	4698	5510	7064	7276	6534	177	3532	3779	4768

DDR (1634)				
	2017 SSI Payment	Categorically Needy Std.	Medicaid Resource Limit	MPAP Resource Limit
Single	\$750	\$750	\$2000	\$7560
Couple	\$1125	\$1125	\$3000	\$11340

Deeming: Parent to Child = \$375 1 Parent = \$750 2 Parent = \$1125

MEDICARE Part B Premiums
2018 = \$134.00 (new to Part B in 2018)

Currently Enrolled = **\$130.00 (if on Part B prior to 2018)**

Medicare Annual Deductibles:
Part A = \$1340
Part B = \$183

[Type text]

ZIP CODES

- 45005 Carlisle
- 45066 Springboro
- 45039 Maineville
- 45065 S. Lebanon
- 45005 Franklin
- 45036 Lebanon
- 45152 Morrow
- 45040 Mason
- 45068 Waynesville

School Districts

- 8301 Carlisle
- 8302 Springboro
- 8303 Kings
- 8304 Franklin
- 8305 Lebanon
- 8306 Little Miami
- 8307 Mason
- 8308 Wayne

Nursing Homes

Special Income Level	\$2250
PNA NF (01/01/15)	\$50 (to \$115)
PNA ICF/IID (01/01/15)	\$50 (to \$105)
PRA Minimum	\$24720
PRA Maximum	\$123600
Max MMMNA	\$3090
MMMNA	\$2030
ESA	\$609
Utility Standard	\$530
SIMNA (HCBS Waiver)	\$1463
Monthly Private Pay (9/1/16)	\$6570
ALMNA	\$750
MBIWD Resource Limit	\$11901
MBIWD 250% FPL (1/1/18)	\$2530
Home Equity Limit	\$52000

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0917

Adopted Date June 12, 2018

APPROVE AND ENTER INTO A TANF PRC CONTRACT WITH INTERFAITH HOSPITALITY NETWORK ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

BE IT RESOLVED, to approve and enter into a Contract with Interfaith Hospitality Network on behalf of Warren County Department of Human Services in the total amount of \$166,000.00 TANF/PRC funds for 7/1/18, ending 6/30/19; contract attached hereto and made a part hereof:

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a—Interfaith Hospitality Network
Human Services (file)

**WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
TANF/PRC SUBGRANT AGREEMENT WITH
INTERFAITH HOSPITALITY NETWORK OF WARREN COUNTY**

WITNESSETH THAT;

WHEREAS, it is the purpose of the Warren County Department of Job and Family Services, Division of Human Services to provide a variety of Social Services to TANF/PRC eligible individuals in the community as a way to improve and enhance the quality of life of the county citizens;

And

WHEREAS, one method the Department utilizes to fulfill this objective is through the issuance of TANF funding through the Prevent Retention and Contingency Program for both direct and indirect services and benefits;

And

WHEREAS, Warren County Division of Human Services desires to enter into a Sub-grant agreement with **Interfaith Hospitality Network of Warren County;**

NOW, THEREFORE, in consideration of the promises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto understand and agree as follows:

ARTICLE I DEFINITIONS, PURPOSE, OBLIGATIONS

A. Definitions

"State" means the Governor of the State of Ohio, or any agency, department, person or persons authorized in his behalf.

"Sub-recipient" means Interfaith Hospitality Network of Warren County; 203 E. Warren Street, Lebanon OH 45036.

"Department" means the Warren County Department of Job and Family Services, Division of Human Services, 416 S East Street Lebanon OH 45036

B. Purpose of Sub-grant

The purpose of the sub-grant is to state the covenants and conditions under which the Sub-recipient will provide services and benefits for the purpose reaching self-sufficiency, and housing for children and families.

C. Obligations of the Sub-recipient

The Sub-recipient agrees to operate a program, described in the IHNWC PRC Proposal as found in Exhibit A, in accordance with Federal, State, and local laws, ordinances, regulations, and/or guidelines and any additions, deletions or amendments thereto.

The Sub-recipient shall not perform in any way inconsistent with the terms of this sub-grant except as approved, in writing, by the Department. Adjustments in the services to be provided per the attached Exhibits may not be made without prior approval of the Department.

The Sub-recipient agrees to accept responsibility for reconciling and/or complying with any audit finding rendered by an appropriate state or federal audit entity when the finding relates directly to the provisions of this sub-grant. The Sub-recipient agrees to reimburse the Department the full amount of payment received due to duplicate billing, erroneous billings, deceptive claims or falsification.

D. Client Eligibility

The Sub-recipient will determine client eligibility for those who will be serviced through the Sub-recipient's program, pursuant to Chapter 5101 of the Ohio Revised Code, and any rules promulgated by the Ohio Department of Job and Family Services.

Eligibility for Sub-recipient's services is accomplished by using the Self-Declaration Application for TANF/Title XX Services, Exhibit C. Applicants for sub-granted services will be notified by the Sub-recipient of approval, denials, and terminations using the Decision on Your Application for TANF/Title XX Services, Exhibit C. All eligibility criteria outlined within the Warren County Prevention, Retention, Contingency Plan (Exhibit D), must be followed by the Sub-recipient.

The Self-Declaration Application will be valid for one year from date of signature. If the recipient leaves the program for greater than 30 days, a new Self-Declaration Application will be required.

The accuracy and legitimacy of the Sub-recipient's eligibility determination process will be subject to periodic monitoring by the Department.

ARTICLE II CONTENT OF PROGRAM PROPOSAL

Refer to Exhibits A attached, and incorporated herein by this reference.

ARTICLE III COMPENSATION AND METHOD OF PAYMENT

A. Reimbursement

The Department agrees that reimbursement of all costs will be dependent upon Sub-recipient performance in the delivery of services and benefits specified in Exhibit A and C, attached. The Sub-recipient agrees by the 10th working day of each month to submit an invoice and supporting documentation to the Department for any services delivered the previous month. Payment shall be made by the Warren County Auditor upon proper presentation of request, when approved by the Department and the Sub-recipient, within 30 days from receipt of the approved invoice.

Reimbursement of Sub-recipient's cost shall be through a Fixed Unit Cost. **The unit cost shall be \$35.00 per unit cost (Per Resolution # 17-1493, Exhibit B).** Unit of cost shall be per eligible individual per day that services are provided.

The Sub-recipient will bill the Department based on Fixed Unit Cost for Services Delivered.

B. Availability of Funds

Payments for all services provided in accordance with the provisions of this Sub-Grant Agreement are contingent upon the availability of funding and will not exceed **\$166,000.00 for the period of July 1, 2018 thru June 30, 2019** at which time the agreement may be renewed through addendum and the amount can be increased as determined by both parties. (Exhibit A).

C. Maximum Compensation

The Sub-recipient agrees to accept as payment in full, for services rendered in a manner satisfactory to the Department, not to exceed **\$166,000.00** during the term of this sub-grant.

Allocation	Contract Amount	Budget Reference	Award I.D./FAIN#	CFDA Number
TANF Administration	\$8,300.00	JFSCACC2 JFSCTF18/JFSCTF19	1601OHTANF	93.558
TANF Regular	\$157,700.00	JFSCATFR JFSCTF18/JFSCTF19	1601OHTANF	93.558

D. Provision of Funding

If funds anticipated to be received by the Department are suspended, not forthcoming, or terminated in whole or in part, funding for this sub-grant shall terminate, and the sub-recipient shall receive payments for services rendered up to the date of notification of non-funding.

Unearned payments under this sub-grant may be suspended or terminated upon refusal to accept any additional conditions that may be imposed by ODJFS at any time.

ARTICLE IV ACCESS TO RECORDS

At any time, during regular business hours, with reasonable notice, and as often as the Department, the Comptroller General of the United States, the State, or other agency or individual authorized by the Department may deem necessary, Sub-recipient shall make available to any or all the above named parties or their authorized representatives, all sub-grantees, invoices, receipts, payrolls, personnel records, enrollees records, reports, documents and all other data relating to all matters covered by this Sub-grant. The Department and the above named parties shall be permitted by the Sub-recipient to inspect, audit, make excerpts, photo-static copies and/or transcripts of any and all documents relating to all matters covered by this contract. Sub-recipient must maintain all required records for three years after final payment is made and all other pending matters are closed.

Except as noted above, the Sub-recipient agrees that the use or disclosure by any party of any information concerning eligible individuals for any purpose not directly related to the performance of this sub-grant is prohibited, except upon written consent of the eligible individual or that individual's parent or guardian.

ARTICLE V TIME OF PERFORMANCE

This Sub-Grant Agreement shall be effective **July 1, 2018** and shall terminate on **June 30, 2019**. If both parties agree, this Sub-grant agreement may be renewed with the same terms, conditions, and dollar amount effective **July 1, 2019** for an additional year upon adoption of an amendment by the Warren County Board of County Commissioners. The services of the Sub-recipient are to commence immediately upon execution of the sub-grant agreement and all costs allowable under the sub-grant agreement shall be incurred and the final invoice received by the Department no later than close of business **July 10, 2019**.

ARTICLE VI BONDING AND INSURANCE

The Sub-recipient shall maintain during the term of this Sub-grant agreement, the applicable insurance and bonds specified below:

- a. Worker's Compensation Insurance as required by Ohio law.
- b. Public Liability Insurance on comprehensive basis, including Contingent Liability, in amounts not less than \$100,000 per person, \$300,000 per occurrence for bodily injury, and \$25,000 per occurrence for property damage.

- c. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in performance of this sub-grant agreement, in amounts as indicated in b, above.

ARTICLE VIII INDEPENDENT SUB-RECIPIENT RELATIONSHIP

It is the intent of the Sub-recipient and the Department to create an independent Sub-recipient relationship. The Sub-recipient will determine eligibility for services based upon the guidelines or direction set forth by the Department, but the Sub-recipient shall determine the legal means by which this work is accomplished. The Department is not responsible for withholding, and shall not withhold, FICA or taxes of any kind from any compensation paid or owed to the Sub-recipient. Neither the Sub-recipient nor Sub-recipient's employees shall be entitled to receive from the Department any benefits which the officers and employees of the Department are entitled to receive and shall not be entitled to receive from the Department workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, sick leave, pension benefits, profit sharing, Social Security, Ohio Public Employees Retirement, or any and all other benefits on account of their work for the Department.

This Sub-grant Agreement does not create an agency relationship, or partnership between the Sub-recipient and the Department. The Sub-recipient has no authority to enter into agreements on behalf of the Department, to bind the Department to any obligation, or to incur any liability in behalf of the Department.

ARTICLE IX MAINTENANCE OF EFFORT

It is understood and agreed that the level of services, activities, and expenditures by the Sub-recipient, in existence prior to the initiation of services hereunder shall be continued and not be reduced in any way as a result of this sub-grant agreement except for reduction unrelated to the provisions of purposes herein stated. The Sub-recipient shall certify that any costs incurred pursuant to this Sub-grant agreement will not be included as a cost of any other federally financed program in either the current or a prior period.

ARTICLE X CONFLICT OF INTEREST

The Sub-recipient covenants that no person, under its employ, who presently exercises any functions or responsibilities in connection with the Department or projects or programs funded by the Department, has any personal financial interest, direct or indirect, in this Sub-grant agreement. The Sub-recipient further covenants that in the performance of this Sub-grant agreement, no person having such conflict shall be employed. Any such interest, on the part of the Sub-recipient or its employees, must be disclosed in writing to the Department.

ARTICLE XI MODIFICATIONS

Modifications of this Sub-grant agreement may be made by the written mutual consent of the parties hereto.

ARTICLE XII TERMINATIONS

This agreement may be terminated by:

- A. Either party, upon the provision of thirty (30) days written notice.
- B. Mutual Agreement of the parties.
- C. Death or some other incapacity that prevents the Sub-recipient from fulfilling Sub-recipient's duties as set out in this Sub-grant agreement.

ARTICLE XIII BREACH BY SUB-RECIPIENT

In the event that the Sub-recipient breaches the terms and conditions of this Sub-recipient, the Department may, at its discretion, immediately terminate the Agreement, withhold payment for services not rendered by the Sub-recipient or both.

ARTICLE XIV ADDITIONAL OBLIGATIONS AND ASSURANCES OF SUBRECIPIENT

- 1. The Sub-recipient certifies that it possesses legal authority to enter into this Sub-grant agreement and that

a resolution, a motion or similar action has been duly adopted as an official act of the Sub-recipient's governing body which authorizes the negotiation and execution of this Sub-grant agreement by the representative who signed the Sub-grant agreement below on behalf of the Sub-recipient.

2. The Sub-recipient certifies that all applicants to the program operated under this Sub-grant agreement, either as an employee or subcontractor of the Sub-recipient or as a program client shall be apprised of their rights and responsibilities at the time of application. No person with responsibility in the operation of the program will discriminate with respect to any program because of race, creed, color, national origin, gender, political affiliation, age, belief, or handicap. Any complaint of discrimination in the operation of such programs shall be handled in a manner, compliant with the policies and procedures of the Department.
3. The Sub-recipient shall have safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
4. The Sub-recipient shall maintain appropriate standards of health and safety in work and training situations.
5. The Sub-recipient may not hold the Department responsible for payment of funds if those same funds have not been received by, or from the State.
6. All reports, brochures, literature and pamphlets developed by the Sub-recipient for its work under this Sub-grant agreement shall acknowledge the Department and its role as the funding source for activities, and programs conducted by the Sub-recipient pursuant to this Sub-grant agreement.
7. The Sub-recipient shall maintain easily accessible and auditable financial records.
8. The Sub-recipient, as a Sub-recipient of federal funds, shall provide a copy of their 2 CFR 200 state audit. An A-133 audit is required if an organization is a non-profit, or a state or local government agency, and expends \$500,000.00 or more per year in federal awards.
9. The Sub-recipient assumes full financial liability for any subsequent questioned or disallowed costs associated with activities conducted by the Sub-recipient pursuant to this Sub-grant agreement.
10. The Sub-recipient will submit periodic reports, showing progress towards achieving the outcomes which are specified in Exhibit A, attached.
11. The Sub-recipient shall not discriminate against any employee or applicant for employment because of race, color, religion, gender, or national origin. The Sub-recipient will take affirmative action to insure that applicants are employed, and employees are treated during employment without regard to their race, color, religion, gender, or national origin.
12. The Sub-recipient shall, in all of Sub-recipient's solicitation or advertisements for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin.
13. The Sub-recipient shall comply with provisions of the Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by the Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations, 41C.F.R. Chapter 60.
14. The Sub-recipient warrants that neither it nor any party with whom it may subcontract for the performance of this Sub-grant agreement are listed on the debarred list due to violations of Titles VI, or VII of the Civil Rights Act of 1964, nor is the Sub-recipient aware of any pending action which might result in such debarment.

15. The Sub-recipient shall provide workers' compensation or other insurance coverage for injuries which may be suffered by its employees in accord with 20 CFR 692.22.
16. The Sub-recipient shall comply with any applicable minimum wage and maximum hour provisions of the Fair Labor Standards Act, and the Ohio Revised Code.
17. The Sub-recipient shall not make claims for payment from the Department for services rendered to eligible individuals when such claims would duplicate claims made from other sources of public funds available for the same service. The services being contracted for hereunder are not available on a non-reimbursable basis.
18. The Sub-recipient shall not discriminate against applicants for, and participants in the Ohio Works First Program established under Chapter 5107 of the Revised Code, and the Prevention, Retention, and Contingency Program established under Chapter 5108 of the Ohio Revised Code. The Sub-recipient further certifies that it will include a provision in any agreement, contract, grant or procedure requiring the other party to include a similar provision in any subcontract, agreement or grant issued by that entity for the performance of duties related to such agreement, contract, grant or procedure.
19. The Sub-recipient shall cooperate with the Ohio Department of Job and Family Services, and any Ohio Child Support Enforcement Agency in ensuring that its employees meet child support obligations established under state law. The Sub-recipient also agrees that it will include a like provision in any agreement, contract, grant, or procedure related to this Sub-grant agreement which require any subcontractor, or other party to cooperate with the Ohio Department of Job and Family Services, and any Ohio Child Support Enforcement Agency in ensuring that its employees meet child support obligations established under state law.
20. The Sub-recipient agrees to be bound by the disclosure rules of the Ohio Department of Job and Family Services. Disclosure of information in a manner inconsistent with said rules is a breach of this Sub-grant agreement, and a violation of Ohio Revised Code Sections 5101.27, and 5101.99.
21. The Sub-recipient agrees that the services it delivers pursuant to this Sub-grant agreement will be delivered in a manner consistent with the Department's Prevention Retention and Contingency Plan, Exhibit D.
22. The Sub-recipient agrees to comply with the Copeland "Anti-Kick Back" Act, 18 U.S.C. § 874, as supplemented by Department of Labor Regulations, 29 C.F.R. Part 3.
23. The Sub-recipient agrees to comply with the Davis-Bacon Act, 40 U.S.C. § 276a through 276a-7, as supplemented by the Department of Labor Regulations, 29 C.F.R. Part 5.
24. The Sub-recipient agrees to comply with Sections 103, and 107 of the Contract Work Hours and Safety Standards Act, 40 U.S. C. § 327 through 330, as supplemented by Department of Labor Regulations, 29 C.F.R. Part 5.
25. The Sub-recipient agrees to comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, 42 U.S.C. § 1875(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.
26. The Sub-recipient agrees to comply with the 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. 94-136, 89 Stat.871.
27. The Sub-recipient agrees that the copyright to any copyrightable material created pursuant to this Sub-

grant agreement, and that any discovery or invention which arises or is developed pursuant to the Sub-recipient's obligations under this Sub-grant agreement is the property of the Department.

ARTICLE XV NOTICES

Any and all notices required by this Agreement, unless otherwise specified herein, shall be delivered as follows:

To the Department: 416 S East Street, Lebanon OH 45036
To the Sub-recipient: 203 E. Warren St, Lebanon OH 45036

ARTICLE XVI MERGER

This Agreement is the complete understanding between the parties. No prior or contemporaneous agreements, whether written or oral, may modify, enlarge or alter this written agreement except as incorporated by reference herein.

ARTICLE XVII SEPARABILITY

If any portion of this Sub-grant agreement is deemed to be illegal due to conflict with state or local law, the remainder of the Sub-grant agreement shall remain in full force and effect.

ARTICLE XVIII FORCE MAJUERE

Should the subject matter of this Sub-grant agreement be made illegal, abolished by the legislature or destroyed by an Act of God, or civil unrest then the agreement shall be terminated.

ARTICLE XIX HEADINGS

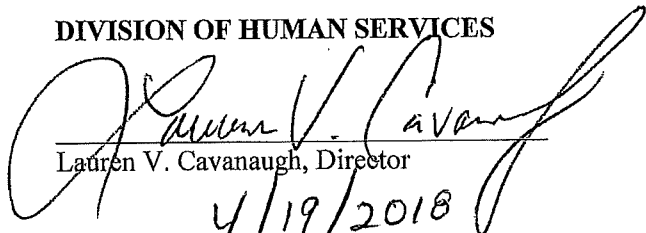
The paragraph headings contained in this Sub-grant agreement are solely for organizational purposes, and are of no substantive effect.

ARTICLE XX GOVERNING LAW

The parties agree that this Agreement shall be governed by, construed, and enforced in accord with the laws of the State of Ohio.

WARREN COUNTY JFS

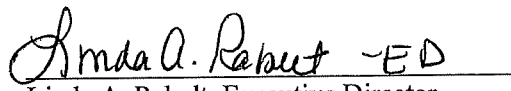
DIVISION OF HUMAN SERVICES



Lauren V. Cavanaugh, Director
Date: 4/19/2018

INTERFAITH HOSPITALITY NETWORK

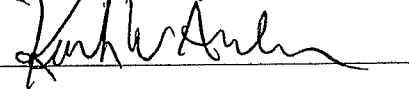
OF WARREN COUNTY



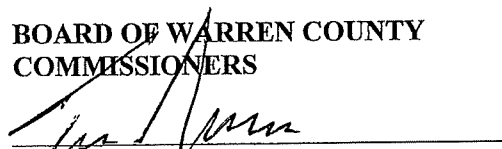
Linda A. Rabolt, Executive Director
Date: 5/21/18

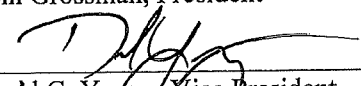
WARREN COUNTY PROSECUTOR

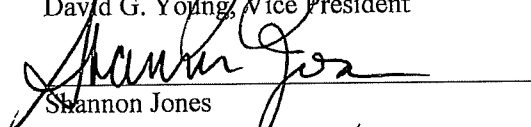
Approved as to Form Only

By: 

BOARD OF WARREN COUNTY COMMISSIONERS



Tom Grossman, President


David G. Young, Vice President


Shannon Jones
Date: 6/12/18

CAVANAUGH, LAUREN

From: Linda Rabolt <larihnwc@go-concepts.com>
Sent: Thursday, April 12, 2018 4:46 PM
To: CAVANAUGH, LAUREN
Subject: RE: TANF Contract

EXHIBIT A

Hello Lauren!

So good to hear from you and I thank you for your consideration of continuing the TANF contract with IHN for the upcoming fiscal year! This is just fantastic!

I spoke with our Board President (hence the delay in my reply – that man is hard to get a hold of sometimes!) and we agree that there are no changes that need to be made. Please advise if you need a board resolution or what other steps that I need to make on this end.

This funding has been such a blessing to IHN in assisting families in Warren County who are without a home!

Looking forward to next steps. And, thanks again!

Linda

From: Lauren.Cavanaugh@jfs.ohio.gov <Lauren.Cavanaugh@jfs.ohio.gov>
Sent: Monday, April 9, 2018 8:33 AM
To: Linda Rabolt (larihnwc@go-concepts.com) <larihnwc@go-concepts.com>
Subject: TANF Contract

Good Morning,

I am beginning the process of getting contracts that will expire on 6/30/2018 ready to be signed and approved for 7/1/2018-6/30/2019. I wanted to touch base to see if we need to make any changes to our contract, such as the per unit cost or the Budget amount. Last year we contracted for \$166,000 with a unit cost of \$35.00. If you could let me know if these terms still work I can get the contract in motion for approval and completion.

Thanks and hope you are having a great day so far 😊

Lauren

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain private, confidential, and/or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, employee, or agent responsible for delivering this message, please contact the sender by reply e-mail and destroy all copies of the original e-mail message.



Interfaith Hospitality Network of Warren County

203 East Warren Street
Lebanon, OH 45036 Phone (513) 934-5250
Connecting people who care with people in need.

EXHIBIT A

November 29, 2016

Ms. Laura Cavanaugh – Director
Warren County Department of Human Services
416 South East Street
Lebanon Ohio 45036

Dear Laura,

I want to thank you for this opportunity to apply for much needed funding through Prevention, Retention and Contingency (PRC) funds.

Since October 1998, the Interfaith Hospitality Network of Warren County (IHNWC) has provided a shelter program for children and their families who are homeless. Through a program of accountability and responsibility and with the kind assistance of volunteers throughout Warren County, IHNWC provides families with the tools to be self-sufficient.

In 2015, IHNWC experienced our busiest year since 2008. We are continuing this trend in 2016 and expect to exceed our 2015 statistics. In 2015:

- IHNWC housed 46 families to include 134 persons with 73 being children. Eleven family were exited for non-compliance. The others were successfully housed.
- Sixty percent of the adults were employed at exit
- Seventy six percent of the families were successfully housed
- Twelve (or 100%) of the pregnant woman participated in WIC
- Fifty one percent of the families participated with Warren County daycare assistance
- A total of 1248 persons were referred for service as being homeless or at risk of becoming homeless and were provided with information to assist in the retention of current housing, and/or utilities resulting in the continued self-sufficiency of the household.

In 2016, we are experiencing a year much like in 2015. In fact, we foresee that we will at least meet and likely exceed the 2015 need. To meet the additional need, IHNWC is embarking on an expansion program in 2017. We anticipate that this expansion will allow IHNWC to assist up to 100 families to include 250 persons with 150 being children. The average age of a homeless person in Warren County continues to be 6 years old.

With the continued need as well as the expected expansion of services, IHNWC will respectfully ask for the consideration of PRC funding in the amount of \$166,000.00. While we realize that this is a lot to ask, if funded, we will be good stewards of this funding. We will certainly be blessed at any funding level that is granted.

PRC Proposal

The Interfaith Hospitality Network of Warren County (IHNWC) has been serving homeless families since October 1998. IHNWC works with a network of congregations of all faiths that provide shelter, meals and hospitality with the goal to maintain the integrity and dignity of the family during this critical time of homelessness.

During the day, the IHNWC families work out of the daycenter, located at 203 East Warren in Lebanon. With the aid of the case manager, they set up a mutually agreeable case plan. This plan is a plan of accountability and responsibility. The plan concentrates on employment. In fact, all families are expected to find viable employment within the first two weeks that they are in residence. They work closely with the Warren County One Stop on resumes and job skills. Additionally, all families apply for benefits through the Warren County Department of Job and Family Services. We also, work with the other agencies in Warren County such as WIC, Help Me Grow, Woman's Center and any agency that will be of positive assistance to the family. The families are also involved with classes for parenting and budgeting while at the daycenter.

We work closely with the Warren Metropolitan Housing Authority – Transitions program. All families apply for housing within the first week that they are in shelter. This is a program that "transitions" a family from a homeless situation to housing. The program can house the family for 9-12 months at a rate that is subsidized making housing affordable according to the income of the family. Prior to entering IHNWC, each family is expected to apply for Public Housing. This is important so that once Transitions time is complete the family can move to Public Housing so that the family is not at risk of being homeless again.

In the evenings, the families move to the hosting congregation of the week. Each family has their own Sunday School room that has been transformed into a bedroom for the family. We are the only shelter in this area that keeps families together. At the congregation, the families are provided with the evening meal as well as a bag lunch and "grab and go" breakfast. There is a fellowship time that is designed for family activities such as games and crafts. The children have assistance as needed with their homework. There are designated times for bed time and volunteers stay overnight to help as needed throughout the night. Most importantly, the volunteers are mentors and good listeners for the adults in the program, providing the extra support that they may need as they work towards success.

Over the last few years IHNWC has experienced the need for additional beds. While our program provides for a total of 5 families to include 14-16 persons we are in the process to double this number by adding a second network. This network will be located at the New Freedom Church downtown location. A wing of the building will be provided which will hold 5 family bedrooms, a host room, a fellowship room and an adult space to be used for additional classes. This will enable IHNWC to provide housing to double the families in a year's time and to cut down the wait list. With this situation, the families will not rotate to the congregations, but will be able to stay in the same room while awaiting their housing. The congregations will come to them. The families eligible for this part of the program will have shown that they want to be self-sufficient and will be within a few weeks of moving into their permanent homes. They will stay in this location in the evening only, while working through their program at the day center each day.

The expansion will not only allow for additional beds but in this part of the program the guests will partake in classes that will enhance their ability to be productive and successful tenants. There will be more enhanced programs for adults such as life skills, nutrition/cooking, landlord/Tenant compatibility and even a class that will teach each guest how to be successful in doing simple maintenance tasks such as fixing a running toilet. We feel that these classes will be great life lessons for the family.

IHNWC also provides other programs for the families that we serve. The Heaven and Hearth furniture ministry provides much needed furniture and household items for each family. The family is only eligible for these items once they have completed sweat equity with which they can "purchase" the items needed. Our furniture is provided by folks in the Warren County community who are no longer in need of certain items and want to donate them to IHNWC. We provide pick up service on Saturdays and ask a \$5.00 donation to assist with the cost of fuel. Additionally, IHNWC provides assistance to all families for taxes and other needs through Ohio Benefit Bank. We have 2 trained counselors that will assist our families in particular at tax time. We have a coat ministry that provides our families with much needed winterwear. These programs are also open to the Warren County community as a whole.

In 2015, the Interfaith Hospitality Network of Warren County experienced the largest number of guests since 2008. We housed in shelter a total of 46 families to include 134 persons with 73 of those being children. Additionally, there were 1248 referrals for service. While not every caller required the assistance of shelter, they were given the assistance and counseling needed to help them out of their at-risk situation.

As of October 2016, IHNWC has provided shelter for 38 families to include 96 persons with 57 of them being children. Additionally, we had a total of 1131 referrals for assistance. We are on track to meet or exceed the historic numbers of 2015. Additionally, we have had a "wait list" of no less than 10 families for most of the year. By introducing the expansion project in 2017, we hope to eliminate the "wait list" altogether and therefore get families into shelter and get them out of cars, tents or overcrowded situations in a more timely manner.

In the past, the Interfaith Hospitality Network of Warren County was fortunate to benefit from Prevention, Retention and Contingency funds. These funds were used appropriately to assist us to better serve families in Warren County who are in a homeless situation. With the expansion of beds expected in 2017, the receipt of funding from PRC would assist IHNWC to provide the staffing and services needed to appropriately accommodate the additional 5 families in each rotation.

With the expansion in 2017, IHNWC anticipates that in all we will have the capacity to assist in shelter as many as 100 families, 250 persons with approximately 150 of those persons being children. Children continue to be the largest population of homeless in Warren County and nationwide with the average age of a homeless person being just 6 years old.

We are asking your consideration of a total of \$166,000.00 in funding from the Prevention, Retention and Contingency funds. This funding will be considered to assist with the additional costs associated with the expansion of our services to include additional staff positions as indicated as well as costs associated with the needs of the additional persons. While we realize that this is a large sum of funding, we would be grateful for any assistance as seen fit. As in the past, IHNWC would provide statements for those families only that meet the income requirements. We are asking for a unit cost of

\$22.24. We will comply with all policies and regulations as requested. Additionally, we will as always, be good and responsible stewards of all funding that is received.



IHNWC

Interfaith Hospitality Network of Warren County

December 2015 Program Statistics

<u>Program Completion:</u>	YTD:	
Families:	5	35
Individuals:	17	100
Children:	11	57
< 6 Years of Age:	5	33
Unborn:	1	5
Born In Shelter:	0	1
<u>Guests Still in Network:</u>		
Families:	3	N/A
Individuals:	9	N/A
Children:	5	N/A
< 6 Years of Age:	2	N/A
Unborn:	0	N/A
Born In Shelter:	0	N/A
<u>Duration of Stay:</u>		
Avg. Length of Stay:	43.4	29.7
# of HH leaving in 7 days:	0	2
Individuals:	0	7
<u>Residence prior to Homelessness*:</u>		
Warren County:	8	44
Another part of Ohio:	0	1
Another State:	0	1
<u>Employment*:</u>		
One parent emp. at enter:	2	14
Secured emp. during stay:	3	22

<u>Transient Care:</u>	
Adults:	196
Children:	40

<u>MONTHLY REPORT</u>	YTD:	
<u>Housing at Exit:</u>		
Permanent:	1	2
Transitional:	4	33
Other Shelter:	0	1
Unknown:	0	1
Temporary:	0	1
Family Member:	0	5
<u>Family Composition*:</u>		
Two Parent Families:	2	11
Single Mothers:	6	34
Single Fathers:	0	1
Other Composition:	0	0
<u>Primary Reason for Homelessness:</u>		
Eviction or Foreclosure:	2	11
Displacement:	2	18
Other:	3	13
Unemployment:	1	3
Health:	0	1
Utilities Unaffordable:	0	0
<u>Source of Income at Exit:</u>		
Employment:	3	21
Unemployment:	0	0
OWF:	0	10
Social Security:	0	2
No Income:	2	6
Child Support:	0	3
Other:	0	1

	Dec:	YTD:
Referrals:	121	1248
Bed Nights:	346	3930

<u>Secured/Improved @ IHN:</u>	YTD:	
Education:	0	3
Employment:	3	23
Childcare:	1	18
Dental/ Medical:	0	3
Donations:	5	34
SNAP, OWF etc:	3	29
WIC:	0	12
Other:	5	35
<u>Exited for Non-Compliance:</u>		
Families:	0	2
Individuals:	0	4
Children:	0	2
< 6 Years of Age:	0	2
Unborn:	0	0
Born In Shelter:	0	1
<u>Chose to Leave:</u>		
Families:	0	6
Individuals:	0	21
<u>Racial Background*:</u>		
African American:	0	9
Asian:	0	0
Caucasian:	26	124
Biracial:	0	0
Latino:	0	1
Native American:	0	0

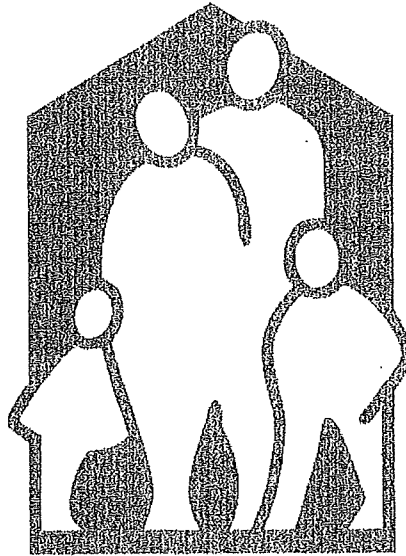


IHNWC

Interfaith Hospitality Network of Warren County October 2016 Program Statistics

<u>Program Completion:</u>			<u>MONTHLY REPORT</u>			<u>Secured/Improved @ IHN:</u>		
		YTD:	<u>Housing at Exit:</u>		YTD:			YTD:
Families:	5	27	Permanent:	0	1	Education:	1	1
Individuals:	13	69	Transitional:	5	26	Employment:	0	10
Children:	8	40	Other Shelter:	0	3	Childcare:	1	9
< 6 Years of Age:	4	25	Unknown:	0	2	Dental/ Medical:	1	4
Unborn:	1	2	Temporary:	0	1	Donations:	4	25
Born In Shelter:	0	0	Family Member:	0	1	SNAP, OWF etc:	4	21
<u>Guests Still in Network:</u>			<u>Family Composition*:</u>			WIC:	1	4
Families:	4	N/A	Two Parent Families:	1	5	Other:	5	25
Individuals:	10	N/A	Single Mothers:	8	36	<u>Exited for Non-Compliance:</u>		
Children:	6	N/A	Single Fathers:	0	0	Families:	0	6
< 6 Years of Age:	4	N/A	Other Composition:	0	0	Individuals:	0	15
Unborn:	0	N/A	<u>Primary Reason for Homelessness:</u>			Children:	0	10
Born In Shelter:	1	N/A	Eviction or Foreclosure:	2	7	< 6 Years of Age:	0	9
<u>Duration of Stay:</u>			Displacement:	1	10	Unborn:	0	1
Avg. Length of Stay:	49.9	35.4	Other:	5	16	Born In Shelter:	0	0
# of HH leaving in 7 days:	0	0	Unemployment:	0	3	<u>Chose to Leave:</u>		
Individuals:	0	0	Health:	1	1	Families:	0	1
<u>Residence prior to Homelessness*:</u>			Utilities Unaffordable:	0	1	Individuals:	0	2
Warren County:	9	41	<u>Source of Income at Exit:</u>			<u>Racial Background*:</u>		
Another part of Ohio:	0	0	Employment:	3	19	African American:	0	13
Another State:	0	0	Unemployment:	0	0	Asian:	0	0
<u>Employment*:</u>			OWF:	0	2	Caucasian:	23	85
One parent emp. at enter:	5	18	Social Security:	0	2	Biracial:	0	4
Secured emp. during stay:	1	10	No Income:	2	7	Latino:	0	1
			Child Support:	0	0	Native American:	0	0
			Other:	0	4			
<u>Transient Care:</u>			<u>Referrals:</u>			<u>Bed Nights:</u>		
Adults:		166		98	1131	Oct:		YTD:
Children:		63	Bed Nights:	382	3122			

If blank, haven't received bills yet for that month.



2015 Community Impact Report

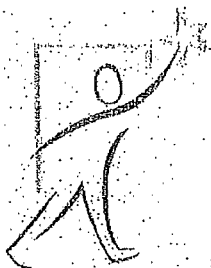
Interfaith Hospitality Network of Warren County

Family shelter & so much more

IHNWC offers an array of programs that benefit the community as a whole.

The Interfaith Hospitality Network of Warren County's (IHNWC) main purpose is to bring Warren County families out of homelessness, maintain their family integrity, and assist them in building better lives. Since the fall of 1998, IHNWC has successfully housed 599 families. These families included 992 children, 637 of which were less than 7 years old. The urgent need

these families have for housing is the driving force behind IHNWC. Even as such, IHNWC has evolved to provide the community with much more than housing solutions.



IHNWC is an affiliate of Family Resource @



Former guests who found housing through IHNWC

IHNWC Provides:

- Family Shelter
- Homeless Prevention & Rapid Rehousing
- Case Management
- Transportation
- Free Tax Preparation
- Haven & Hearth
- Furniture Ministry
- Ohio Benefit Applications



Heaven & Hearth

The Heaven & Hearth Furniture Ministry serves to furnish the homes of formerly homeless families. Additionally, the H&H Ministry serves community members who are in need and cannot afford their own furnishings. The cost of items at H&H is not monetary; the exchange for goods is always sweat equity earned from Community Service.

1.

In 2015, Heaven & Hearth furnished 66 households, benefiting 1521 individuals.

2.

The Heaven & Hearth Ministry repurposed 873 large furniture items that may have otherwise become a community burden.

3.

Community Service generated by Heaven & Hearth clients totaled 1405 hours.

Heaven & Hearth obtains its furniture from philanthropic community members who wish to donate their gently used furniture.

Case Management:

Case management is a critical component to each project serving the homeless community. Case Management assesses each household on a case-by-case basis, and develops an appropriate plan of action. Each case receives at least one hour of Case Management daily. In 2015, IHNWC provided 1,537 hours of Case Management to client households.

Transportation:

Each day, all clients are transported from the Host Church back to the IHNWC Day Center, then on to work or the day's appointments, and finally back to the Host Church where they'll once again spend the night. The ability to transport clients is critical for their success in finding housing; obtaining and maintaining employment is a requirement. The majority of IHNWC clients do not have a reliable vehicle, making IHNWC provided transportation their only option for regular work attendance.



A family unloads from the IHNWC bus

Resolution

Number 17-1493

Adopted Date September 26, 2017

AMEND THE TANF PRC CONTRACT WITH INTERFAITH HOSPITALITY NETWORK ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

BE IT RESOLVED, to amend the contract with Interfaith Hospitality Network on behalf of Warren County Department of Human Services increasing the per unit cost to \$35.00 contract beginning 7/1/17 and ending 6/30/18; contract attached hereto and made a part hereof:

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 26th day of September 2017.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: c/a – Interfaith Hospitality Network
Human Services (file)

**AMENDMENT TO THE SUB-GRANT AGREEMENT
BETWEEN
THE WARREN COUNTY BOARD OF COMMISSIONERS
ON BEHALF OF
THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
AND
INTERFAITH HOSPITALITY NETWORK OF WARREN COUNTY**

WHEREAS, a Contract was entered into on May 23, 2017 with an effective date of July 1, 2017 and ending on June 30, 2018 between the Warren County Board of Commissioners, on behalf of the Warren County Job and Family Services, Division of Human Services and Interfaith Hospitality Network of Warren County, hereinafter jointly referred to as "the Parties" and

WHEREAS, it is now the intent of the Parties to amend the Contract as follows:

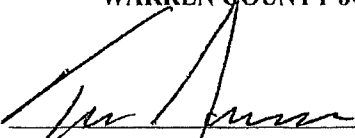
- 1) Reimbursement of Sub-recipient's cost shall be through a Fixed Unit Cost. The unit cost shall be \$22.24 per unit cost. Unit of cost shall be per eligible individual per day that services are provided.

NOW, THEREFORE, the Parties agree to amend the Sub-Grant Agreement as follows:

- 1) Reimbursement of Sub-recipient's cost shall be through a Fixed Unit Cost. The unit cost shall be \$35.00 per unit cost. Unit of cost shall be per eligible individual per day that services are provided. (Exhibit A)
- 2) Maximum compensation for the new Sub-Grant Agreement period of July 1, 2017 through June 30, 2018 not to exceed **\$166,000.00**.

All other terms, conditions and provisions of the Interfaith Hospitality Network of Warren County Sub-Grant Agreement shall remain in full force and effect for the term of the Sub-Grant Agreement as entered into on May 23, 2017 by Resolution #17-0800 of the Warren County Board of Commissioners.

WARREN COUNTY JOB AND FAMILY SERVICES, DIVISION OF HUMAN SERVICES



President, Warren County Board of Commissioners

9/26/17


Date



Director, Warren County JFS, Division of Human Services

9/13/17

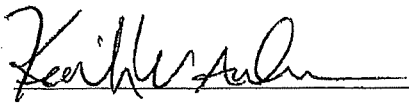
Date



Linda A. Rabolt, Executive Director IHNWC

9-18-17

Date



Keith Anderson, Assistant Prosecutor

9-11-17

Date

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

EXHIBIT C

Name:	
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	\$1,980
2	\$2,670
3	\$3,360
4	\$4,050
5	\$4,740
6	\$5,430
7	\$6,122
8	\$6,815

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: _____

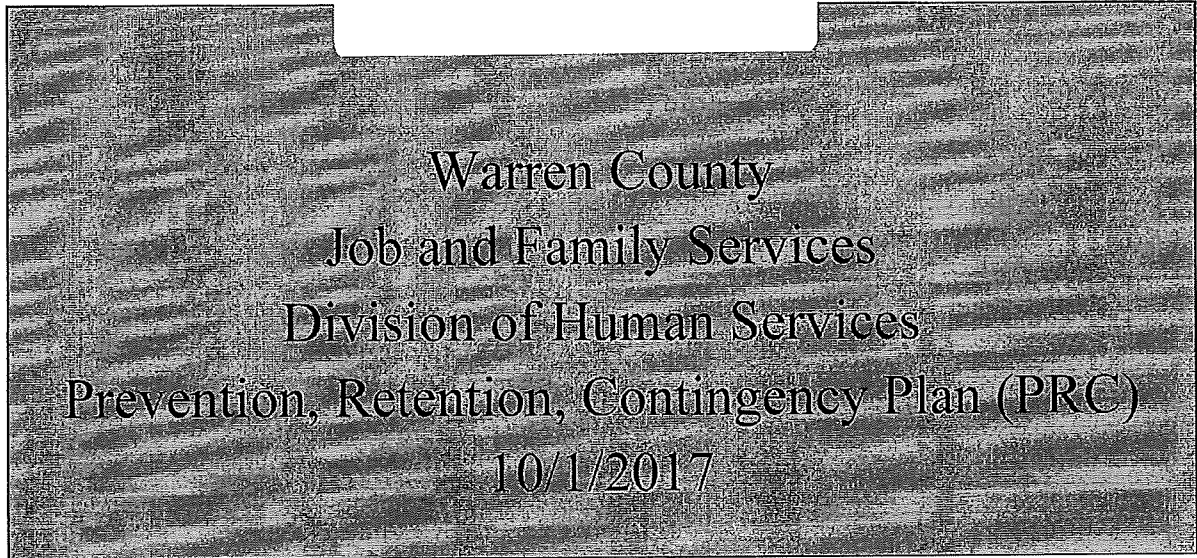
Voter Registration Notification: If you are not registered to vote where you live now, would like to register to vote at this time?

- 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

EXHIBIT D



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

**Contact Information:
Lauren Cavanaugh, Director
513-695-1402**

**Arlene Byrd, Deputy Director
513-695-1422**

**Kiley Dane, Supervisor
513-695-1405**

Table of Contents

<u>SECTION I. INTRODUCTION.....</u>	<u>3</u>
<u>SECTION II. EMERGENT NEED AND EXPLORING COMMUNITY RESOURCES</u>	<u>4</u>
<u>SECTION III. ELIGIBILITY.....</u>	<u>4</u>
A. Economic Needs	4
B. Resources/Assets.....	6
C. Assistance Groups.....	7
D. Disqualifiers	8
E. Application Process	8
F. PRC Program Modification/Termination.....	9
<u>SECTION IV. CHILD WELFARE: SERVICES AND BENEFITS.....</u>	<u>10</u>
A. Kinship Navigator Services	10
B. TANF Child Welfare	11
Definitions of Eligible TANF Child Welfare Services	12
C. Kinship and Child Welfare Conditional Services	14
<u>SECTION V. WCDJFS: SERVICES AND BENEFITS</u>	<u>15</u>
Ineligible Applicants	15
Contingency Services.....	15
Employment and Training Services/Benefits	16
Rent Assistance	16
Utility Assistance	17
Automobile Repair.....	17
Transportation Assistance	18
Child Care Registration Fees	18
Ohio Youth to Work Program.....	19
Other Services/Benefits	19
<u>SECTION VI. WCDJFS EMPLOYMENT RELATED SERVICES AND BENEFITS</u>	<u>20</u>
Transitional Benefit Program.....	20
New Employment Bonus Program.....	21
Employee Retention Bonus Program	21
<u>SECTION VII. WCDJFS DISASTER ASSISTANCE</u>	<u>22</u>
Disaster Assistance	22
Disaster Assistance for Adults and Disabled	23
<u>SECTION VIII. SUBGRANTED OR CONTRACTUAL PRC</u>	<u>24</u>
<u>SECTION IX. COMMISSIONER APPROVAL</u>	<u>26</u>
Signatures.....	26
<u>SECTION X. EXHIBITS</u>	<u>27</u>

SECTION I INTRODUCTION

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 covered benefits, services, or amounts specified in this plan may not be reduced, limited or restricted unless the program is amended or at the discretion of the Director of the agency. The services and benefits provided under the PRC program fall into three categories:

- | | |
|---------------------|---|
| PREVENTION: | Benefits/Services are provided prevent a family's reliance on and/or divert them from ongoing cash assistance and guide them toward self-sufficiency by helping them through the presenting crisis. |
| RETENTION: | Benefits/Services are provided to allow an employed individual to maintain employment and achieve self-sufficiency. |
| CONTINGENCY: | Benefits/Services are provided to meet an emergent need that threatens the health or well being of one or more family members. |

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, as long as the payment provides short-term relief and addresses a crisis situation 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. An Assistance Group (AG) is required to apply for and utilize any program benefit or support system(s) which may reduce or eliminate the presenting need. 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 will 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, FA or DA. Examples of gross earned and unearned income include;

Gross earned income examples include, but are not limited to:

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

Gross unearned income examples include, but are not limited to:

- RSDI benefits
- Alimony and child support
- Veterans Administration Benefits
- Worker's Compensation
- Unemployment Benefits
- Pension and retirement benefits
- Investment Income
- Rental Income
- OWF and SSI payments

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 include 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. 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):

General PRC eligibility requires that a child under the age of eighteen (18) or age nineteen (19) but attending high school or its equivalent reside in the household. 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.

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. Disqualifiers

Disqualifiers are listed per service category and deem the applicant ineligible for the services. Refer to specific service area for list of corresponding disqualifiers.

D. 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 10 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 or DA 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 forty-five 45 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 First, or Disability Assistance 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.

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

E. 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 (but not limited to) reduction of funds, changes in State or Federal Regulations, and the need to address appropriate emerging needs within the community.

SECTION IV

CHILD WELFARE 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 or invoices.

- A. **Kinship Navigator Services**- are designed to provide support and assistance to relatives, legal guardians or caregivers of minor children who are not able to be cared for by their biological parents or stepparents. Kinship services can be provided to those who are responsible for the day to day care and well-being of a child(ren) on a long term basis.

Kinship Navigator Services meet TANF Purposes 1.

AG definition for Kinship Navigator- A child under age eighteen (18)/age nineteen (19) and still attending high school or its equivalent and immediate household members which includes the relative, legal guardian, or caregiver, spouses of the relative, legal guardian, or caregiver, all children for whom the caregiver is responsible for and living in the household. Other adult household members and children, for whom the relative, legal guardian or caregiver is not responsible, will not be considered part of the AG.

Eligibility: At or below 200% FPG. Eligibility is based on the Self-Declaration Application found on page 35 of this plan.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive's felons or probation/parole violators.

Kinship Navigator Services	Description	Eligibility at or below 200% FPG	CAPS per rolling twelve (12) month period and TANF Purpose
Information and referral Comprehensive information and access to legal services Comprehensive information and access to child care Respite care Training	Kinship Navigator services provide an opportunity for the Warren County JFS, Division of Children Services to assist children and family members/care givers providing care for children who are unable to be cared for by their biological or step parents.	At least one child in the household must be a kinship care placement. Kinship services can be provided to relatives/caregivers who are responsible for the day to day care and wellbeing of a child(ren) on a long term basis. Self-Declaration Application	N/A TANF Purpose: 1 (see the assistance group section for information regarding child who are temporarily absent from the home)

Comprehensive information and access to financial assistance			
Evaluation and reporting			
Identification of Kinship Caregivers with Self-Declaration Application			

B. TANF Child Welfare

AG definition for TANF Child Welfare consists of a child under age eighteen (18)/age nineteen (19) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, designated guardians or caregivers, biological and step-siblings in the household. Other adult household members will not be considered part of the AG.

TANF Child Welfare services meet TANF Purpose 1.

Eligibility: At or below 200% FPG. Child welfare services activities must meet a documented and specified purpose for the well-being of child/children within the AG. Eligibility is based on the Self-Declaration Application found on page 35 of this plan.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any members of the AG are fugitive felons or probation/parole violators.

TANF Child Welfare Services	Description	Eligibility at or below 200% FPG	CAPS per rolling twelve (12) month period and TANF Purpose
Child welfare services allowable under the TANF program but not limited to: <ul style="list-style-type: none"> • Emergency housing services • Domestic Violence Services • Homes-based services & mentoring programs • Parent education and training • Respite care services • Transportation Services 	TANF Child Welfare services provided an opportunity for the Warren County Job and Family Services, Division of Children Services to provide services to assist in family reunification or to prevent children from being removed from the home. (See definitions of eligible TANF Child Welfare Services)	Child/ren may reside in the family home or the child has been out of the home <u>less than a total of six consecutive months</u> 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 the Children Services Caseworker	N/A TANF Purpose: 1 Financial Benefits received cannot exceed 4 consecutive months.

<ul style="list-style-type: none"> • Voluntary or formalized court diversion activities & mediation • Case management services • Supervised Visits 		<p>Authorization of PRC services must contribute to the reunification process.</p> <p>Self-Declaration Application</p>	
---	--	--	--

Definitions of Eligible TANF Child Welfare Services

Eligible services for TANF/PRC Child Welfare include certain direct services and case management or supportive services. The following services are also allowable TANF Child Welfare Services under the Warren County PRC Plan:

Emergency Housing

Providing case management or supportive services as it relates to emergency housing needs including: making referrals, arranging for, and planning for emergency housing needs and services.

Children Services Case Management

Case management services including: making referrals to, arranging for services, planning, supervising, and assessing results of services provided to families and children.

Domestic Violence Services

Domestic violence services are defined as providing direct assistance to victims of domestic violence and their dependents for the purpose of preventing further violence and may include but not be limited to: meals, transportation, housing referral services, legal advocacy, children's counseling and support services and other services to victims of domestic violence and their dependents. Other eligible services include providing case management or supportive services including: making referrals, arranging for and planning for care or services, planning, supervising and assessing results of care as it relates to domestic violence services.

Home Based Services

Home Based Services are those services provided to families in their own homes or community which are intended to either preserve the family by reducing risks or achieve successful reunification from out of home placements. Services provided to help meet basic human needs, examples include case management functions related to arranging or obtaining financial assistance, food, clothing, housing, household management or repairs, child care and transportation services, Home based services also include direct (face to face) education and counseling, referral and linkage to other community services and case management.

Parent Education Services

Parent education is a teaching process to assist a parent, guardian, or custodian in developing the basic skills necessary to provide adequate care and support to a child in his own home. This also includes case

management, making referrals to, arranging for services, planning, supervising, and assessing results of Parent Education services.

Respite Care Services

Eligible services include case management, making referrals to, arranging for services, planning, supervising, and assessing results of respite care activities and the provision of respite care. Respite care services are services designed to provide temporary relief to child-caring functions which may include, but are not limited to, crisis nurseries, day treatment and volunteers or paid individuals who provide such services within the home. Respite Care Services may be provided to a child placed in a foster home or with a relative as well as for a child in his own home.

Transportation Services

Transportation Services include arranging for or providing transportation to and from needed services, resources and facilities. (It may include the provision of escort assistance). Transportation provided to children/parents for visits are eligible as well as arranging, scheduling and monitoring visits.

The following services are not PRC eligible

- Foster care and out of home maintenance payments.
- Juvenile justice services.
- Any costs associated with children who do not live with a custodial parent or other adult caretaker relative, legal guardian, or legal custodian (Except for the 180 day provision or Federal TANF goals # 3 and #4).
- Services available through other federal funding sources.
- Medical services with the exception of those services allowable under Ohio's 1996 IV-A state plan.

C. Kinship and Child Welfare Conditional Services

AG Definition for Child Welfare Conditional Services: A child under age eighteen (18)/age nineteen (19) and still attending high school or its equivalent and immediate family members in the household. Immediate family members include biological parents and stepparents, kinship caregivers who have legal custody of a minor child, biological and step-siblings in the household. Other adult household members will not be considered part of the AG. Pregnant women in their third trimester of pregnancy-each fetus is considered a separate family member.
Kinship and Child Welfare Conditional Services meeting TANF Purpose 1.

Eligibility:

- At or below 200% FPG.
- Eligibility is based on the Self-Declaration Application located on page 35 of this plan.
- Families must work with Children Services or meet the definition for kinship services, and are in need of services in order to reunite, maintain or care for children in their home.

CAP: Kinship and Child Welfare Conditional are not to exceed \$5,000 per family.

Disqualifiers: Any one of the following AG characteristics will deem the applicant ineligible for services:

- The applicant is not a U.S. citizen or legal alien (ineligible aliens may apply on behalf of their eligible children)
- Any member of the AG are fugitive felons or probation/parole violators.

Kinship & Child Welfare Conditional Service	Description	Eligibility at or below 200% FPG and TANF Purpose
Rent (Excludes late fees)	To prevent homelessness or necessary relocation moving due to domestic violence, to alleviate an overcrowded situation, acceptance into a subsidized housing program, or employment related out of county relocation. Assistance is limited to a maximum of 4 consecutive months with a CAP of \$1,500.00 total.	Rent is limited to a maximum of 4 consecutive months TANF Purpose: 1
Security Deposit	For necessary relocation, to alleviate an overcrowded situation (out of county relocation must be employment related). Assistance is limited to a maximum of 4 consecutive months with a CAP of \$500.00.	Unsubsidized and subsidized housing TANF Purpose: 1
Utilities/Deposits for utilities	Gas/heating fuel Cooking fuel Electric Water Sewage Basic telephone services Assistance is limited to a maximum of 4 consecutive month with a CAP of \$750.00.	If the HEAP eligible applicant is requesting assistance with heating or utility payment, the applicant should be referred to WCCS (Warren County Community Services) during HEAP Season prior to accessing services through the PRC Program TANF Purpose: 1
Household items	Includes necessary household items such as mattresses, beds, cribs, appliances, linens or any other necessary household item. Assistance is limited to a maximum of 4 consecutive months with a CAP of \$1,500.00.	TANF Purpose: 1
Transportation	Assistance with transportation needs through various methods which include but are not limited to; transit tickets, gas cards, pre-arranged transportation, and mileage reimbursement at the rate of reimbursement in effect for the County. Assistance is limited to 4 consecutive months with a CAP of \$200.00.	TANF Purpose: 1
KPIP Administration	The Kinship Permanency Incentive Program (KPIP) is designed to support kinship caregivers in their decision to make permanent commitments by helping defray some of the costs of caring for children. Eligible caregivers receive a one-time payment to reduce costs of initial placement. They may receive subsequent payments every six months to support the stability of the child's placement in the home.	TANF Purpose 1

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.

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
<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>Examples include but not limited too; home repairs, purchase of new appliance or any situation that does not meet any of the categories listed but would threaten the health and safety of the family.</p>	Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$1,000.00 per assistance group per 24 month period.	<p>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)</p> <p>Pregnant individuals with no other children</p>	<p>AG must have experienced an unforeseen circumstance that places a documented financial hardship on the AG, promoting the request for PRC.</p> <p>Adults in AG must be employed, awaiting UCB, or have other income such as, but not limited to disability payments. An AG whose only income is that of minor children shall not be eligible for PRC contingency services.</p>	<p>At or below 200% FPL</p> <p>TANF Purpose: 1 and 2</p>	<p>Must verify current employment or verify consistent unearned income sources such as Social Security.</p> <p>and</p> <p>For all contingency services, the applicant AG must show a pattern of good faith effort to maintain payment to the best of their ability.</p>

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Employment and Training Services and Benefits: <ul style="list-style-type: none"> • Purchase clothing or uniforms for work. • Purchase safety equipment, i.e., shoes, glasses, work boots. • Purchase special tools and/or equipment required for employment. 	\$250.00 for non-recurrent short term benefits to be provided once within a 12 month period.	<p>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)</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>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>Unemployed families in receipt of OWF who are actively participating in their work activity and have obtained employment and/or training opportunities.</p>	<p>At or below 200% FPL</p> <p>TANF Purpose: 2</p>	Proof of employment or offer of employment

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
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)	<p>Past due rent or deposit up to \$1,200.00, payment to the landlord.</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 24 month period.</p> <p>Amount to be paid by WCDJFS is limited to</p>	<p>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)</p> <p>Pregnant individuals with</p>	<p>AG's who can provide a Notice to Leave the Premises or Court Ordered Eviction.</p> <p>*No employment requirement with this benefit.</p> <p>AG must be able to provide a plan to avoid continuation of this issue.</p>	<p>At or below 200% FPL</p> <p>TANF Purpose: 1 and 2</p>	<p>Notice to Leave the Premises (3-Day Notice to Evict) or Court Ordered Eviction Notice</p> <p>Homeless</p> <p>Uninhabitable residence determined by Health Department</p> <p>Residing in spousal abuse center</p> <p>Overcrowded conditions (number in home must be verified by landlord)</p>

Landlords/managers must sign a repayment agreement for security deposits.	one month of late fees. Additional monthly late fees are the responsibility of the AG.	no other children			An AG whose monthly income has decreased by half due to a situation beyond their control and who needs to relocate to a less expensive housing option.
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Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Utility Assistance for Initial Services and Shut-offs: <ul style="list-style-type: none"> Gas, propane, kerosene, wood, electric, water, sewer AG must be responsible for the utility Must be a current bill Must be a bill for the current residence 	Amount due, up to \$500.00 once within a 12 month period to assist with initial services or disconnects. Only during non-HEAP (Home Energy Assistance Program) season. HEAP Referral Exception one-time \$200.00 within 12 month period	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) Pregnant individuals with no other children	Families at risk: "The existence of or potential for a disruption to the health, safety or decent living arrangement of the family." Families with children at risk of abuse or neglect. Victims of domestic violence *No employment requirement with this benefit. AG must have an ongoing plan to avoid future issues.	At or below 200% TANF Purpose: 1 and 2	AG must provide a current utility bill with the account number, service address, amount due and account holder's name. Must enroll in PIP. AG must have at least made 1 payment within the 3 months prior to filing a PRC application to be considered for assistance. Not available during HEAP season with the exception of a one-time assistance payment for heating up to \$200.00 with a referral from HEAP/ERHEAP with proper verification.

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Automobile Repair	Up to \$1,500.00 one time in a 12 month period. CDJFS has the option to deny repairs based on age, condition, repair needed and value of the vehicle.	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)	Employed individuals Recently employed individuals Under employed individuals- not having enough paid work or not doing work that makes full use of their skills and abilities.	At or below 200% FPL TANF Purpose: 1 and 2	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. Automobile repairs will only be provided in those situations where the automobile is needed

		Non-custodial parent who lives in the state, but does not reside with his/her minor child(ren) and is cooperating with CSEA.	Individuals in education or training for up to 4 consecutive months.		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>
Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
Transportation	<p>Limited to contracted amount. <u>Transit tickets are the preferred option.</u></p> <p>Transit tickets capped at 30 days for newly employed individuals.</p> <p>OR</p> <p>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.</p> <p>Uncapped for active OWF/TANF Work Activity participants</p> <p>Non-recurrent short term benefits to be provided as defined above once within a 12 month period</p>	<p>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)</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>Recently employed individuals</p> <p>OWF Work Activity Participants</p>	<p>At or below 200% FPL</p> <p>TANF Purpose: 2</p> <p>TANF Purpose: 4</p>	<p>Newly Employed OWF Recipients must provide proof of employment.</p> <p>OWF/TANF Work Activity Participants, no cap.</p> <p>Newly employed individuals must provide proof of employment.</p>
Child Care Registration Fee	<p>Not to exceed \$200.00 per family.</p> <p>Non-recurrent short term benefits to be provided as defined above once within a 12 month period.</p>	<p>Minor child who resides with a parent, specified relative, legal guardian or legal custodian</p>	<p>Recently employed individuals</p> <p>OWF Work Activity Participants</p>	<p>At or below 300% FPL</p> <p>TANF Purpose: 1</p> <p>TANF Purpose: 2</p>	<p>This benefit is for full and part-time employment to assist with any required Child Care Registration Fees.</p> <p>OWF/TANF Work Activity Participants, no cap.</p>

<p>Child Welfare Services Services tied to a child Welfare case plan that fall within the schedule of PRC benefits/service may be enhanced beyond the individual CAP (not to exceed the family CAP of \$1,500.00) if such services are specifically coordinated as part of the family case plan.</p>	<p>Any number of individual payments to meet a non-recurrent crisis or episode of need up to \$1,500.00 per assistance group per calendar year.</p>	<p>PRC- eligible assistance groups; pregnant women with no other minor child; non-custodial parents</p>	<p>Employed Individuals Families with child at risk of abuse or neglect</p>	<p>At or below 200% FPL TANF Purpose:1 TANF Purpose:2</p>	<p>Application with all requested verifications.</p>
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Service or Benefit	CAP	Targeted Group	Economic Need Standard and TANF Purpose	Verifications
<p>Ohio Youth to Work Program</p>	<p>Hourly wage capped at \$10.00 per hour. Services not to exceed agency TANF grant amount.</p>	<p>Youth age 14-15, as long as the youth is a minor child in a needy family and is in school. 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>At or below 200% FPL TANF Purpose: 1 and 2</p>	<p><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. 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. <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>

				<p><i>Foster Care:</i> Youth in a foster care setting age 14 to 15 years of age if they are a full-time student in a secondary school may be served under Ohio Youth Works. The United States Department of Health and Human Services, Administration for Children and Families (ACF) has provided guidance respective to the Youth Employment Program.</p>
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Service or Benefit	CAP	Assistance Group	Economic Need Standard and TANF Purpose	Verifications
<p>Other Services/Benefits Targeted to Goals of TANF and the PRC Plan</p>	<p>Determined by County</p>	<p>Minor child who resides with a parent, specified relative, legal guardian or legal custodian</p> <p>Pregnant women</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>TANF Purposes: 1,2,3,4</p>	<ul style="list-style-type: none"> • Required Application • Required Verifications • Must meet TANF eligibility criteria

SECTION VI
WCDJFS EMPLOYMENT RELATED
SERVICES AND BENEFITS

Service or Benefit	CAP	Assistance Group	Economic Need Standard and TANF Purpose	Verifications
<p>Transitional Benefit for Full Time Employment</p> <p>This benefit is not available for work assignments made through temporary staffing agencies until individual is hired by the placement company.</p> <p>This program is only available to participants who are experiencing a termination or reduction in TANF/OWF benefits as a result of securing full time employment.</p> <p>The Transitional Benefit Program provides benefits for up to 2 months from the start of employment. The transitional benefit is not considered assistance as defined in 45 C.F.R. 260.31.</p> <p>If a participant is transitioning off of the TANF/OWF Program to Full Time Employment they may receive their Full or Partial TANF/OWF Allotment at the time they leave the program for no more than 2 months. If the participant is receiving a reduction of TANF/OWF Benefits and not termination of full benefits, the transitional benefit amount will be for the difference between the monthly allotment amounts at the time of full time employment minus the amount it is reduced to. Below are two examples for guidance;</p> <p><u>Termination of OWE/TANF due to full time employment</u></p> <p>Example; current allotted amount of OWF/TANF is \$582.00 per month. If approved for Transitional Benefit Program the recipient would receive that monthly benefit for 2 months after beginning full time employment in order to assist with the transition time.</p>	<p>2 month Cap based on the last monthly allotment amount of OWF/TANF or at the difference if a reduced amount.</p> <p>Transitional Benefits are available for 2 new jobs within a 24 month period.</p> <p>**Cut Off- If employment is reported prior to agency cut off (adverse action) then the transitional benefit will be for 2 months following the month reported Example; If reported in prior to cut off in February AG will receive Transitional Benefit for March and April</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>At or below 200% FPL</p> <p>TANF Purposes: 1 and 2</p>	<p>Verification of Full Time Employment from Employer, full time employment means scheduled to work 30 hours or more each week.</p> <p>Current Pay Stubs, if available</p> <p>**Cut Off- if employment reported after cut off (adverse action) AG will receive full benefit month following and transitional benefit the month after that.</p> <p>Example; if reported at end of February after cut off client will receive normal benefit in March and Transitional benefit in April.</p>

<p><u>Reduction of OWF/TANF due to full time employment</u> Example; current allotted amount of OWF/TANF is \$582.00 per month, amount will be reduced to \$382.00 as a result of new full time employment. The Transitional Benefit amount will be \$200.00 for the 2 months to assist with the transition time.</p> <p>The participants of the Transitional Benefit Program are still eligible to receive the New Employment Bonus for Full Time Employment in addition to the Transitional Benefit. Participants must apply for each program separately.</p> <p>Transitional Benefits are not countable income for public assistance programs, they are intended to assist the participant in moving toward self-sufficiency.</p> <p>If participant leaves employment during the two month period without good cause the agency will seek measures to re-coup the Transitional Benefit Amount.</p>				
<p>New Employment Bonus for Full Time Employment</p> <p>This benefit is not available for work assignments made through temporary staffing agencies until individual is hired by the placement company.</p> <p>Employment Bonus is available after the verified completion of 4 weeks (30 days) of full-time employment.</p> <p>The PRC Application must be received within 30 days of when the bonus is available.</p>	<p>\$100.00 after 30 days of full-employment,</p> <p>Cannot exceed more than 2 <u>new</u> jobs in a 36 month period</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>At or below 200% FPL</p> <p>TANF Purposes: 1 and 2</p>	<p>Verification of Full Time Employment from Employer, full time employment means scheduled to work 30 hours or more each week.</p> <p>Current Pay Subs, if available</p>
<p>Employment Retention Bonus for Full Time Employment</p> <p>This benefit is not available for work assignments made through temporary</p>	<p>\$150.00 after 90 days</p> <p>\$300.00 after 180 days</p>	<p>Minor child who resides with a parent, specified relative, legal guardian or legal custodian</p>	<p>At or below 200% FPL</p> <p>TANF Purposes: 1 and 2</p>	<p>Verification of Full Time Employment from Employer, full time employment means scheduled to</p>

<p>staffing agencies until individual is hired by the placement company.</p> <p>Employment Bonus is available after the verified completion of 90 days (3 months) or 180 days (6 months) of full-time employment.</p> <p>The PRC Application must be received within 30 days or after the completion of the 90th day or the 180th day of verified job retention.</p>	<p>Cannot exceed more than 2 <u>new</u> jobs in a 36 month period</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>work 30 hours or more each week.</p> <p>Current Pay Stubs, if available</p>
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SECTION VII WCDJFS DISASTER SERVICES AND BENEFITS

Service or Benefit	CAP	Assistance Group	Targeted Group	Economic Need Standard and TANF Purpose
<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 homeowners 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 	<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 or specified relatives with minor children.</p> <p>Pregnant women</p> <p>Non-custodial parent and minor child(ren)</p> <p>Child only minor child temporarily out of home with reunification plan.</p>	<p>Families sustaining disaster related damage or loss</p>	<p>Determined by State Declaration</p> <p>or</p> <p>At or below 200% FPL</p> <p>TANF Purpose: 1</p>

<ul style="list-style-type: none"> • 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> • 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>Disaster Relief for Adults and Disabled NOT eligible for TANF Plan.</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 style="text-align: center;">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, etc.</p>	<p>Families sustaining disaster related damage or loss</p>	<p>Determined by State Declaration</p> <p>or</p> <p>At or below 200% FPL</p> <p>TANF Purpose: 1</p>

SECTION VIII
SERVICES AND BENEFITS
SUBGRANTED OR CONTRACTUAL PRC

A. Subgranted and Contractual PRC

Subgranted 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 subgranted 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 subgranted/contractual services is accomplished using the **Self-Declaration Application for TANF/Title XX Services**. Applicants for subgranted/contractual services will be notified of approvals, denials, and terminations using the Decision of Your Application for TANF/Title XX Services.

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

Services/Benefits	Description	Eligibility at or below 300% FPG and TANF Purpose	CAPS per rolling twelve (12) month period
Warren County Job and Family Services, Division of Children Services	PRC funding to assist with the administration, services and benefits for Warren County Job and Family Services, Division of Children Services	At or Below 200% of FPL Families with Minor Children Self-Declaration Application TANF Purpose: 1, 2, 3, 4	Warren County Funding
Interfaith Hospitality Network (INH)	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.	Families with minor children; non-custodial parents. At or below 200% of FPL TANF Purpose 1, 2, 4	Warren County Funding
Abuse and Rape Crisis Shelter of Warren County (ARCS)	ARCS 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	Families with minor children; non-custodial parents. At or below 200% of FPL TANF Purpose 1, 2, 4	Warren County Funding

	batterer's accountability for their abuse behavior.		
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.	Families with minor children; non-custodial parents. At or below 200% FPL TANF Purpose 1, 2, 4	Warren County Funding
Workforce Development Training & Curriculum Employment Related Short-Term Training Services	Provides Training needed to gain, maintain, or advance in the workforce. (ABLE) Provides Assessments and planning as recommended by Workforce Development Staff or Sub-grant Recipients.	Families with minor children; non-custodial parents. At or below 200% FPL TANF Purpose 1 & 2	Warren County Funding
Workforce services allowable under TANF Program include but not limited to: TANF Administration/Eligibility, Case Management, Work Activities, Education and Training, Work Subsidies/Subsidized Employment	TANF Workforce Services provide an opportunity for Warren County Job & Family Services to partner with Ohio Means Jobs of Warren County to provide services to assist in TANF Administration/Eligibility, Case Management, Work Activities, Education & Training, and Work Subsidies/Subsidized Employment.	Families with minor children; non-custodial parents. At or below 200% FPL TANF Purpose 1 & 2	Warren County Funding

TANF EDUCATION & TRAINING

Services provided to improve knowledge of daily living skills and enhance opportunities. Education and training may include, but are not limited to, instruction in consumer education, health education, community protection, literacy education, computer skills training, or English as a second language. Also includes services or activities related to screening, assessment, testing, individual and group instruction, counseling, and referral to community resources.

**SECTION XI.
COMMISSIONER 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 October _____, 2017.

Director, Warren County JFS, Division of Human Services

Date

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 # _____

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

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

1. 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 _____

2. Explain what you are needing and why you are needing it _____

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

4. Is anyone in your household currently ineligible for or disqualified from any programs of assistance?

Yes No Explain _____

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

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 _____

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: _____

BENEFIT OR PROGRAM YOU ARE REQUESTING ASSISTANCE FOR (MAY ONLY SELECT ONE PER APPLICATION):

PROGRAM SERVICES AND BENEFITS

- | | |
|--|--|
| <input type="checkbox"/> Automobile Repairs | <input type="checkbox"/> Rent Assistance or Security Deposit |
| <input type="checkbox"/> Child Care Registration Fee | <input type="checkbox"/> Transportation Assistance |
| <input type="checkbox"/> Contingency Services | <input type="checkbox"/> Utility Disconnect or Deposit |
| <input type="checkbox"/> Employment/Training | |
| <input type="checkbox"/> Other (Explain) _____ | |

EMPLOYMENT RELATED BENEFITS

TRANSITIONAL BENEFIT PROGRAM

- Transitional Benefit Program- Verification of employment is required for this benefit category

EMPLOYMENT BONUS/RETENTION PROGRAM

- New Employment Bonus (\$100.00) after first 30 days of Verified Employment
 Employment Retention Bonus (\$150.00) after first 90 days of Verified Employment
 Employment Retention Bonus (\$300.00) after first 180 days of Verified Employment

**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 02/2017

****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
- Eviction notice.

**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/TIRES:

- Valid Driver's License
- Proof of Auto ownership (must be in applicant's name)
- Proof of registration
- Proof of mileage
- 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)

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

TRANSITIONAL BENEFIT

- Proof of Employment

EMPLOYEE BONUS PROGRAM

- Proof of Employment

Warren County Department of Human Services

Application B

WCDJFS- TANF Summer Youth Employment Program Application

PRC Request for TANF Summer Youth Employment Program 2016



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 Individuals with Income	List the Type of Income (Examples: Wages, Social Security, SSI, Child Support)	List the Monthly Amount of Income
<input type="checkbox"/> \$0 - \$1980			
<input type="checkbox"/> 1981 - 2670			
<input type="checkbox"/> 2671 - 3360			
<input type="checkbox"/> 3361 - 4050			
<input type="checkbox"/> 4051 - 4740			
<input type="checkbox"/> 4741 - 5430			
<input type="checkbox"/> 5431 - 6122			
<input type="checkbox"/> 6123 - 6815			

PRC Request for TANF Summer Youth Employment Program 2016

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

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

How did you hear about this program? _____

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"/> Eligibility determined by receipt of OWE, FA, or Medicaid verified through CRISE, OBWP, BIC or another reporting source.		<input type="checkbox"/> Denial Letter Sent/Given
<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):

WCJFS 1001 (04/2016)

[Print Form](#)

[Reset Form](#)

Application C

WCDJFS- Winter Coat Program Application

WARREN COUNTY HUMAN SERVICES PRC APPLICATION WINTER COAT PROGRAM

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

FOR AGENCY USE
ARAD # _____
CASE # _____

Please list EVERY person in the home :

Last Name	First Name	SSN	Relationship	DOB	SEX	AGE	SIZE
			SELF				

Are you currently receiving any of the following: CASH ASSISTANCE FOOD ASSISTANCE

Is anyone in the home currently employed? Yes No (INCLUDE 4-6 WEEKS PAY)

	WHO	WHERE	HOURLY RATE	# HOURS PER WEEK
JOB 1				
JOB 2				

Unearned income: SSI Social Security Child Support Alimony Unemployment Other
 If yes

WHO	SOURCE	WHEN	AMOUNT

Applicant Signature _____

Date _____

APPROVED DENIED

WORKER SIGNATURE _____

Date _____

SUPERVISOR SIGNATURE _____

Date _____

Application D

TANF Child Welfare/Kinship Navigator Self-Declaration Application

WARREN COUNTY SELF-DECLARATION APPLICATION FOR TANE/CHILD WELFARE

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.)

2. Circle your family size below.

Name	Relationship to Applicant	Age	Source of Income	Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1.				1	\$1980
2.				2	\$2670
3.				3	\$3360
4.				4	\$4050
5.				5	\$4740
6.				6	\$5430
7.				7	\$6122
8.				8	\$6815

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

Application E

Self-Declaration Application for TANF PRC/Title XX Services

WARREN COUNTY SELF-DECLARATION APPLICATION FOR TANF/TITLE XX 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.)

2. Circle your family size below.

Name	Relationship to Applicant	Age	Source of Income	Family Size	Monthly Gross Income at 200% of the Federal Poverty Level
1.				1	\$1980
2.				2	\$2670
3.				3	\$3360
4.				4	\$4050
5.				5	\$4740
6.				6	\$5430
7.				7	\$6122
8.				8	\$6815

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 Standards Sheet as of 03/01/2018

OWF/PRC				
AG Size	OWF Initial Elgt	OWF PMT STD	PRC FPG 100%	PRC FRC 200%
1	495	282	990	1980
2	668	386	1335	2670
3	840	473	1680	3360
4	1013	582	2025	4050
5	1185	682	2370	4740
6	1358	759	2715	5430
7	1531	848	3061	6122
8	1704	940	3408	6815

Federal Minimum Wage \$7.25
 Ohio Minimum Wage \$8.30
 Tipped employees \$4.15
30 hours X \$7.25 = \$217.50

EXHIBIT E

FOOD ASSISTANCE				
AG Size	FA Allot	10% Gross	Net Slt	Std. Dev
1	194	1287	990	157
2	357	1736	1335	157
3	511	2184	1680	157
4	649	2633	2025	168
5	771	3081	2370	197
6	925	3530	2715	226
7	1022	3980	3061	226
8	1169	4430	3408	226

Earned Income Deduction	20%
Excess Medical Deduction	\$335
Minimum Monthly Allowance	\$19
Standard Utility Allowance (SUA)	\$330
Limited Utility Allowance (LUA)	\$332
Single Std. Utility Allowance (SSUA)	\$73
Standard Telephone Allowance (STA)	\$40
Limit on Shelter Deduction	\$517
Standard Shelter Allowance	\$125
Resource Limit	\$2000
Aged and Disabled	\$2230
NO DAYCARE GAP FOR FA	

MEDICAID												
AG Size	MAGI								MPAP			
	RE (100% FPL)	IMAGI (100% FPL)	IMAGI (150% FPL)	RES (100% FPL)	IMAGI (200% FPL)	RES (200% FPL)	IMAGI (250% FPL)	5% RE (100% FPL)	QMB (100% FPL)	SLMB (120% FPL)	QLM (135% FPL)	
1	446	911	1346	1579	2024	2085	1872	51	1012	1214	1366	
2	604	1235	1825	2140	2744	2826	2538	69	1372	1646	1852	
3	762	1559	2304	2702	3464	3568	3204	87	1732	1853	2338	
4	921	1883	2782	3263	4184	4309	3870	105	2092	2239	2824	
5	1079	2207	3261	3825	4904	5051	4536	123	2452	2624	3310	
6	1238	2531	3740	4387	5624	5793	5202	141	2812	3009	3796	
7	1396	2855	4219	4948	6344	6534	5868	159	3172	3394	4282	
8	1554	3179	4698	5510	7064	7276	6534	177	3532	3779	4768	

DDR (1634)				
	2017 SSI Payment	Categorically Exempt Std.	Medicaid Resource Limit	MPAP Resource Limit
Single	\$750	\$750	\$2000	\$7560
Couple	\$1125	\$1125	\$3000	\$11340

Deeming: Parent to Child = \$375 1 Parent = \$750 2 Parent = \$1125

MEDICARE Part B Premiums

2018 = \$134.00 (new to Part B in 2018)

Currently Enrolled = **\$130.00 (if on Part B prior to 2018)**

Medicare Annual Deductibles:

Part A = \$1340

Part B = \$183

ZIP CODES

45005 Carlisle
 45066 Springboro
 45039 Maineville
 45065 S. Lebanon
 45005 Franklin
 45036 Lebanon
 45152 Morrow
 45040 Mason
 45068 Waynesville

School Districts

8301 Carlisle
 8302 Springboro
 8303 Kings
 8304 Franklin
 8305 Lebanon
 8306 Little Miami
 8307 Mason
 8308 Wayne

Nursing Homes

Special Income Level	\$2250
PNA NF (01/01/15)	\$50 (to \$115)
PNA ICF/IID (01/01/15)	\$50 (to \$105)
PRA Minimum	\$24720
PRA Maximum	\$123600
Max MMMNA	\$3090
MMMNA	\$2030
ESA	\$609
Utility Standard	\$530
SIMNA (HCBS Waiver)	\$1463
Monthly Private Pay (9/1/16)	\$6570
ALMNA	\$750
MBIWD Resource Limit	\$11901
MBIWD 250% FPL (1/1/18)	\$2530
Home Equity Limit	\$572000



EXHIBIT F

Subrecipient / Vendor Checklist

County Name (Pass-Through Agency): Warren County Job & Family Services

Name of Provider (Potential Vendor/Subrecipient): Interfaith Hospitality Network of Warren County

Name of Program: PRC Agreement with IHNWC

	Indications of a Subrecipient See A-133 §210(b)	Yes	No	Comments
1.	Provider determines who is eligible to receive federal financial assistance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Provider has its performance measured against whether the objectives of the federal program are met.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	Provider has responsibility for programmatic decision making.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Provider has responsibility for adherence to applicable federal program compliance requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Provider uses the federal funds to carry out its own program as compared to providing goods or services for a program of the pass-through entity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Indications of a Vendor See A-133 §210(c)	Yes	No	Comments
6.	Organization provides the goods and services within normal business operations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	Organization provides similar goods or services to many different purchasers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Organization operates in a competitive environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Organization provides goods or services that are ancillary to the operation of the federal program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10.	Organization is not subject to compliance requirements of the federal program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Overall Conclusion	Yes	No	Comments
Provider is a subrecipient.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conduct Subrecipient Monitoring See OAC 5101:9-1-88
Provider is a vendor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conduct Contract Monitoring See OAC 5101:9-4-07 (J)(8) or other rule

*BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO*

Resolution

Number 18-0918

Adopted Date June 12, 2018

APPROVE AND ENTER INTO A CONTRACT BETWEEN THE WARREN COUNTY COMMISSIONERS ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES AND LIFESPAN, INC.

NOW THEREFORE BE IT RESOLVED, to approve and enter into a contract with Warren County Department of Human Services and LifeSpan Inc. in the amount of \$15,000.00 (\$103.00 per unit of service provided), for the time period beginning July 1, 2018 and terminating on June 30, 2019; contract attached hereto and made a part hereof.

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


Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: c/a—Lifespan, Inc.
Human Services (file)

**CONTRACT AGREEMENT
BETWEEN
THE WARREN COUNTY BOARD OF COMMISSIONERS
ON BEHALF OF
THE WARREN COUNTY JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
AND
LIFESPAN, INC**

This Contract is entered into by and between the Board of County Commissioners of Warren County through and on behalf of Warren County Department of Job and Family Services, Division of Human Services hereby known as WCDJFS and LifeSpan, Inc., ("Provider"), with its main office located at 1900 Fairgrove Avenue, Hamilton, Ohio 45011, whose telephone number is 513-868-3210, for the purpose of social services identified under Exhibit 1 (Request for Proposal for Guardianship Services) and 3 (Proposal Response), Services to Be Purchased as Guardianship Services.

This instrument embodies the entire contract of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this contract shall supersede all previous communications, representations or contracts, either written or oral, between the parties of this contract.

1. **PURCHASE OF SERVICES:** Subject to terms and conditions set forth in this Contract, and any attached exhibits, WCDJFS agrees to purchase from and the Provider agrees to provide Guardianship Services with specific details included in this contract.

The maximum amount payable for this Contract shall not exceed \$15,000.

2. **CONTRACT PERIOD:** **This contract will be effective from July 1, 2018 thru and including June 30, 2020, inclusive, unless otherwise terminated, but may be extended through June 30, 2021, if all parties agree and with Resolution passed by the Warren County Commissioners.**
3. **AVAILABILITY OF FUNDS:** This Contract is conditioned upon the availability of Federal, State and local funds which are appropriated or allocated to WCDJFS. This Contract may be terminated immediately in the event there is a loss of funding. WCDJFS shall notify Provider at the earliest possible time of any service that may be affected by a shortage of funds. If funds are reallocated in lesser quantities than the initial allocation, WCDJFS may reduce the scope of the services purchased and/or total Contract dollars. No penalty shall apply to WCDJFS in the event this provision is exercised. WCDJFS shall not be obligated nor liable for any future payments incurred by the Provider after the date of termination. The Provider shall be given a thirty (30) day notice prior to termination or reduction.
4. **COST AND DELIVERY OF SERVICES TO BE PERFORMED BY THE PROVIDER:** Provider agrees to provide the following services under this contract:
 - a. Provider agrees to accept referrals from Warren County Adult Protective Services for Guardianship Services of Person only and to follow procedures outlined in Exhibit 3 and Attachment 5.
 - b. Provider agrees to accept referrals from Warren County Adult Protective Services for Representative Payee Services as outlined in Exhibit 1.

FEE SCHEDULE

Guardianship Services

The unit rate for Guardianship Services provided by the Provider is a single unit rate and is valid for the next three years. A unit of service is defined as one hour of direct service. At a rate of \$103.00/unit. Provider will be able to provide 145 hours of service. (Exhibit 3 page 7)

Unit Rate for Guardianship Services= \$103.00

Non-Guardianship Payee Services

Provider is not charging a fee for Payee Services. Once a representative payee is established and set up, Provider is able to absorb the cost of this service through a modest monthly client fee paid by the client's income (Social Security, Disability Income, or other source).

Unit Rate for Non-Guardianship Payee Services= \$0.00

The maximum amount payable for this Contract shall not exceed \$15,000.

5. **PAYMENT FOR PURCHASED SERVICES:** Reimbursement under this Contract will be on a cost reimbursement method. The Provider will submit by the tenth (10th) working day of the month following the month the services were provided, an itemized statement which includes but is not limited to the participant's name, date(s) of service, and description of services. Reimbursement to Provider will be within 30 days from receipt of a correct invoice.

In the event the Provider receives an overpayment, or must comply with an audit exception, Provider agrees to repay the WCDJFS the full amount to which Provider was not entitled.

Provider agrees to provide Guardianship Services directly and not subcontract with any other agency.

6. **RESPONSIBILITY FOR AUDIT:** Provider agrees to have conducted an independent audit of expenditures at the cost of the Provider if there is evidence of misuse or improper accounting of claims or substantial errors. Copies of the audit and associated management papers shall be made available to the WCDJFS.
7. **RESPONSIBILITY FOR AUDIT EXCEPTIONS:** Provider agrees to accept responsibility for receiving, replying to and/or complying/reimbursing any audit exception identified by appropriate State and/or Federal audit, directly related to the provisions of the Contract. Provider agrees to maintain compliance with Federal, State and local regulations which govern the provision of this service.
8. **RELATIONSHIP:** Nothing in this Contract is intended to, nor shall be deemed to constitute a partnership, association or joint venture with the Provider in the conduct of the provisions of this WCDJFS. The Provider, agents, and employees of the Provider will act in performance of this Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the WCDJFS.
9. **EQUAL OPPORTUNITY/NON-DISCRIMINATION:** Provider and WCDJFS agree that as a condition of this Contract there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, disability, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and Executive Order 11246 entitled equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in the Department of Labor Regulation 41 CFR Part 60. It is further agreed that the Provider will comply with all appropriate Federal and State laws regarding such discrimination and the right to

and method of appeal will be made available to all persons served under this Contract. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and to termination of this Contract.

10. **TERMINATION:** In the event that either the WCDJFS or Provider does not perform their responsibilities and/or obligations under this Contract, either party may initiate their intent to terminate the Contract by providing a thirty (30) day prior written communication to the other party. A final decision to terminate Contract shall be made jointly by WCDJFS and Provider. This Contract may be terminated immediately in the event there is a loss of funding, disapproval by Federal Administrative Agency or upon discovery of noncompliance with any Federal or State Laws, Rules or Regulations.
11. **MODIFICATION OR AMENDMENT:** No modification or amendment of any provisions of this Contract shall be effective unless made by a written instrument, duly executed by the party to be bound thereby, which refers specifically to this Contract and states that an amendment or modification is being made in the respects as forth in such amendment. Any amendment or modification must be in writing, signed by both parties and is not in effect until a Resolution is passed by the Warren County Board of Commissioners approving the amendment or modification.
12. **ACCESSIBILITY OF PROGRAM TO HANDICAPPED CONSUMERS:** The Provider agrees as a condition of this Contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the Applicable Health and Human Services regulations (45 CAR 84) and all guidelines and Interpretations issued pursuant thereto. Any party failing to comply with this Paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Contract.
13. **GOVERNING LAW:** This Contract shall be constructed in accordance with, and the legal relations between the parties shall be governed by the laws of the State of Ohio as applicable to contracts executed and fully performed in the State of Ohio.
14. **COMPLIANCE:** Provider certifies that Provider and all subcontractors who provide direct or indirect services under this Contract will comply with all requirements of Federal laws and regulations, applicable Office of Management and Budget circulars, State statutes and the Ohio Administrative Code rules in the conduct of work hereunder.
15. **CONFIDENTIALITY OF INFORMATION:** The parties agree that they shall not use any information, systems or records made available to either party for any purpose other than to fulfill the obligations specified herein. The parties agree to be bound by the same standard of confidentiality that apply to the employees of either party and/or the State of Ohio. The terms of this section shall be included in any subcontract executed by either party for work under this Contract.
16. **RESOLUTION OF DISPUTES:** The agencies agree that the Directors of WCDJFS and Provider shall resolve any disputes between the agencies concerning responsibilities under or performance of any of the terms of this Contract. In the event the Directors cannot agree to an appropriate resolution to the disputes, they shall refer to ODE and ODHS for a final binding determination resolving the dispute.

ENTIRE CONTRACT

This Contract contains the entire Contract between the Provider, WCDJFS and the Warren County Board of Commissioners with respect to the subject matter thereof, and supersedes all prior written or oral agreements between the parties. No representations, promises, understand or agreements not contained herein shall be of any force or effect.

Should any portion of this Contract be deemed unenforceable by an administrative or a judicial officer or tribunal of competent jurisdiction, the balance of this Contract shall remain in full force and effect unless revised or terminated pursuant to any other section of this Contract.

Neither party shall assign any of its rights or delegate any of its duties under this Contract without written consent of the other.

1. INDEMNIFICATION: Provider will defend, indemnify, protect and save WCDJFS harmless from any and all kinds of loss, claims, expenses, causes of action, costs, damages and other obligations, financial or otherwise, arising from (a) negligent, reckless or willful and wanton acts, errors or omissions by Provider, its agents, employees, licensees, contractors or subcontractors; (b) the failure of Provider, its agents, employees, licensees, contractors or subcontractors, to observe the applicable standard of care in providing services pursuant to this Contract; and (c) the intentional misconduct of Provider, its agents, employees, licensees, contracts or subcontracts that result in injury to persons or damage to property.

NOTICE

All notices required to be given herein shall be in writing and shall be sent to the following respective addresses:

Warren County Job and Family Services, Division of Human Services

416 South East Street

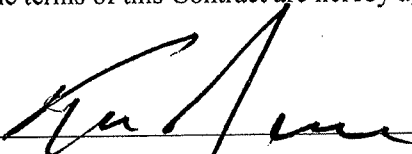
Lebanon, Ohio 45036

LifeSpan, Inc

1900 Fairgrove Ave.

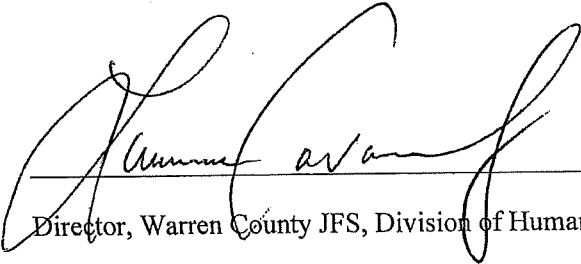
Hamilton, OH 45011

The terms of this Contract are hereby agreed to by all parties, as shown by the signatures of representatives of each:




President, Warren County Board of County Commissioners

6/12/18
Date



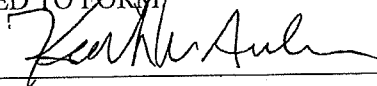
Director, Warren County JFS, Division of Human Services

5/10/18
Date

 CEO

Provider and Title

5/14/18
Date

APPROVED TO FORM:


Keith Anderson, Assistant Prosecutor

5-3-18
Date



County Name (Pass-Through Agency): Warren County Job & Family Services

Name of Provider (Potential Vendor/Subrecipient): LifeSpan- Guardianship Services

Name of Program: Guardianship services

	Indications of a Subrecipient See A-133 §210(b)	Yes	No	Comments
1.	Provider determines who is eligible to receive federal financial assistance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.	Provider has its performance measured against whether the objectives of the federal program are met.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	Provider has responsibility for programmatic decision making.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4.	Provider has responsibility for adherence to applicable federal program compliance requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5.	Provider uses the federal funds to carry out its own program as compared to providing goods or services for a program of the pass-through entity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Indications of a Vendor See A-133 §210(c)	Yes	No	Comments
6.	Organization provides the goods and services within normal business operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Organization provides similar goods or services to many different purchasers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.	Organization operates in a competitive environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9.	Organization provides goods or services that are ancillary to the operation of the federal program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10.	Organization is not subject to compliance requirements of the federal program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Overall Conclusion	Yes	No	Comments
Provider is a subrecipient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conduct Subrecipient Monitoring See OAC 5101:9-1-88
Provider is a vendor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conduct Contract Monitoring See OAC 5101:9-4-07 (J)(8) or other rule

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0919

Adopted Date June 12, 2018

AMEND THE CONTRACT BETWEEN THE WARREN COUNTY COMMISSIONERS AND WINTON TRANSPORTATION INCORPORATED, DBA UNIVERSAL TRANSPORTATION SERVICES (U.T.S.), ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

WHEREAS, pursuant to resolution #16-0929, adopted June 21, 2016, this Board approved the Community Non-Emergency Transportation contract with Winton Transportation Incorporated d.b.a. Universal Transportation Services; and

WHEREAS, upon review by the Warren County Department of Human Services and Winton Transportation Incorporated d.b.a. Universal Transportation Services, it is mutually agreed to renew the contract for one year effective 07/01/18 thru 06/30/19 in the amount of \$450,000.00; and

NOW THEREFORE BE IT RESOLVED, to amend the Community Non-Emergency Transportation Contract with Winton Transportation Incorporated d.b.a. Universal Transportation Services on behalf of Warren County Human Services; agreements attached hereto and made a part hereof.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: c/a—Universal Transportation Services (UTS)
Human Services (file)

**AMENDMENT TO THE COMMUNITY NON-EMERGENCY
TRANSPORTATION CONTRACT
BETWEEN
THE WARREN COUNTY BOARD OF COMMISSIONERS
ON BEHALF OF
THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
AND
UNIVERSAL TRANSPORTATION SERVICES, LLC dba UTS**

WHEREAS, a Community Non-Emergency Transportation Contract was entered into on June 21, 2016 between the Warren County Board of Commissioners and was amended on April 25, 2017 and October 31, 2017, on behalf of the Warren County Department of Job and Family Services, Division of Human Services and Universal Transportation Services, LLC dba UTS, hereinafter jointly referred to as “the Parties” and

WHEREAS, it is now the intent of the Parties to amend the Contract as follows:

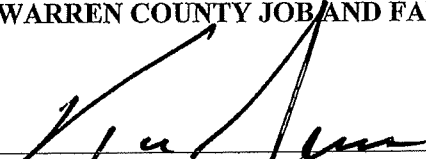
- 1) On June 21, 2016 Resolution #16-0929 was adopted by the Warren County Board of County Commissioners for a contract period beginning July 1, 2016 and ending June 30, 2018 for the amount of \$225,000.00 per SFY for a total contracted amount of \$450,000.00.
- 2) Amend the contracted amount for SFY 2017 only to \$350,000.00 Resolution # 17-0635. The total contracted amount shall remain limited to \$450,000.00 for the entire contract period of July 1, 2016 through June 30, 2018.
- 1) Resolution 17-1708 amended the contract period for SFY 2018 SFY 2018 increasing the contracted amount in the amount of \$190,000.00. The total contract amount for SFY 2018 (July 1, 2017- June 30, 2018) shall increase to \$415,000.00 for the remaining contract period ending June 30, 2018.

NOW, THEREFORE, the Parties agree to amend the Contract as follows:

- 1) **Renew the contract for one-year effective July 1, 2018 through and including June 30, 2019 in the amount of \$450,000.00.**
- 2) Warren County Job & Family Services request an updated Certificate of Liability Insurance from Universal Transportation Services.
- 3) Exhibits Included with this Amendment
 - a. Exhibit A- Contract adopted on 6/21/2016 through Resolution # 16-0929
 - b. Exhibit B- Resolution #17-0635 adopted on 4/25/2017
 - c. Exhibit C- Resolution # 17-1708 adopted on 10/31/2017
 - d. Exhibit D- Warren County Job & Family Services Non-Emergency Transportation (NET) Plan
 - e. Exhibit E- White Paper which outlines the Ohio Department of Medicaid’s intent to move the Non-Emergency Transportation System to a State Run Brokerage System, potentially slated to occur effective 7/1/2019.
 - f. Exhibit F- Subrecipient/Vendor Checklist

All other terms, conditions and provisions of the Community Non-Emergency Transportation Contract shall remain in full force and effect for the term of the Contract as entered into on June 21, 2016 by Resolution #16-0929 and April 25, 2017 Resolution # 17-0635 and October 31, 2017 Resolution #17-1708 of the Warren County Board of Commissioners.

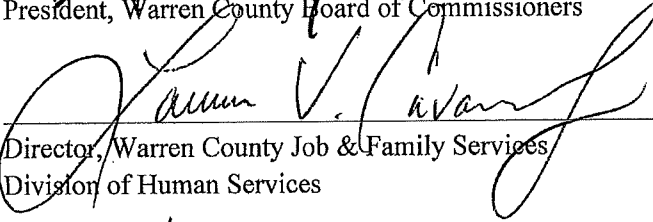
WARREN COUNTY JOB AND FAMILY SERVICES, DIVISION OF HUMAN SERVICES



President, Warren County Board of Commissioners

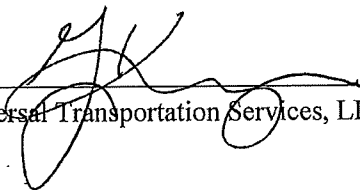
6/12/18

Date



Director, Warren County Job & Family Services
Division of Human Services

5/10/2018
Date



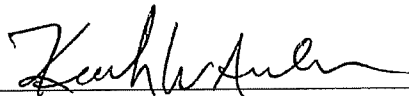
Universal Transportation Services, LLC dba UTS

5/13/2018

Date

WARREN COUNTY PROSECUTOR

Approved as to Form Only



Keith Anderson, Assistant Prosecutor

5-3-18

Date

NATIONAL INTERSTATE INSURANCE COMPANY

OHIO

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we,

Holland Park Investments, LLC DBA Universal Transportation Systems as Principal, and the NATIONAL INTERSTATE INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio and duly organized to transact business in the State of Ohio as Surety, are held and firmly bound unto the **Warren County Board of Commissioners** as obligee in the sum of **Fifty-Five Thousand Dollars, (\$55,000)**, for the payment whereof well and truly to be made the Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this **29th day of April 2018**.

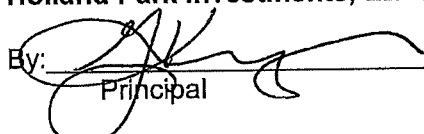
WHEREAS the Principal and the Obligee have entered into a written contract, hereinafter called the Contract, a copy of which is or may be attached hereto, for Contract with Warren County Board of Commissioners for community non-emergency transportation persons for the period of April 29, 2018 through April 28, 2019.

NOW, THEREFORE, the condition of the foregoing obligation is such that if the Principal shall indemnify the Obligee for all loss that the Obligee may sustain by reason of the Principal's failure to complete the work in accordance with the terms of the contract, then this obligation shall be void; otherwise it shall remain in force.

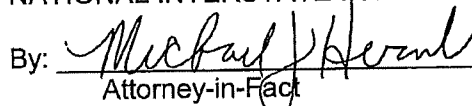
PROVIDED, HOWEVER, it shall be a condition precedent to any right of recovery hereunder that, in event of any default on the part of the Principal, a written statement of the particular facts showing the date and nature of such default shall be immediately given by the Obligee to the Surety and shall be forwarded by registered mail to the Surety at its Administrative Office at 3250 Interstate Drive, Richfield, OH 44286.

AND PROVIDED FURTHER, that no action, suit or proceeding, except as hereinafter set forth, shall be had or maintained against the Surety on this instrument unless the same be brought or instituted and process served upon the Surety within twelve months after completion of the work mentioned in said contract, whether such work be completed by the Principal, Surety or Obligee; but if there is any maintenance or guarantee period provided in the contract for which said Surety is liable, an action for maintenance may be brought within six months from the expiration of the maintenance period, but not afterwards.

Holland Park Investments, LLC.

By:  _____
Principal

NATIONAL INTERSTATE INSURANCE COMPANY

By:  _____
Attorney-in-Fact


NATIONAL INTERSTATE INSURANCE COMPANY
3250 INTERSTATE DRIVE, RICHFIELD, OHIO 44286-9000

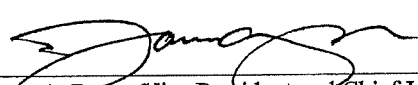
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the NATIONAL INTERSTATE INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio (the "Company"), does hereby nominate, constitute and appoint Anthony J. Mercurio, Gary N. Monda, and Michael J. Heramb its lawful attorneys-in-fact for it and in its name, place and stead to execute in behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, without limits. This Power of Attorney revokes all previous powers issued in behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 18th day January, 2017.

NATIONAL INTERSTATE INSURANCE COMPANY

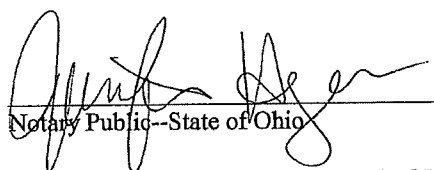

Attest: Arthur J. Gonzales, SVP, General Counsel and Secretary


James A. Parks, Vice President and Chief Underwriting Officer

STATE OF OHIO)
) ss.
COUNTY OF SUMMIT)

On this 18th day January, 2017, before me personally appeared James A. Parks, to me known, being duly sworn, deposes and says that he is the Vice President and Chief Underwriting Officer of National Interstate Insurance Company, the Company described in and which executed the above instrument; that he knows the seal that was so affixed by authority of his office; and that he signed his name thereto by like authority.

JENNIFER HAZOU
Notary Public
State of Ohio
My Commission Expires Feb. 15, 2022


Notary Public--State of Ohio

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of National Interstate Insurance Company by unanimous written consent dated as of November 29, 1990.

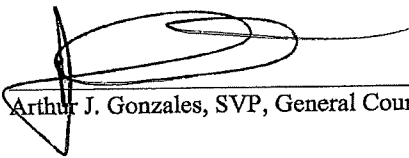
RESOLVED, that the President and the several Vice Presidents and Assistant Vice Presidents, or any one of them, be and hereby is authorized from time to time, to appoint one or more Attorneys-in-Fact to execute in behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER, that the Company seal and the signature of any of the aforesaid officers may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract or suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, Arthur J. Gonzales, SVP, General Counsel and Secretary of National Interstate Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of November 29, 1990 have not been revoked and are now in full force and effect.

Signed and sealed this 18th day January 2017.


Arthur J. Gonzales, SVP, General Counsel and Secretary

Resolution

Number 16-0929

Adopted Date June 21, 2016

APPROVE AND ENTER INTO A CONTRACT BETWEEN THE WARREN COUNTY COMMISSIONERS AND WINTON TRANSPORTATION DBA UNIVERSAL TRANSPORTATION ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

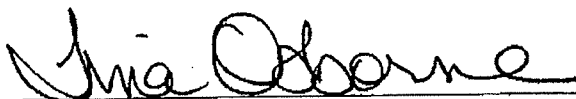
BE IT RESOLVED, to approve and enter into a Contract with Universal Transportation on behalf of the Warren County Department of Human Services for Non-Emergency Transportation in the total amount of \$225,000.00, effective July 1, 2016 and ending June 30, 2018; copy of agreement attached hereto and made a part hereof:

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

Mr. Young – yea
Mr. Grossmann – yea
Mrs. South – yea

Resolution adopted this 21st day of June 2016.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a – Winton Transportation
dba Universal Transportation
Human Services (file)

COMMUNITY NON-EMERGENCY TRANSPORTATION CONTRACT

This Vendor Contract, made and entered into on June 21, 2016, by and between the Warren County Board of County Commissioners, on behalf of the Warren County Job and Family Services, Division of Human Services (hereinafter referred to as WCDJFS) with offices located at 416 South East Street, Lebanon, Ohio 45036 and Universal Transportation Systems LLC dba UTS, 5284 Winton Road, Fairfield, Ohio 45014 (hereinafter referred to as Provider), a provider of transportation services.

"Non-Emergency Transportation (NET) is a program administered by the Warren County Job and Family Services, Division of Human Services to provide transportation to and from medical providers who meet provider participation requirements in accordance with Chapter 5160-24 of the Administrative Code and who provide Medicaid covered services defined as reimbursable services in accordance with Chapters 5160-1. WCDJFS is required to adequately ensure transportation for Medicaid eligible consumers whose transportation cannot be provided or arranged through other modes of transportation that addresses the consumer's medical conditions and timeliness concerns and only to Medicaid covered services that are within the consumer's community as defined in Rule 5160-24 of the Administrative Code, unless the specific service is not available within the community.

The purpose of this Vendor Contract is to establish the terms, conditions and requirements governing the administration and use of the funding received by or used by the Provider pursuant to this agreement. Therefore, the terms of this Vendor Contract are as follows:

1. **Purchase of Services:** Subject to terms and conditions set forth in this Contract, and any attached exhibits, WCDJFS agrees to purchase from and the Provider agrees to provide to eligible individuals for the Non-Emergency Transportation Program those specific services detailed in this Contract.
2. **Contract Period:** This contract will be effective from July 1, 2016 thru and including June 30, 2018, inclusive, unless otherwise terminated, but may be **extended** through June 30, 2019, if all parties agree and with Resolution passed by the Warren County Commissioners. This Contract must coincide with the State Fiscal Year.
3. **Availability of Funds:** This Contract is conditioned upon the availability of Federal, State and local funds which are appropriated or allocated for WCDJFS use. This Contract may be terminated immediately in the event there is a loss of funding. WCDJFS shall notify Provider at the earliest possible time of any of any service that may be affected by a shortage of funds. If funds are reallocated in lesser quantities than the initial allocation, WCDJFS may reduce the scope of services purchases and/or total Contract dollars. No penalty shall apply to WCDJFS in the event this provision is exercised. WCDJFS shall not be obligated nor liable for any future payments incurred by the Provider after the date of termination. The Provider shall be given a thirty (30) day notice prior to termination or reduction.
4. **Cost and Delivery of Services to be Performed by the Provider:** Subject to terms and conditions set forth in this Contract, the Provider agrees to comply with terms of the Contract and provide the following services:
 - a. Provider agrees to furnish transportation twenty-four (24) hours per day, seven (7) days per week, three-hundred sixty-five (365) days per year from any point within Warren County to any other destination within Warren County or to any point within Montgomery, Butler, Clermont, Hamilton, Greene or Clinton Counties.
 - b. Nature of services provided shall include, but is not limited to, trips for ambulatory individuals to dialysis, radiation and chemotherapy. The Non-Emergency Transportation Program assures non-emergency transportation for Medicaid consumers to and from Medicaid Title XIX providers who provide Medicaid reimbursable services if consumers are not eligible for other transportation services.
 - c. Provider agrees to furnish equipment such as wheel chair access, infant seats, vans, cars or buses as required by Federal and State regulations.
 - d. Provider agrees that each Warren County Non-Emergency Transportation client will be provided an individual ride, and will not be required to share a ride with another client/customer, unless the WCDJFS or client make a direct request to the provider.

FEE SCHEDULE

The fee accrual will be at a per mile basis at the rate resulting in lowest cost to WCDJFS. The following guidelines must be followed:

- A. \$1.89 per live mile of transportation (definition of live mile being miles actually traveled by client, i.e., point of pick-up to point of destination or
- B. A minimum one-way transportation charge of \$20.50 (Exhibit B)
- C. The total cost of the program cannot exceed \$225,000.00 per SFY year.
- D. Multiple year contracts would accrue at a static price for a second year period (i.e., \$1.89 per "live mile" and a minimum one way transportation charge of \$20.50 with noted exceptions.) (Exhibit B)
- E. All transportation orders are encouraged to be at least twelve (12) hours or more before appointment time; however NO EXTRA CHARGES will be incurred for any late orders.
- F. WCDJFS will not be billed for consumer 'no shows'.

ADDITIONAL PROVIDER REQUIREMENTS

- A. Provider shall provide drivers, vehicles, maintenance, etc., to provide proper and adequate transportation in accordance with State, Federal and local laws and regulations for clients to and from designated locations. Such transportation shall be available by Provider during the term of this Contract twenty-four (24) hours per day, three hundred sixty-five (365) days per year.
- B. Provider will provide quality service with a guarantee of a high degree of regularity and on time performance in route schedules, positive, courteous and professional drivers, ability to facilitate changes in routes, scheduling and dismissal times, etc.
- C. Provider will provide control of all route-making functions including but not limited to estimated client pick up times, the order in which clients are picked up and dropped off, etc., under the guidelines of the needs of the individual's transportation request.
- D. All vehicles and equipment utilized by Provider shall conform to the applicable safety standards prescribed by the State of Ohio. Vehicles will be safe, equipped with the appropriate safety restraining devices and equipment and must have regular preventative maintenance.
- E. Provider will have available back-up vehicles for immediate dispatch in event of a breakdown or accident.
- F. Provider's vehicles shall display the company logo and all drivers shall carry identification which identifies them as authorized operators.

PAYMENT FOR PURCHASED SERVICES

Reimbursement under this Contract will be on a cost reimbursement method. The Provider will submit by the tenth (10th) working day of the month following the month the services were provided, an itemized statement which includes but is not limited to the participant's name, date(s) of service, description of services including trip destination, fee for services along with the sign off sheets signed by the participant to verify that the service for which WCDJFS is being billed has been provided. If WCDJFS determines additional information is needed to verify actual billing, same may be requested

for any invoice received from Provider. Reimbursement to Provider will be within 30 days from receipt of a correct invoice.

The invoices submitted are subject to adjustment by the WCDJFS before such payment is made in order to adjust for mathematical errors, incorrect rates or non-covered services. The invoices are subject to audit by appropriate State, Federal and/or local officials or an independent audit. The total cost of services billed for contracted period shall not exceed \$225,000.00, unless otherwise authorized through formal amendments.

Provider warrants that the following unallowable costs were not included in determining the rate of payment and that these costs will not be included in any invoice submitted for payment: bad debts, bonding costs, contingencies, contributions or donations, entertainment costs, costs of alcoholic beverages, goods or services for personal use, fines, penalties, and miss-charging costs, gains and losses on disposition or impairment of depreciable or capital assets, interest and other financial costs, losses on other contracts, organizational cost, costs related to legal and/or other proceedings, goodwill, asset valuation resulting from business combinations, legislative lobbying costs and durable equipment.

In the event the Provider receives an overpayment, or must comply with an audit exception, Provider agrees to repay the WCDJFS the full amount to which Provider was not entitled.

Duplicate Billing: Provider certifies that the services being purchased by WCDJFS are not available on a non-reimbursable basis. The Provider warrants that claims made to WCDJFS for payment for services provided shall be for actual services rendered and do not duplicate claims made by Provider to other funding sources for the same services and that Provider warrants that claim made to WCDJFS for payment for services provided are for eligible individuals who are not eligible for payment from another source.

ELIGIBILITY FOR SERVICES

The WCDJFS shall determine all eligibility for services. Eligibility shall be determined according to the Community Non-Emergency Transportation (NET) Plan (Exhibit C) for WCDJFS dated May 20, 2016. All individuals served must be Medicaid eligible consumers at the time the transportation is provided. Transportation covered under the NET Program must be provided only to and from Medicaid Title XIX providers providing Medicaid reimbursable services within the consumer's community unless the Medicaid reimbursable services is not available in his/her community with community being defined as Warren County for the NET program purposes.

1. **Referral Procedures:** Request for service will be initiated by WCDJFS. WCDJFS will follow the guidelines in the NET Plan in scheduling. The WCDJFS shall notify Provider (e.g., fax, phone or email) when, where and for whom services have been requested and approved.
2. **Availability and Retention of Records:** Provider shall maintain accurate records, reports, payrolls, etc., which sufficiently and properly reflect all costs of any nature incurred by the Provider in the performance of this Contract. All records relating to the services provided and supporting documentation for invoices submitted to WCDJFS by Provider shall be retained and made available by the Provider for audit by WCDJFS, the State of Ohio (including, but not limited to the Ohio Department of Job and Family Services, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government for a minimum of three (3) years after payment under this Contract. Provider will assure the maintenance of such records and other documentation in the possession of any third party performing work related to this Contract for alike period of time for a like period of time, unless otherwise directed by WCDJFS (Exhibit D). If any litigation, claim, negotiation, audit or other action involving the records is commenced before expiration of the County Record Retention Rules time period, Provider shall retain the records until completion of the action and all appeals which may arise from it.
3. **Equipment:** No equipment, software, promotional materials, etc., shall be purchased/invoiced by the Provider to WCDJFS.

4. **Assignment and Subcontracting:** When deemed necessary to deliver services of the quantity and quality specified in this Contract, the Provider may subcontract with the written approval of the WCDJFS. All such subcontracts shall be in the same form as this Contract and subject to the same terms, conditions and covenants contained herein. No such subcontracts shall in any case release the Provider of his liability under this Contract. Provider is responsible for making direct payment for such subcontracts. This section does not apply to contracts with interpreters and persons needed to accommodate customers with disabilities.
5. **Responsibility for Audit:** Provider agrees to have conducted an independent audit of expenditures at the cost of the Provider if there is evidence of misuse or improper accounting of claims or substantial errors. Copies of the audit and associated management papers shall be made available to the WCDJFS.
6. **Responsibility for Audit Exceptions:** Provider agrees to accept responsibility for receiving, replying to and/or complying/reimbursing any audit exception identified by appropriate State and/or Federal audit, directly related to the provisions of the Contract. Provider agrees to maintain compliance with Federal, State and local regulations which govern the provision of this service.
7. **Relationship:** Nothing in this Contract is intended to, nor shall be deemed to constitute a partnership, association or joint venture with the Provider in the conduct of the provisions of this WCDJFS. The Provider, agents, and employees of the Provider will act in performance of this Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the WCDJFS.
8. **Equal Opportunity/Non-discrimination:** Provider and WCDJFS agree that as a condition of this Contract there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, disability, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and Executive Order 11246 entitled equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in the Department of Labor Regulation 41 CFR Part 60. It is further agreed that the Provider will comply with all appropriate Federal and State laws regarding such discrimination and the right to and method of appeal will be made available to all persons served under this Contract. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and to termination of this Contract.
9. **Termination:** In the event that either the WCDJFS or Provider does not perform their responsibilities and/or obligations under this Contract, either party may initiate their intent to terminate the Contract by providing a thirty (30) day prior written communication to the other party. A final decision to terminate Contract shall be made jointly by WCDJFS and Provider. This Contract may be terminated immediately in the event there is a loss of funding, disapproval by Federal Administrative Agency or upon discovery of noncompliance with any Federal or State Laws, Rules or Regulations.
10. **Modification or Amendment:** No modification or amendment of any provisions of this Contract shall be effective unless made by a written instrument, duly executed by the party to be bound thereby, which refers specifically to this Contract and states that an amendment or modification is being made in the respects as forth in such amendment. Any amendment or modification must be in writing, signed by both parties and is not in effect until a Resolution is passed by the Warren County Board of Commissioners approving the amendment or modification.
11. **Accessibility of Program to Handicapped Consumers:** The Provider agrees as a condition of this Contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the Applicable Health and Human Services regulations (45 CAR 84) and all guidelines and Interpretations issued pursuant thereto. Any party failing to comply with this Paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Contract.

12. **Governing Law:** This Contract shall be constructed in accordance with, and the legal relations between the parties shall be governed by the laws of the State of Ohio as applicable to contracts executed and fully performed in the State of Ohio.
13. **Compliance:** Provider certifies that Provider and all subcontractors who provide direct or indirect services under this Contract will comply with all requirements of Federal laws and regulations, applicable Office of Management and Budget circulars, State statutes and the Ohio Administrative Code rules in the conduct of work hereunder.
14. **Confidentiality of Information:** The parties agree that they shall not use any information, systems or records made available to either party for any purpose other than to fulfill the obligations specified herein. The parties agree to be bound by the same standard of confidentiality that apply to the employees of either party and/or the State of Ohio. The terms of this section shall be included in any subcontract executed by either party for work under this Contract.
15. **Resolution of Disputes:** The agencies agree that the Directors of WCDJFS and Provider shall resolve any disputes between the agencies concerning responsibilities under or performance of any of the terms of this Contract. In the event the Directors can not agree to an appropriate resolution to the disputes, they shall referred to ODE and ODHS for a final binding determination resolving the dispute.

ENTIRE CONTRACT

This Contract contains the entire Contract between the Provider, WCDJFS and the Warren County Board of Commissioners with respect to the subject matter thereof, and supersedes all prior written or oral agreements between the parties. No representations, promises, understand or agreements not contained herein shall be of any force or effect.

Should any portion of this Contract be deemed unenforceable by an administrative or a judicial officer or tribunal of competent jurisdiction, the balance of this Contract shall remain in full force and effect unless revised or terminated pursuant to any other section of this Contract.

Neither party shall assign any of its rights or delegate any of its duties under this Contract without written consent of the other.

1. **Indemnification:** Provider will defend, indemnify, protect and save WCDJFS harmless from any and all kinds of loss, claims, expenses, causes of action, costs, damages and other obligations, financial or otherwise, arising from (a) negligent, reckless or willful and wanton acts, errors or omissions by Provider, its agents, employees, licensees, contractors or subcontractors; (b) the failure of Provider, its agents, employees, licensees, contractors or subcontractors, to observe the applicable standard of care in providing services pursuant to this Contract; and (c) the intentional misconduct of Provider, its agents, employees, licensees, contracts or subcontracts that result in injury to persons or damage to property.
2. **Insurance:** Provider shall maintain liability insurance in an amount not less than \$1,000,000 for this program. WCDJFS and the Warren County Board of Commissioners shall be named as addition insured and proof of coverage shall be provided to WCDJFS and the Warren County Board of Commissioners prior to the effective date of such change. Such insurance shall be primary to any insurance coverage of WCDJFS or the Warren County Board of Commissioners. (Exhibit B)

NOTICE

All notices required to be given herein shall be in writing and shall be sent to the following respective addresses:

Warren County Job and Family Services, Division of Human Services
416 South East Street
Lebanon, Ohio 45036

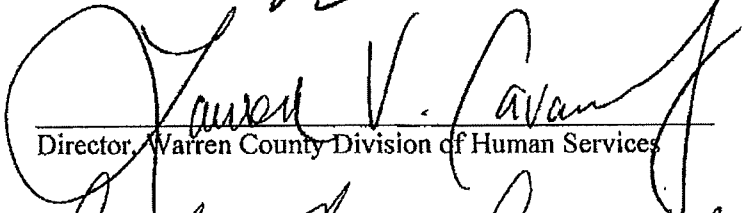
Universal Transportation Systems LLC dba UTS
5284 Winton Road
Fairfield, Ohio 45014

The terms of this Contract are hereby agreed to by all parties, as shown by the signatures of representatives of each:



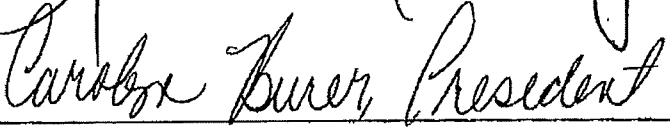
Warren County Board of County Commissioners

6-21-16
Date



Director, Warren County Division of Human Services

5/20/2016
Date



Provider and Title

6-6-2016
Date

APPROVED TO FORM:



Keith Anderson, Assistant Prosecutor

5/24/16
Date

County Name (Pass-Through Agency): Warren County JFS, Division of Human Services

Name of Provider (Potential Vendor/Subrecipient): Universal Transportation Systems LLC dba UTS

Name of Program: Non-Emergency Transportation- Medicaid Recipients

	Indications of a Subrecipient See A-133 §210(b)	Yes	No	Comments
1.	Provider determines who is eligible to receive federal financial assistance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.	Provider has its performance measured against whether the objectives of the federal program are met.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	Provider has responsibility for programmatic decision making.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4.	Provider has responsibility for adherence to applicable federal program compliance requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5.	Provider uses the federal funds to carry out its own program as compared to providing goods or services for a program of the pass-through entity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	Indications of a Vendor See A-133 §210(c)	Yes	No	Comments
6.	Organization provides the goods and services within normal business operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Organization provides similar goods or services to many different purchasers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.	Organization operates in a competitive environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9.	Organization provides goods or services that are ancillary to the operation of the federal program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10.	Organization is not subject to compliance requirements of the federal program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Overall Conclusion	Yes	No	Comments
Provider is a subrecipient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conduct Subrecipient Monitoring See OAC 5101:9-1-88
Provider is a vendor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conduct Contract Monitoring See OAC 5101:9-4-07 (J)(8) or other rule

Resolution

Number 17-0635

Adopted Date April 25, 2017

AMEND THE CONTRACT BETWEEN THE WARREN COUNTY COMMISSIONERS AND WINTON TRANSPORTATION INCORPORATED, D.B.A. UNIVERSAL TRANSPORTATION SERVICES (U.T.S.), ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

WHEREAS, pursuant to resolution #16-0929, adopted June 21, 2016, this Board approved the Community Non-Emergency Transportation contract with Winton Transportation Incorporated d.b.a. Universal Transportation Services; and

WHEREAS, upon review by the Warren County Department of Human Services and Winton Transportation Incorporated d.b.a. Universal Transportation Services, it is mutually agreed to increase the said Contract in the amount of \$125,000.00 thru 06/30/17; and

NOW THEREFORE BE IT RESOLVED, to amend the Community Non-Emergency Transportation Contract with Winton Transportation Incorporated d.b.a. Universal Transportation Services on behalf of Warren County Human Services; agreements attached hereto and made a part hereof.

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

Mr. Grossmann – yea

Mrs. Jones – yea

Mr. Young – yea

Resolution adopted this 25th day of April 2017.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a – Winton Transportation Services – dba Universal Transportation Services (UTS)
Human Services (file)

**AMENDMENT TO THE COMMUNITY NON-EMERGENCY
TRANSPORTATION CONTRACT
BETWEEN
THE WARREN COUNTY BOARD OF COMMISSIONERS
ON BEHALF OF
THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
AND
UNIVERSAL TRANSPORTATION SERVICES, LLC dba UTS**

WHEREAS, a Community Non-Emergency Transportation Contract was entered into on June 21, 2016 between the Warren County Board of Commissioners, on behalf of the Warren County Department of Human Services and Universal Transportation Services, LLC dba UTS, hereinafter jointly referred to as "the Parties" and

WHEREAS, it is now the intent of the Parties to amend the Contract as follows:

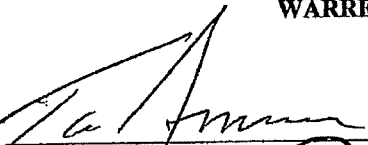
- 1) On June 21, 2016 Resolution #16-0929 was adopted by the Warren County Board of County Commissioners for a contract period beginning July 1, 2016 and ending June 30, 2018 for the amount of \$225,000.00 per SFY for a total contracted amount of \$450,000.00.

NOW, THEREFORE, the Parties agree to amend the Contract as follows:

- 1) Amend the contracted amount for SFY 2017 only to \$350,000.00. The total contracted amount shall remain limited to \$450,000.00 for the entire contract period of July 1, 2016 through June 30, 2018.

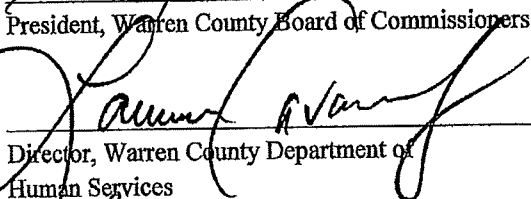
All other terms, conditions and provisions of the Community Non-Emergency Transportation Contract shall remain in full force and effect for the term of the Contract as entered into on June 21, 2016 by Resolution #16-0929 of the Warren County Board of Commissioners.

WARREN COUNTY DIVISION OF HUMAN SERVICES



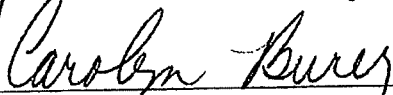
President, Warren County Board of Commissioners

4/25/17
Date



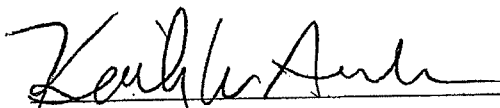
Director, Warren County Department of Human Services

4/6/17
Date



Universal Transportation Services, LLC dba UTS

4-10-17
Date



Keith Anderson, Assistant Prosecutor

4-4-17
Date

Resolution

Number 17-1708

Adopted Date October 31, 2017

AMEND THE CONTRACT BETWEEN THE WARREN COUNTY COMMISSIONERS AND WINTON TRANSPORTATION INCORPORATED, D.B.A. UNIVERSAL TRANSPORTATION SERVICES (U.T.S.), ON BEHALF OF THE WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

WHEREAS, pursuant to resolution #16-0929, adopted June 21, 2016, this Board approved the Community Non-Emergency Transportation contract with Winton Transportation Incorporated d.b.a. Universal Transportation Services; and

WHEREAS, upon review by the Warren County Department of Human Services and Winton Transportation Incorporated d.b.a. Universal Transportation Services, it is mutually agreed to increase the said Contract in the amount of \$190,000.00 thru 06/30/18; and

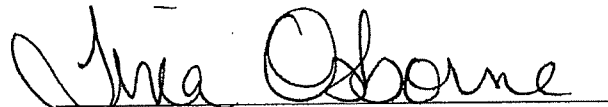
NOW THEREFORE BE IT RESOLVED, to amend the Community Non-Emergency Transportation Contract with Winton Transportation Incorporated d.b.a. Universal Transportation Services on behalf of Warren County Human Services; agreements attached hereto and made a part hereof.

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

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

Resolution adopted this 31st day of October 2017.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a – Winton Transportation
dba – Universal Transportation Services (U.T.S.)
Human Services (file)

**AMENDMENT TO THE COMMUNITY NON-EMERGENCY
TRANSPORTATION CONTRACT
BETWEEN
THE WARREN COUNTY BOARD OF COMMISSIONERS
ON BEHALF OF
THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
AND
UNIVERSAL TRANSPORTATION SERVICES, LLC dba UTS**

WHEREAS, a Community Non-Emergency Transportation Contract was entered into on June 21, 2016 between the Warren County Board of Commissioners and was amended on April 25, 2017, on behalf of the Warren County Department of Human Services and Universal Transportation Services, LLC dba UTS, hereinafter jointly referred to as "the Parties" and

WHEREAS, it is now the intent of the Parties to amend the Contract as follows:

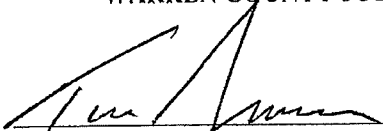
- 1) On June 21, 2016 Resolution #16-0929 was adopted by the Warren County Board of County Commissioners for a contract period beginning July 1, 2016 and ending June 30, 2018 for the amount of \$225,000.00 per SFY for a total contracted amount of \$450,000.00.
- 2) Amend the contracted amount for SFY 2017 only to \$350,000.00. The total contracted amount shall remain limited to \$450,000.00 for the entire contract period of July 1, 2016 through June 30, 2018.

NOW, THEREFORE, the Parties agree to amend the Contract as follows:

- 1) Amend the contracted amount for SFY 2018 increasing the contracted amount in the amount of \$190,000.00. The total contract amount for SFY 2018 (July 1, 2017- June 30, 2018) shall increase to \$415,000.00 for the remaining contract period ending June 30, 2018.

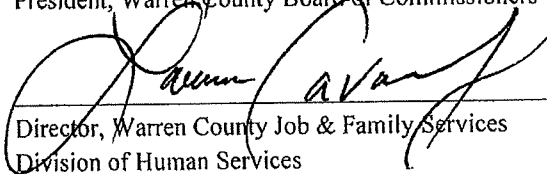
All other terms, conditions and provisions of the Community Non-Emergency Transportation Contract shall remain in full force and effect for the term of the Contract as entered into on June 21, 2016 by Resolution #16-0929 and April 25, 2017 Resolution # 17-0635 of the Warren County Board of Commissioners.

WARREN COUNTY JOB AND FAMILY SERVICES, DIVISION OF HUMAN SERVICES



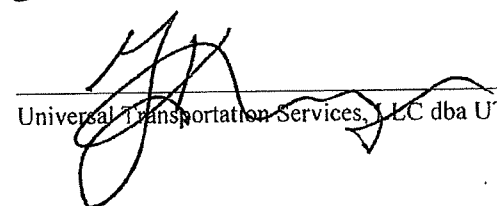
President, Warren County Board of Commissioners

10/31/17
Date



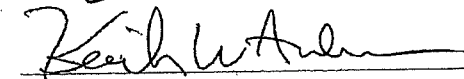
Director, Warren County Job & Family Services
Division of Human Services

10/12/2017
Date



Universal Transportation Services, LLC dba UTS

10/15/17
Date



Keith Anderson, Assistant Prosecutor

10-10-17
Date

**WARREN COUNTY JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
COMMUNITY NON-EMERGENCY TRANSPORTATION PLAN
7/2017**

Non-Emergency Transportation (NET) is a statewide program that is administered by the County Department of Job and Family Services (CDJFS) in accordance with 5160-24 of the Ohio Administrative Code. The Community Transportation Plan for Warren County will be reviewed by Warren County Job and Family Services, Division of Human Services and updated as necessary, a minimum of one time per calendar year or when changes occur in the NET Program.

The Department Director is responsible for administering the NET program and will review and update the plan as necessary.

The CDJFS shall implement the provision of Chapter 5160-24 of the Administrative Code with all nondiscriminatory requirements in accordance with rule 5101:9-2-01 of the Administrative Code.

Consumers (traditional Medicaid consumers as well as foster/adoption consumers) are able to access NET services through several different methods: by requesting transportation services in person, by referral from their case manager, electronically, or most commonly by phone.

NET is the provision of transport that also requires the use of the most cost-effective mode(s) of transportation that addresses the consumer's medical condition and timeliness concerns.

Requests for transportation should be made by the consumer at least ten (10) working days in advance unless transport is needed sooner either because the consumer is ill or injured or because the Medicaid provider or the Managed Care Plan (MCP) provider has scheduled a medically necessary follow-up appointment.

Medicaid-eligible consumers who request transportation services can contact the Warren County NET Transportation Coordinator directly to make arrangements at 513-695-1450. For new consumers the NET Coordinator will review and verify current Medicaid eligibility status. Consumers who have previously arranged transportation and have verified continued Medicaid eligibility can either contact the agency NET Coordinator or the provider to schedule transportation. If the consumer contacts the provider, the provider will verify eligibility with the NET Coordinator prior to authorizing the trip.

The NET Coordinator will update the CDJFS database for each ride scheduled and update the consumer's NET file monthly with verification of Medicaid eligibility. A record of all the consumer's appointments will also be maintained in the file. When monthly invoices are received from the provider, the invoice is checked again for eligibility and accuracy before payment is authorized. Contracted providers keep daily manifest of trips completed.

The definition of "community" for the purpose of NET services is "all of Warren County". NET services are available outside of the "community" to consumers who are unable to obtain medical services in this area by requesting this service from Warren CDJFS. The Warren County NET Coordinator will verify that the treatment is not available in the community and make appropriate arrangements for transport to

**WARREN COUNTY JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
COMMUNITY NON-EMERGENCY TRANSPORTATION PLAN
7/2017**

the facility.

Consumers who are eligible for transportation through other Medicaid programs are referred to those programs. Other Medicaid covered services that a consumer may be eligible for include: Hospice services; Pregnancy Related Services; ambulate; ground ambulance; air ambulance services; center based day care services that are part of Ohio Department of Medicaid administered waivers; services provided by long-term care facilities. Also included are: Federally Qualified Health Centers; Managed Care Plans; Home and Community Based Waiver services; and Healthcheck services. If transportation is not available through these programs, NET transportation will be provided.

Transportation services are coordinated with two primary resources: Winton Transportation Incorporated (Universal Transportation Services, UTS) and Warren County Transit. The Warren CDJFS has contracts with both vendors to provide transportation services. Services are primarily provided by these providers. Consumers who require handicap accessible transportation must notify the NET Coordinator, arrangements for transportation will be made with the appropriate provider. Other providers who offer handicap accessible transportation include: Community Ambulance Services (513-929-4747) and Medic One (513-554-4808). The Warren CDJFS will handle all accommodation for special needs consumers.

The secondary mode of transportation is through mileage reimbursement to a consumer who owns a vehicle or to a driver of their choice to provide transportation services for an approved trip. Mileage costs are paid at the same rate as the Warren CDJFS reimburses employees for mileage costs. Consumers who request reimbursement for using their own or another person's vehicle are required to provide verification from the medical provider that they had an appointment and submit the transportation reimbursement form for the trip. The agency may use Map Quest or Google Maps to check the accuracy of the mileage request.

When it is necessary for a Medicaid consumer to travel outside of the "community" for medical treatment or service, lodging, meals, and other related travel expenses for the consumer (and when medically necessary, an attendant) may be paid for at the same rate that the department pays its employees for such expenses. A relative traveling with the consumer will not be reimbursed for expenses.

When it is necessary for Medicaid consumer to travel within the "community" for medical treatment and an attendant is required to assist, the attendant qualifies for either the agency primary or secondary source of transportation, whichever is the most cost effective.

An "attendant" is a person who accompanies the consumer who is unable to travel independently during a Medicaid covered service.

A "relative" is defined as spouse, child, grandchild, parents, grandparents, siblings, step-child, step-parents, step-siblings, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or legal guardian or other person who stands in place of a parent

**WARREN COUNTY JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
COMMUNITY NON-EMERGENCY TRANSPORTATION PLAN
7/2017**

The necessity for overnight lodging should be determined by the following criteria:

- The destination must be in excess of a two (2) hour drive;
- The appointment time begins prior to 8:00 am or ends past 6:00 pm;
- Must be approved by the department Director prior to use.

When making lodging reservations, the consumer should request the most economical rate. The Warren CDJFS will present a tax exempt certification form to the establishment.

Transportation service providers are selected through competitive proposal procurement. Contracts are approved by the Warren County Commissioners.

Current vendors include:

- Winton Transportation Incorporated (Universal Transportation Services, UTS), 5284 Winton Road, Fairfield, Ohio 45014, Phone No. 1-800-339-0323. Cost of current year contract is \$225,000 and expiration is 6/30/2018.
- Warren County Transit, 220 Senate Drive, Monroe, Ohio 45050, Phone No. 888 297 0990. Cost of current year contract is \$10,000 and expiration is 6/30/2017.

If a consumer cancels or has a medical appointment cancelled by the provider, it is the consumer's responsibility to notify the Warren CDJFS and/or the transportation provider at least two (2) hours prior to the arranged pick-up time.

As there are no regulations regarding the misuse of NET services, the Warren CDJFS has implemented a telephone confirmation requirement to be imposed when the following occurs; If a consumer with telephone access, without good cause, on two or more consecutive occasions during a thirty (30) day time period fails to utilize transportation arranged by WCDJHS or fails to properly cancel service, the WCDJFS may require the consumer to confirm all subsequent appointments by telephone for three (3) consecutive months. In order to establish the consumer acted without good cause, the WCDJFS shall assess the consumer's situation before proceeding with a telephone confirmation.

Before implementation of a telephone confirmation requirement, the CDJFS must notify the consumer of the telephone confirmation requirement in writing.

If the CDJFS suspects that a NET consumer appears to be misrepresenting their situation in order to receive benefits to which they are not entitled, a referral is made to the Warren CDJFS Fraud Unit.

NET service providers are responsible to resolve quality issues with consumers directly. The service providers are responsible for getting the consumer to the medical facility in a safe and timely fashion. The department intervenes when an issue of quality cannot be resolved between the consumer and the vendor.

**WARREN COUNTY JOB AND FAMILY SERVICES
DIVISION OF HUMAN SERVICES
COMMUNITY NON-EMERGENCY TRANSPORTATION PLAN
7/2017**

Consumers will be informed of NET services upon Medicaid approval. Consumers who access the program will be informed of program guidelines by the NET Coordinator. All new NET requests are reviewed by the NET Coordinator to verify eligibility. If eligible, the JFS 04074 Notice of Approval is issued. If ineligible, the JFS 07334 is issued.

The Warren County Job and Family Services, Division of Human Services staff responsible for the NET Program include:

Alison Smith, Unit Support Worker/NET Coordinator
Phone: 513-695-1450
E-mail: Alison.Smith@jfs.ohio.gov

Date

Arlene Byrd, Deputy Director
Phone: 513-695-1422
E-mail: arlene.byrd@jfs.ohio.gov

Date

Lauren V. Cavanaugh, Director
Phone: 513-695-1402
E-mail: lauren.cavanaugh@jfs.ohio.gov

Date

Revised: July 12, 2017

Medicaid Mobility Transformation

Background:

Ohio's non-emergency medical transportation (NEMT) system is outdated, inefficient and at times ineffective. Currently, each county department of job and family services (CDJFS) is responsible for coordinating NEMT within its jurisdiction. This arrangement creates limitations based on geographic borders and sometimes results in inconsistent delivery of services from county to county, putting Medicaid recipients at risk for not being able to access necessary medical services.

Ohio must develop a NEMT system that provides necessary transportation services, as required by CMS, in a manner that is reliable, efficient and accountable. Addressing the problems with NEMT services also aligns with other initiatives to improve health and human service transportation statewide.

Transformation Strategy:

Across state agencies, initiatives are underway to improve how transportation services are provided to Ohioans. Current transportation programs are administered by a multitude of organizations, including local, county, and state government, transportation authorities, community organizations, not-for-profits, and others. Transportation programs are critical to ensure Ohioans have access to jobs, healthcare, education, social services, and other daily activities. However, while some transportation programs and services are available to the public, many are designed to serve a particular need or population segment. The result has been a statewide transportation system that is disjointed, disconnected, and inefficient.

Through three primary initiatives, the State of Ohio is working to make it easier to match people with the transportation services they need. At the same time, agencies are working to use transportation resources more efficiently and consistently, while also addressing inconsistencies in service availability across the state.

Promote Regional Coordination

Transportation services in Ohio are operated by hundreds of public and human services agencies. All of these services are necessary to meet the diverse transportation needs of Ohioans, but without coordination they can become siloed and inefficient. The result is redundant services in some areas and gaps in others. The Ohio Department of Transportation is leading efforts to improve local and regional coordination of public and human services transportation – seeking to ensure that transportation needs are addressed and that available resources are used efficiently.

Align State Policy

At the state level, 14 agencies are involved in delivering or contracting for transportation services. Each of these agencies has its own policies and standards related to driver screening and training, vehicle requirements, customer eligibility and usage and costs. Differing policies often make coordination of services impossible by prohibiting one agency's clients from riding on another agency's vehicle, even if it is going where the individual needs to go. State agencies are working together to review current standards and establish new standards that can be adopted by agencies statewide. This effort will cut

red tape for transportation providers who can provide services under more than one state program, and enables coordination for Ohioans who utilize these services.

Enhance Accountability and Consistency

In June 2017, the Ohio General Assembly passed, and Governor John Kasich signed, House Bill 49 – Ohio’s biennial budget bill for FY 2018-2019. Contained in this bill was a provision transitioning responsibility for Ohio’s NEMT services from the state’s current county-based system to a state-based brokerage model. This provision is an acknowledgement that Ohio’s current system is outdated, resulting in inconsistent delivery of services throughout the state, with limited accountability for how NEMT dollars are being spent. The goal of this initiative is to more fairly and consistently provide services throughout the state. Only those NEMT services currently provided through the county system will be impacted by this initiative; waiver transportation services and services provided by managed care plans will not change.

Progress to Date and Impact:

With the implementation of a state-level brokerage system, Ohio will join approximately 29 other states in implementing this type of model for the provision of NEMT services. Under this new model, Ohio will contract with one or more third-party transportation brokers to manage NEMT services. The broker or brokers will develop and maintain a provider network, verify Medicaid eligibility for NEMT services, determine and authorize the appropriate cost-effective and medically necessary mode of transportation, and dispatch an appropriate vehicle. Ohio Medicaid will pay the transportation broker a monthly capitation payment per individual to cover the cost of administering the program and paying providers.

The goal is to provide consistent transportation service for Medicaid members and more efficiently arrange for their transportation needs. Because Ohio is a large and diverse state, the model will also be implemented with flexibility to account for regional variations in transportation needs.

States must ensure necessary transportation for Medicaid individuals to and from medical providers (42 CFR § 431.53(a)). Transportation costs include expenses for transportation (e.g., NEMT) and other related travel expenses determined to be necessary by the State Medicaid agency to secure medical examinations and treatment for individuals (42 CFR § 440.170(a)(1)). States must use the least costly mode of transportation if multiple modes are available, including maximizing available free resources. In the summer of 2016, in preparation for the biennial budget process, Ohio evaluated the budget savings that would result from transitioning its CDJFS-administered Medicaid fee-for-service NEMT services to a brokerage system.

The Executive Budget, which was presented in January and introduced by the General Assembly as House Bill 49, contained language in sections 307.20 and 333.130 allowing the Ohio Department of Medicaid to request the transfer NEMT funds from the Department of Job and Family Services (JFS) to ODM, for the purposes of ensuring access to a non-emergency medical transportation brokerage program established by ODM. During consideration of the budget – from January through June 2017 – ODM met with various stakeholders engaged in NEMT to hear about how the system currently works, and opportunities for improvements.

In October 2017, following passage of House Bill 49, the Ohio Department of Medicaid issued a Request for Information as work began to implement the budget provision and develop a comprehensive NEMT strategy. Thoughtful and constructive feedback was received by nearly 50 respondents representing the breadth and diversity of stakeholders involved in health and human services transportation, including community organizations, health systems, trade associations, managed care plans, state agencies, brokers, private transportation providers, public transit, and county job and family services agencies. Responses were received from individuals and organizations throughout the entire state. With this input from stakeholders, and research on transportation programs in other states, ODM determined that a brokerage system allows the opportunity to maximize federal cost-sharing, lower NEMT costs and improve access to high quality transportation services for Ohio Medicaid members.

- **Enhances Access while Allowing Flexibility for Community Variation.** Currently, the Ohio Department of Medicaid has limited insight into how NEMT services are being provided throughout the state. Without consistent, reliable data from counties on what transportation services are being provided and to whom, the state is unable to look holistically at the NEMT service to identify redundancies in service and places where there are gaps and additional resources are needed. For individuals in areas where transportation resources are limited, transition to a new model for NEMT services will mean increased access to fulfill transportation needs. NEMT services will continue to be a benefit for Ohio Medicaid members, and existing transportation providers will need to continue to engage in this important work – albeit under a new model.
- **Increases Accountability.** Timeliness, no-shows, late arrivals, safety issues, poor customer service, and scheduling problems are frequent criticisms of transportation services. Today, ODM does not have reliable data on any of these issues that can be used to make informed decisions for improvement. By moving to a brokerage model, the state will be able to monitor and address service issues with providers, with the goal of better service for individuals who utilize NEMT. At the same time, the state will be able to appropriately monitor the usage and cost of NEMT services.
- **Supports Legislative Priorities.** The Ohio General Assembly has been clear in its goal that Medicaid services be provided efficiently and that the Ohio Department of Medicaid act as a good steward of taxpayer dollars. In addition to the enhanced oversight offered by a state-level brokerage model, improvements to the state's NEMT model can also stretch state dollars further. By moving responsibility for funding NEMT to the Ohio Department of Medicaid, Ohio can claim these services at a Federal Medical Assistance Program (FMAP) match rate, which is higher than the current Ohio Department of Job and Family Services match rate of 50 percent and results in \$6.8 million in estimated annual savings to the state.

EXHIBIT F

Subrecipient / Vendor Checklist

County Name (Pass-Through Agency): Warren County JFS, Division of Human Services

Name of Provider (Potential Vendor/Subrecipient): Universal Transportation Systems LLC dba UTS

Name of Program: Non-Emergency Transportation- Medicaid Recipients

	Indications of a Subrecipient See A-133 §210(b)	Yes	No	Comments
1.	Provider determines who is eligible to receive federal financial assistance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.	Provider has its performance measured against whether the objectives of the federal program are met.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	Provider has responsibility for programmatic decision making.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4.	Provider has responsibility for adherence to applicable federal program compliance requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5.	Provider uses the federal funds to carry out its own program as compared to providing goods or services for a program of the pass-through entity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	Indications of a Vendor See A-133 §210(c)	Yes	No	Comments
6.	Organization provides the goods and services within normal business operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Organization provides similar goods or services to many different purchasers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.	Organization operates in a competitive environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9.	Organization provides goods or services that are ancillary to the operation of the federal program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10.	Organization is not subject to compliance requirements of the federal program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Overall Conclusion	Yes	No	Comments
Provider is a subrecipient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conduct Subrecipient Monitoring See OAC 5101:9-1-88
Provider is a vendor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conduct Contract Monitoring See OAC 5101:9-4-07 (J)(8) or other rule

Resolution

Number 18-0920

Adopted Date June 12, 2018

APPROVE CONTINUATION OF A SERVICE AGREEMENT WITH SOLID BLEND TECHNOLOGIES INC. ON BEHALF OF WARREN COUNTY FACILITIES MANAGEMENT

WHEREAS, on June 20, 2017 this Board entered into a service agreement with Solid Blend Technologies per Resolution #1-0968; and

WHEREAS, Facilities Management requests to continue that service agreement for a period of three (3) additional years; and

NOW THEREFORE BE IT RESOLVED to approve the three year continuation of the service agreement with Solid Blend Technologies, as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, to approve purchase order #24639 to Solid Blend Technologies Inc. in the amount of \$4,473.66 for 2018 services.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/dc

cc: C/A—Solid Blend Technologies Inc.
Facilities Management (file)

SOLID BLEND

WATER MANAGEMENT SOLUTIONS

safe. clean. sustainable.

3-14-18

Justin Kildow

Warren County Buildings

Warren County, Ohio

Justin, thank you for the opportunity to continued support for the requirements and water quality at Warren County Buildings.

Based upon the information you provided and our assessment, we are confident that your water conditions and system functionality will improve and there will be a benefit from an overall cost savings by accepting this proposal.

An effective water treatment system will save money in many ways in addition to the actual cost of the treatment products, equipment, and service. A well maintained system will reduce overall water usage and the amount of electricity used to run the system as well as prolong the life of the equipment. In addition to these calculable costs, effective water treatment helps prevent water system "crises" that cause equipment or facility downtime.

The success or failure of a water treatment program is primarily a function of how well the system is monitored and controlled. One strength of the Solid Blend approach is the frequency and extent of our testing. Based on the current needs of Warren County Buildings, a member of your Solid Blend team will be scheduled to monitor your water quality every Quarter (4 times per year/ heating loops and 1 time per year for glycol loops).

In addition, Solid Blend can provide you with the following services as needed:

- In-House or Outside Laboratory Services
- Legionella Prevention, Detection, Outbreak Response, Remediation
- Consulting
- Training (operational and expert)
- Emergency Repair Services
- Equipment

SOLID BLEND

WATER MANAGEMENT SOLUTIONS

safe. clean. sustainable.

Recommendations

- Add and maintain correct corrosion inhibitor to prevent system corrosion.
- Quarterly water analysis and system check.
- Yearly checks on glycol loops (**recommendations on additives for this can be purchased off contract.**)

Service Responsibilities

- Closed loop water analyzed for conductivity, inhibitor concentrations, pH, copper, and iron
- Corrosion inhibitor added as required by analysis
- Filters replaced as required
- Detailed service reports are e-mailed to you and/or your designated person
- SBT will also provide an inclusive service agreement for water loop treatment, which includes 4 visits per year and chemicals necessary to treat the loops.
 1. Common Pleas East
 2. Common Pleas West
 3. Juvenile Justice Center
 4. Jail
 5. Sheriff's Office
 6. Health & Human Services
 7. Engineer's Office
 8. Administration Building
 9. Old Courthouse
 10. Old Administration Building

SOLID BLEND

WATER MANAGEMENT SOLUTIONS

safe. clean. sustainable.

TOTALS:

3 year Inclusive Service Total: **\$26,841.96**
3 year Inclusive Service Amortized (36 months): **\$ 745.61**
Starting date: July 1st 2018 through June 30th 2021

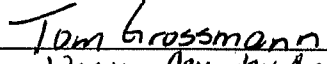
Exclusions:

Taxes and equipment installation

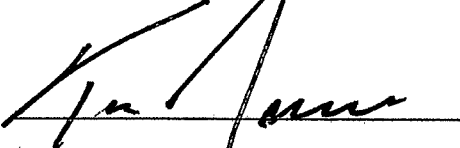
Thank you again for your time and consideration. If you have any questions or would like to discuss the next steps. Please contact me at (937) 264-8453.

Sincerely,


Tony Rainwater




Warren County Commissioner
Customer Name (Print)



Customer Signature




Solid Blend Rep Name (Print)



Solid Blend Rep Signature

APPROVED AS TO FORM



Kathryn M. Horvath
Asst. Prosecuting Attorney

Resolution

Number 18-0921

Adopted Date June 12, 2018

APPROVE AND ENTER INTO A BUSINESS ASSOCIATE AGREEMENT BETWEEN THE WARREN COUNTY BOARD OF COMMISSIONERS AND SOLUTIONS COMMUNITY COUNSELING AND RECOVERY CENTERS ON BEHALF OF WARREN COUNTY CHILDREN SERVICES

BE IT RESOLVED, to approve and authorize the Warren County Board of Commissioners to enter into a Business Associate Agreement with SOLUTIONS Community Counseling and Recovery Centers on behalf of Warren County Children Services; copy of agreement is attached hereto and made a part hereof.

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

jc/

cc: c/a – SOLUTIONS Community Counseling and Recovery Centers
Children Services (file)

SOLUTIONS Community Counseling and Recovery Centers

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement ("Agreement") effective 7-1-18, is entered into by and between Warren County Childrens Services through the Board of County Commissioners (the "Business Associate") and SOLUTIONS Community Counseling and Recovery Centers (affiliated "Covered Entity").

DEFINITIONS

Health Care Operations. Health care operations shall have the meaning set out in its definition at 45 C.F.R. § 164.50, as such provision is currently drafted and as it is subsequently updated, amended or revised.

Privacy Officer. Privacy Officer shall have the meaning as set out in its definition at 45 C.F.R. § 164.530(a) (1) as such provision is currently drafted and as it is subsequently updated, amended or revised. Covered Entity reserves the right to appoint a Privacy Officer of its choosing at any time. The parties acknowledge that the identity of the Privacy Officer may change from time to time both during and after the duration of this agreement.

Protected Health Information. Protected Health Information (hereinafter "PHI") shall refer to individually identifiable information including without limitation, all information, data, documentation, materials, demographics, medical and financial information received from or on behalf of the Covered Entity and relating to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual, or the past, present or future payment for health care provided to an individual, as more fully defined 45 C.F.R. § 164.501, as such provision is currently drafted and as it is subsequently updated, amended or revised.

The Parties agree as follows:

1. PERMITTED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

1.1. Services. The parties acknowledge that Business Associate provides services as described in the accompanying contract for the Covered Entity that involve the use and disclosure of Protected Health Information. Except as otherwise specified herein, the Business Associate may make any and all uses of PHI necessary to perform its obligations. All other uses not authorized by this Agreement are prohibited. Moreover, Business Associate may disclose PHI for the purposes authorized by this Agreement only, (i) to its employees, subcontractors and agents, in accordance with Section 2.1(e), (ii) as directed by the Covered Entity, or (iii) as otherwise permitted by the terms of the Agreement including, but not limited to, Section 1.2(b) below.

1.2. Business Activities of the Business Associate. Unless otherwise limited herein, the Business Associate may:

- a. Use the PHI in its possession for its proper management and administration and to fulfill any present or future legal responsibilities of the Business Associate, provided that such uses are permitted under applicable state and federal laws and are otherwise consistent with the Agreement.
- b. Disclose the PHI in its possession to third parties for the purpose of its proper management and administration or to fulfill and present or future legal responsibilities of the Business Associate, provided that the Business Associate represents to the Covered Entity, in writing, that (i) the disclosures are required by law, as provided for in 45 C.F.R. § 164.501 or (ii) the Business Associate has received from the third party written assurances regarding its confidential handling of such Protected Health Information as required under 45 C.F.R. §

164.504(e)(4), including assurances that the third party will notify the Business Associate of any breach of the confidentiality of the PHI

1.3 Additional Activities of Business Associate. In addition to using the PHI to perform the Services set forth in Section 1.1 of this agreement, Business Associate may:

a. De-identify any and all PHI, provided that the de-identification conforms fully to the requirements of 45 C.F.R. § 164.514(b), and further provided that the Covered Entity maintains the documentation required by 45 C.F.R. § 164.514(b), which may be in the form of a written assurance from the Business Associate.

2. RESPONSIBILITIES OF THE PARTIES WITH RESPECT TO PROTECTED HEALTH INFORMATION

2.1 Responsibilities of the Business Associate. With regard to its use and/or disclosure of PHI, the Business Associate hereby agrees to do the following:

- a. Use and/or disclose the PHI only as permitted or required by this agreement or as otherwise required by law.
- b. Report to the designated Privacy Officer of the Covered Entity, in writing, any use and/or disclosure of the PHI that is not permitted or required by this Agreement of which Business Associate's discovery of such unauthorized use and/or disclosure.
- c. Establish procedures for mitigating, to the greatest extent possible, any deleterious effects from any improper use and/or disclosure of PHI that the Business Associate reports to the Covered Entity.
- d. Establish and maintain appropriate safeguards to prevent any unauthorized use or disclosure of PHI. The Business Associate shall use commercially reasonable efforts to maintain the security of the PHI and to prevent unauthorized use and/or disclosure of such PHI.
- e. Require all of its subcontractors and agents that receive or use, or have access to, PHI under this Agreement to agree, in writing, to adhere to the same restrictions and conditions on the use and/or disclosure of PHI that apply to the Business Associate under this Agreement, and to inform the Covered Entity in advance of any subcontractors or agents receipt or use of PHI. The parties agree that Covered Entity will be deemed a third-party beneficiary with right of enforcement in the event of any violations.
- f. Make available to the Secretary of HHS and the Covered Entity all records, books, agreements, policies and procedures relating to the use and/or disclosure of PHI from the Covered Entity to the Business Associate for the purposes of determining the Covered Entity's compliance with the Privacy Regulation, subject to attorney-client and other applicable legal privileges.
- g. Upon prior written request, make available during normal business hours at Business Associate's offices all records, books, agreements, policies and procedures relating to the use and/or disclosure of PHI to the Covered Entity within 7 days for purposes of enabling the Covered Entity to determine the Business Associate's compliance with the terms of this Agreement.
- h. Within 30 days of receiving a written request from the Covered Entity, provide to the Covered Entity such information as is requested by the Covered Entity to permit the Covered Entity to

respond to a request by an individual for an accounting of the disclosures of the individuals PHI in accordance with 45 C.F.R. § 164.528.

- i. Subject to Sections 5.4 below, return to the Covered Entity or destroy, within 30 days of the termination of this Agreement, the PHI in its possession and retain no copies (which for purposes of this Agreement shall require the destruction of all backup tapes as well).
- j. Disclose to its subcontractors, agents, or other third parties, and request from the Covered Entity, only the minimum PHI necessary to perform or fulfill a specific function required or permitted hereinafter.
- k. Appropriately inform all of its employees, agents, representatives and members of its workforce (including any volunteers), whose services may be used to fulfill obligations under this Agreement, of the terms of this Agreement.

2.2 Responsibilities of the Covered Entity. With regard to the use and/or disclosure of Protected Health Information by the Business Associate, the Covered Entity hereby agrees:

- a. To provide the Business Associate with a copy of the Covered Entity's Notice of Privacy Practices, and to inform the Business Associate of any changes in the form of that "Notice" that the Covered Entity provides to individuals pursuant to 45 C.F.R. § 164.520, if either the Notice or any such changes to it materially impact the Business Associate's obligations under this Agreement.
- b. To notify the Business Associate, in writing and in a timely manner, of any arrangements permitted or required of the Covered Entity under 45 C.F.R. part 160 and 164 that may impact in any manner the use and/or disclosure of PHI by the Business Associate under this Agreement, including, but not limited to, restriction on use and/or disclosure of PHI as provided in 45 C.F.R. § 164.522 (particularly in regard to limitations on re-disclosure of Protected Health Information).

3. ADDITIONAL RESPONSIBILITIES OF THE PARTIES WITH RESPECT TO PROTECTED HEALTH INFORMATION

3.1 Responsibilities of the Business Associate with Respect to Access and Amendment. The Business Associate hereby agrees to do the following:

- a. At the request of, and in the time and manner designated by the Covered Entity, provide access to the PHI to the Covered Entity or the individual to whom such PHI relates or his or her authorized representative in order to meet a request by such individual under 45 C.F.R. § 164.524.
- b. At the request of, and in the time and manner designated by the Covered Entity, make any amendment(s) to the Protected Health Information that the Covered Entity directs pursuant to 45 C.F.R. § 164.526.

3.2 Responsibilities of the Covered Entity with Respect to Access and Amendment. The Covered Entity hereby agrees to do the following:

- a. Notify the Business Associate, in writing, of any Protected Health Information in the possession of the Business Associate the Covered Entity seeks to make available to an individual pursuant to 45 C.F.R. § 164.524 and the time, manner and form in which the Business Associate shall provide such access.

- b. Notify the Business Associate, in writing, of any amendment(s) to the Protected Health Information in the possession of the Business Associate that the Covered Entity shall make and inform the Business Associate of the time, form and manner in which such amendment(s) shall be made.

4. **REPRESENTATIONS AND WARRANTIES**

Each Party represents and warrants to the other Party:

- a. That it is duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized or licensed; that it has the full power to enter into this Agreement and to perform its obligation hereunder; and that the performance by it of its obligations under this Agreement have been duly authorized by all necessary corporate or other actions and will not violate any provision of any license, corporate charter or bylaws.
- b. That neither the execution of this Agreement, nor its performance hereunder, will directly or indirectly violate or interfere with the terms of another agreement to which it is a party. Each party represents and warrants to the other party that it will not enter into any agreement the execution and/or performance of which would violate or interfere with this Agreement.
- c. That it is not currently the subject of a voluntary or involuntary petition in bankruptcy, does not currently contemplate filing any such petition, and is not aware of any claim for the filing of an involuntary petition.
- d. That it will reasonably cooperate with the other Party in the performance of the mutual obligations under this Agreement.

5. **TERMS AND TERMINATION**

- 5.1. **Term.** This Agreement shall become effective on the Effective Date and shall continue in effect until all obligations of the Parties have been met, unless terminated as provided in the Section 5. In addition, certain provisions and requirements of this agreement shall survive its expiration or other termination in accordance with Section 8 herein.
- 5.2. **Termination by the Covered Entity.** Covered Entity may immediately terminate this Agreement and any related agreements if the Covered Entity makes the determination that the Business Associate has breached a material term of this Agreement. Alternatively, the Covered Entity may choose to: (i) provide the Business Associate the 10 days written notice of the existence of an alleged material breach; and (ii) afford the Business Associate an opportunity to cure said alleged material breach upon mutually agreeable terms. Nonetheless, in the event that mutually agreeable terms cannot be achieved within 20 days, Business Associate must cure said breach to the satisfaction of the Covered Entity within 30 days. Failure to cure in the manner set forth in this paragraph is grounds for the immediate termination of the Agreement and may be reported by the Covered Entity to the Secretary of Health and Human Services.
- 5.3. **Termination by Business Associate.** If the Business Associate makes the determination that a material condition of performance has changed under this Agreement, or that the Covered Entity has breached a material term of this Agreement, Business Associate may provide thirty (30) days notice of its intention to terminate this Agreement. Business Associate agrees, however, to cooperate with Covered Entity to find a mutually satisfactory resolution to the matter prior to terminating.
- 5.4. **Effect of Termination.** Upon the event of termination pursuant to this Section 5; Business Associate agrees to return or destroy all PHI pursuant to the requirements of 45 C.F.R. §

1643504(e)(2)(I). Prior to doing so, the Business Associate further agrees to recover any PHI in the possession of its subcontractors or agents. If it is not feasible for the Business Associate to return or destroy said Protected Health Information, the Business Associate will notify the Covered Entity in writing. Said notification shall include: (i) a statement that the Business Associate has determined that it is infeasible to return or destroy the PHI in its possessions, and (ii) the specific reasons for such determination. Business Associate further agrees to extend any and all protections, limitations and restrictions contained in this Agreement, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible. If it is infeasible for the Business Associate to obtain, from a subcontractor or agent, any PHI in the possession of the subcontractor or agent, the Business Associate must provide a written explanation to the Covered Entity and require the subcontractor and agents to agree to extend any and all protections, limitations and restrictions contained in this Agreement to the subcontractors' and/or agents' uses and/or disclosures of any PHI retained after the termination of this Agreement, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible.

6. OWNERSHIP OF INFORMATION

The parties agree that the PHI and any related information created or received from or on behalf of the Covered Entity are and shall remain the property of the Covered Entity. Business Associate agrees that it acquires no title in or rights to the information, including any de-identified information.

7. LIABILITY

Each party to this Agreement agrees to be liable for the negligent acts or negligent omissions, intentional or wrongful acts or omissions, by or through itself, its employees and agents. Each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent, intentional or wrongful acts or omissions, and nothing in this Agreement shall impute or transfer any such liability from one to the other.

8. MISCELLANEOUS

8.1 Survival. The respective rights and obligations of Business Associate and Covered Entity under the provisions of Sections 3, 5.4, 5.5, 7.2, 8, and Section 2.1 (with respect to Protected Health Information Business Associate remains in accordance with Sections 5.4 & 5.5 because it is not feasible to return or destroy such Protected Health Information), shall survive termination of this Agreement indefinitely.

8.2 Amendments; Waiver. The Agreement may not be modified, nor shall any provisions hereof be waived or amended, except in writing duly signed by authorized representatives of the parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events.

8.3 No Third Party Beneficiaries. Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

- 8.4 Notices. Any notices to be given hereunder to a Party shall be made via U.S. Mail or express courier to such Party's address given below.

If to Business Associate, to:

Warren County Children Services
416 S. East Street
Lebanon, OH 45036
 Attention: Shawna Barger

If to Covered Entity, to:

SOLUTIONS Community Counseling and Recovery Centers
204 Cook Rd
Lebanon, OH 45036
 Attention: Angela Johnsen MSW, LISW-S, CEO

- 8.5 Disputes. If any controversy, dispute or claim arises between the Parties with respect to this Agreement, the Parties shall make good faith efforts to resolve such matters informally.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed in its name and on its behalf effective as of 6-12-18.

Covered Entity: SOLUTIONS Community Counseling and Recovery Centers	Business Associate:
BY: <u>Angela Johnsen CEO</u>	BY: <u>[Signature]</u>
Print Name: <u>Angela Johnsen</u>	Print Name: <u>Tom Grossmann</u>
Print Title: <u>CEO</u>	Print Title: <u>President</u>
Date: <u>5-22-18</u>	Date: <u>6/12/18</u>

APPROVED AS TO FORM
[Signature]
 Keith W. Anderson
 Asst. Prosecuting Attorney

Resolution

Number 18-0922

Adopted Date June 12, 2018

APPROVE AND ENTER INTO ADOPTION ASSISTANCE AGREEMENTS WITH
[REDACTED] ON BEHALF OF OHIO DEPARTMENT OF JOB AND
FAMILY SERVICES CHILDREN SERVICES DIVISION

BE IT RESOLVED, to approve and enter into Adoption Assistance Agreements with [REDACTED]
[REDACTED] on behalf of Ohio Department of Job & Family Services Children Services
Division. Copy of agreements attached hereto and made a part hereof.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

jc/

cc:

[REDACTED]
Children Services (file)

Resolution

Number 18-0923

Adopted Date June 12, 2018

APPROVE AND ENTER INTO ADOPTION ASSISTANCE AGREEMENTS WITH [REDACTED]
[REDACTED] ON BEHALF OF OHIO DEPARTMENT OF JOB AND FAMILY
SERVICES CHILDREN SERVICES DIVISION

BE IT RESOLVED, to approve and enter into Adoption Assistance Agreements with [REDACTED]
[REDACTED], on behalf of Ohio Department of Job & Family Services Children Services
Division. Copy of agreements attached hereto and made a part hereof.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

jc/

cc:

[REDACTED]
Children Services (file)

*BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO*

Resolution

Number 18-0924

Adopted Date June 12, 2018

APPROVE AND AUTHORIZE THE PRESIDENT OF THE BOARD TO ENTER INTO A YOUTH WORKSITE AGREEMENT ON BEHALF OF OHIOMEANSJOBS WARREN COUNTY

BE IT RESOLVED, to approve and authorize the President of the Board to enter into a Youth Worksite Agreement with the following company, as attached hereto and made part hereof:

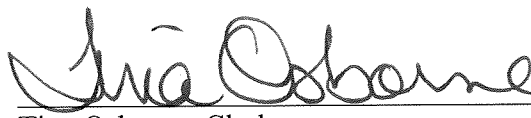
Warren County Facilities Management
430 Justice Drive
Lebanon, OH 45036

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a – OhioMeansJobs Warren County
OhioMeansJobs (file)

**OhioMeansJobs Warren County
TANF Youth Employment Program
Worksite Agreement**

This agreement is entered into by and between on this 12 day of June, 2018, between the Warren County Board of Commissioners on behalf of the OhioMeansJobs Warren County, 300 East Silver St, Lebanon, Ohio 45036, hereinafter referred to as OMJWC, **Warren County Facilities Management, 430 Justice Drive, Lebanon, OH 45036**, hereinafter referred to as Worksite, for the employment of youth as authorized by the TANF Summer Youth Employment Program from date of action by the Board of Commissioners through June 30, 2019.

WITNESSETH:

WHEREAS, OMJWC operates a TANF Work Experience Program which may provide temporary entry level employment experiences to eligible Warren County youth from age 14 through age 24 years; and

WHEREAS, eligible worksites are needed for TANF Work Experience Program participants; and

WHEREAS, the Worksite desires to participate in the TANF Work Experience Program by providing employment opportunities for youth at the above named worksite location.

NOW THEREFORE, in consideration of the promises and mutual covenants herein set forth, it is agreed by and between the parties hereto as follows:

- A. OMJWC in conjunction with Southwest Ohio Council of Governments will provide youth recruitment, intake and job placement; payroll preparation and distribution; youth counseling; worksite visitation/evaluation; and other TANF Work Experience Program services for youth and technical assistance to the Worksite and youth, as required.

- B. OMJWC is mandated by law to serve only low income youth with identified barriers, as defined by the TANF Summer Youth Employment Program and Ohio's Comprehensive Case Management and Employment Program(CCMEP). The Worksite, in operating programs funded under the TANF Work Experience Program, assures that it will administer its program in full compliance with safeguards against fraud and abuse as set forth in the program regulations; that no portion of its TANF Work Experience Program will in any way discriminate against, deny services to or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, handicap or political affiliation or belief; and that it will target employment and training services to those most in need of them and best able to benefit from them.

- C. Timesheets, signed by the participant and the worksite supervisor, will be on file in the OMJWC office. The following information will be available in the TANF Work Experience Program records and/or the participant's file: name and age of participant, application, employment questionnaire, job location, job title and job description. Worksite information will be included in Attachment A of the Worksite Agreement. Additional participants may be added throughout the duration of the Worksite Agreement.
- D. Youth may be required to attend TANF Summer Youth required training sessions and seminars. These will be scheduled in advance in collaboration with the Worksite Supervisor and the TANF Work Experience Program Supervisor and Coordinator. In the event that a session takes place during the youth's regularly scheduled work time, the total time spent in paid training cannot exceed the number of hours permitted for that particular day as specified in this agreement.
- E. OMJWC or its authorized representative, the Secretary of Labor or his/her authorized representative(s) and the Governor of the State of Ohio or his/her authorized representative(s) may at all times have the right to access, and inspect when necessary and without prior notice, the place of work under this agreement and any records pertinent to this agreement, to assure the progress and quality of training or to determine compliance with the agreement's terms.
- F. The Worksite agrees that the services of the TANF Work Experience Program participants will not displace regular employees, but will be used to augment the regular workforce or for special programs designed for youth. Further, any Worksite that has laid-off an employee within a requested job classification will not have its request filled until twelve months from the date that the lay-off occurred.
- G. The Worksite agrees that youth will not be involved in programs or activities which are in violation of Federal or State regulations, as amended, governing religious/sectarian or political activities.
- H. The Worksite agrees to provide, at their expense, adequate and qualified adult supervision. The Worksite must be responsible for assuring the Worksite Supervisors comply with the requests of the TANF Work Experience Program Coordinator regarding issues related to TANF Work Experience Program participants and in particular, maintain accurate youth timesheets. The Worksite Supervisor will be held responsible for keeping accurate records of hours worked by each youth.

The Worksite agrees to maintain open communication with monitoring staff assigned to the site and to reply to requests for information in a timely manner.

Wages requested must be for hours worked (or spent in OMJWC approved training/counseling sessions scheduled during regular work hours only). Time sheets must be signed by each youth and his/her supervisor before payroll checks

can be issued. Records pertinent to this agreement shall be retained by the worksite for the duration of the program and thereafter delivered to OMJWC within seven days to be properly stored.

- I. The Worksite assures that no person under its employment who presently exercises any functions or responsibilities in connection with OMJWC or TANF Summer Youth funded projects or programs, has or had any financial interest, direct or indirect; in this agreement, nor will the Worksite hire any person having such financial interest.
- J. The Worksite assures that it will fully comply with the requirements of the OMJWC, all Federal regulations.
- K. The Worksite agrees to abide by all Federal, State and local labor laws; State of Ohio and Federal Child Labor Law restrictions (Attachment B); Civil Rights Provisions which include, but are not limited to, Title VI and VII of the 1964 Civil Rights Act; Ohio Revised Code 4112; Age Discrimination Enforcement Act; Rehabilitation Act of 1973; as well as any and all amendments thereto.
- L. The Worksite agrees and understands that participation in TANF Work Experience Programs requires no compensation of any kind to either party, and that there will be no compensation of any kind made to the Worksite.
- M. The Worksite shall comply with all Federal and State Occupational Safety and Health Regulations (OSHA) dealing with safety of workers on the worksite. The Worksite shall save and hold harmless OMJWC, OhioMeansJobs of Warren County, The Board of Warren County Commissioners, the Area 12 Council of Governments, Area 12 Workforce Investment Board and their employees, from any and all liability that may arise as a result of an OSHA violation.
- N. Any changes in supervision, Worksite location, work duties or schedule for youth assigned to the Worksite, or any other changes in this Agreement, will be made only with prior written notification to and written approval from the OMJWC TANF Work Experience Program Coordinator. Failure to follow this procedure may result in immediate termination of the Worksite Agreement at the sole discretion of OMJWC.
- O. The Worksite and the OMJWC understand and agree that signing of this agreement does not guarantee the placement of youth at the Worksite(s). OMJWC will notify the Worksite if there will be a reduced number or no placement of youth due to the unavailability of youth within fifteen (15) days after the beginning of the program.
- P. This agreement may be terminated without cause ten days following the receipt of written notice of termination given by either party. This agreement may be immediately terminated without legal or financial liability of OMJWC for the causes listed below:

1. If supervision provided is deemed inadequate;
2. If there is insufficient work for the youth;
3. If there is a lack of funds or if funding becomes unavailable to the OMJWC;
4. If the Worksite refuses to accept any additional conditions that may be imposed upon the Worksite by the Department of Labor, the State of Ohio Department of Job and Family Services or the OMJWC or if the Worksite, in the sole opinion of the OMJWC, fails to comply with any provisions of this agreement or any provision of the TANF Work Experience Program or any memorandum, policy, bulletin, etc. of the Ohio Department of Job and Family Services or the OMJWC.

Q. INSURANCE

Vendor (worksite) shall provide liability insurance coverage as follows:

Vendor (worksite) shall carry Comprehensive General Liability coverage or Professional Liability coverage with limits of \$1,000,000 Per Occurrence, \$2,000,000 / Aggregate, with no interruption of coverage during the entire term of this Agreement. *[if applicable]* Vendor (worksite) shall also carry automobile liability coverage with limits of \$1,000,000 Per Occurrence / Aggregate.

Vendor(worksite)further agrees that if any Comprehensive General Liability or Professional Liability coverage is on a "claims made" basis, the policy provide that in the event this Agreement is terminated, Vendor (worksite) shall continue such policy in effect for the period of any statute or statutes of limitation applicable to claims thereby insured, notwithstanding the termination of the Agreement.

By endorsement to the Comprehensive General Liability or Professional Liability coverage, Warren County shall be named as an additional insured with the same primary coverage as the principal insured – no policy of Comprehensive General Liability or Professional Liability coverage that provides only excess coverage for an additional insured is permitted.

Vendor (worksite) shall provide Warren County with a certificate of insurance evidencing such coverage and conditions set forth herein, and shall provide thirty (30) days notice of cancellation or non-renewal to Warren County. Such certificates shall provide that the insurer notify Vendee in writing should any of the above described policies be canceled before the expiration date thereof, to be mailed by the insurer to the Vendee not less than 30 days prior to said cancellation date. Vendor (worksite) shall also deliver to Lessor, at least 15 days prior to the expiration date of each policy or policies (or of any renewal policy or policies), certificates for the renewal policies of the insurance coverage required herein.

R. This agreement may be modified upon mutual consent of both parties.

T. **GROUND FOR DISCIPLINARY ACTION AND PENALTIES.** Upon enrollment, each youth will be given work rules and the disciplinary policies (Attachment C) which is included in the Youth's Participant Manual. If the Worksite has any additional rules which shall apply to the youth's conduct, these shall be indicated in the space provided below. The Worksite may add rules or reinforce rules, but no rules may be deleted from Attachment C. It is agreed that the rules indicated in Attachment C will be in effect at the Worksite.

Rule:	Group:

U. **CERTIFICATIONS:** The undersigned individuals have read and fully comprehend all statements in this Worksite Agreement and signify by their signatures a voluntary intent to be fully bound by the provisions of this agreement as well as any and all attachments which are explicitly merged and incorporated into the agreement. In addition, the organized labor representative, if applicable, reviewing this agreement expressly stipulated by his/her below affixed signature that he/she has read, understands and voluntarily concurs with the Worksite Agreement. A copy of the completed Worksite Agreement will be returned to the Worksite Administrator after being reviewed and signed by the OMJWC representative. The Worksite is to retain its copy of the Worksite agreement in its files for the duration of the program year.

Attachment A

Warren Co. TANF Summer Youth Employment Program
Request Form

I. Agency Information:

Agency Name: Warren County Facilities Management
 Address: 430 Justice Dr
 Phone: 513-695-1463 E-mail Trevor.Hearn@co.warren.oh.us
 Agency Administrator: Trevor Hearn
 Contact Person: Trevor Hearn
 FEIN#: _____

II. Program Information: Work for the youth will begin at the worksite on or about 6/1/18 and continue until on or about 6/30/19. Be sure that you have enough work for the number of youth you request. Youth will work a maximum of 40 hours per week, normally 8 hours per day. Any request for change in hours, job duties or supervisor must be made in written or verbal form to the One-Stop in advance of the change.

All youth must be supervised. Please review the job description included in the worksite packet, which briefly outlines responsibilities of a Worksite Supervisor. All supervisors must be adequately oriented before a youth may begin work.

Please provide all of the information requested below for each worksite.

Worksite	Name and Phone # of Supervisor	Number of youth requested	Preferred Age of Youth	Schedule of Hours	Interview Requested?
Facilities Management	Trevor Hearn 513.695.1256	2	14-24	From: 6 am To: 9 pm	Yes <input checked="" type="radio"/> No
				From: To:	Yes No
				From: To:	Yes No
				From: To:	Yes No

Attachment B

Minor Labor Laws

In accordance with State of Ohio Child Labor Laws, 14 and 15 years olds MAY NOT:

1. Operate electric or gas lawn mowers
2. Operate string or blade trimmers, weed eaters or weed whips.

In accordance with the State of Ohio Child Labor Laws, minors under the age of 16 MAY NOT be involved in the following tasks:

1. Operating a tractor of over 20 PTO (Power take Off) horsepower or connecting or disconnecting an implement of any of its parts to or from such a tractor.
2. Operate a power post hole digger, post driver, or non-walking type rotary tiller or power mover;
3. Operate or assist in the operation of (including starting, stopping, adjusting, feeding or any activity involving physical contact with the operation of)
4. Work from a ladder or scaffold
5. Drive a bus, truck or automobile when transporting passengers.
6. Handle or apply agricultural chemicals classified under the Federal Fungicide and Rodenticide Act (7 U.S.C. 135 et. Seq.) as Category I toxicity, identified by the "skull and crossbones" on the label or Category II of toxicity, identified by the word "WARNING" on the label.
7. Work in connection with cars, trucks or busses involving the use of pits, racks, lifting apparatus or involving inflation of any tire mounted on a rim equipped with a removable retaining ring.

In accordance with the State of Ohio Child Labor Laws, minors under the age of 18 MAY NOT be involved in the following tasks:

1. Operating or helping to operate the following power driven tools:
 - a. Circular saws
 - b. Band saws
 - c. Guillotine shears.
2. Setting up, adjusting, repairing, oiling or cleaning circular saws, band saws or guillotine shears.
3. Excavating, working in or backfilling (refilling) trenches except:
 - a. Manually excavating or manually backfilling trenches that do not exceed (4) feet in depth at any point.
4. Using fertilizers, fungicides, insecticides, rodenticides or herbicides.

When there is disagreement between State and Federal Child Labor Laws, the most restrictive standard is to be used. Attached is a summary of the comparison of the State and Federal requirements.

Attachment C

GROUPS FOR DISCIPLINARY ACTIONS AND PENALTIES

GROUP I OFFENSES

FIRST OFFENSE- Written reprimand

SECOND OFFENSE- Written reprimand, counseling

THIRD OFFENSE – Three days suspension

FOURTH OFFENSE – Termination

1. Failure to call in about missing work – for any reason.
2. Creating or contributing to unsanitary or unsafe conditions, including risking of personal safety (spitting, hitting, etc.)
3. Failure to use reasonable care of agency property or equipment
4. Bringing a friend to the worksite during work hours
5. Not responding to a reasonable request from a supervisor

GROUP II OFFENSES

FIRST OFFENSE – Written reprimand, counseling

SECOND OFFENSE - Three (3) day suspension WITHOUT PAY

THIRD OFFENSE- Termination

1. Unauthorized use of agency property or equipment
2. Willful disregard of department rules
3. Use of abusive or threatening language toward supervisors, co-workers or other persons
4. Malicious mischief, horseplay, wrestling or other undesirable conduct

GROUP III OFFENSES


FIRST OFFENSE – Mandatory counseling sessions (determined by degree of offense)

SECOND OFFENSE – Termination

1. Being in possession of or drinking alcoholic beverages or controlled substances without a bona-fide prescription while on the job
2. Wanton or willful neglect in performance of assigned duties or in the care, use or custody of county property or equipment.
3. Abuse or deliberate destruction in any manner of county property or employees
4. Signing or altering other employees' time cards or unauthorized altering of own time card
5. Stealing or similar conduct including destroying, damaging or concealment of any property of the county or other employees
6. Fighting or attempting injury to any other persons.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 12
day of June, ~~2015~~ 2018

WARREN COUNTY BOARD OF COMMISSIONERS:

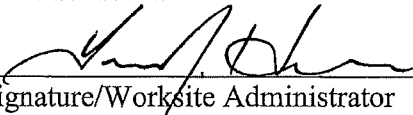


Tom Grossmann, President

WORKSITE:

Warren County Facilities Management

Worksite Name

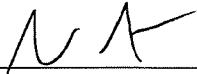


Signature/Worksite Administrator 06/04/18
Date

Director

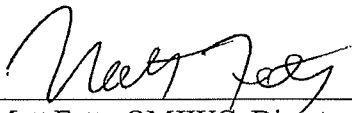
Title of Worksite Administrator

If applicable, an Organized Labor Representative should review this agreement and stipulate by his/her signature below that he/she has read, understands, and voluntarily concurs with the execution of the Worksite Agreement.



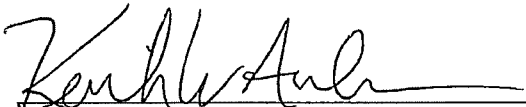
Signature of Authorized Organized Labor Representative _____
Date

WARREN COUNTY JFS, DIVISION OF HUMAN SERVICES



Matt Fetty OMJWC, Director 5/31/18
Date

APPROVED AS TO FORM:



Keith Anderson, Assistant Prosecuting Attorney

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0925

Adopted Date June 12, 2018

APPROVE AND ENTER INTO AN OFFICE SPACE REIMBURSEMENT AGREEMENT WITH OHIOMEANSJOBS WARREN COUNTY

BE IT RESOLVED, to approve and enter into an Office Space Reimbursement Agreement with OhioMeansJobs Warren County; as attached hereto and made a part hereof.

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a—OhioMeansJobs Warren County
OhioMeansJobs (file)
E. Hartmann

OFFICE SPACE REIMBURSEMENT AGREEMENT

This Agreement is made this 12 day of June, 2018, between the Warren County Board of Commissioners (Commissioners) and the Ohio Means Jobs Warren County for the use of office space in 300 East Silver Street, Lebanon, Ohio (Old Courthouse) for the implementation of the Workforce Investment Act.


It is agreed between the parties as follows:

1. Commissioners hereby agree to allow the Ohio Means Jobs Warren County to occupy a portion of the Old Courthouse located at 300 East Silver Street, Lebanon, Ohio 45036, consisting of approximately 2,629 square feet of propriety occupied space, approximately 1,589 square feet of Ohio Means Jobs partner shared space.
2. The Ohio Means Jobs Warren County shall pay a user fee of \$20,865.00 for the propriety occupied space, a user fee of \$15,890.00 for the One-Stop partner shared space, and approximately 2,484 square feet of meeting room space for a total user fee of \$36,755.00 per year. Payment is due prior to June 30, 2019.
4. The use of the Young Room (approximately 1928 square feet) and the Jones Room (approximately 556 square feet) shall be granted to Ohio Means Jobs (OMJ) at no charge (\$20,400 in-kind contribution annually).
5. This Agreement shall be in effect for a term of one (1) year commencing on July 1, 2018, and terminating June 30, 2019.
6. The Ohio Means Jobs shall have exclusive use of the Premises as described in Attachment "A" and for the purpose stated above, in its present condition, reasonable wear and tear excepted.
7. Commissioners shall provide to the Premises, at no additional charge to the Ohio Means Jobs, all property insurance, gas, electric, water and sewer service, except telephone, and maintenance and custodial services as required.
8. Consent is given to request reimbursement for the cost of the Ohio Means Jobs partner shared space from the Ohio Means Jobs partners and the office space from ODJFS, ODJFS Vets, and OOD per agreements in MOU between OMJ Warren County Center Partners. Otherwise, Premises shall not be sub-let or assigned to any other entity without prior written consent of either party.
9. No material or structural alterations of the premises shall be made without prior approval of either party, except those made at the direction of the Commissioners for maintenance and/or safety purposes.

10. In the event of any breach of this Agreement, either party hereto shall have the right to terminate this Agreement in accordance with the laws of the State of Ohio and the Commissioners shall have the right to re-enter and claim possession of the Premises, in addition to such other remedies available to the Commissioners as the property owner arising from said breach.

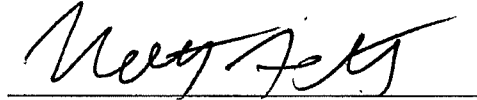
This Agreement shall be binding to the benefit of the parties, their successors, assigns and personal representatives.

Warren County Board of Commissioners


Tom Grossmann, President

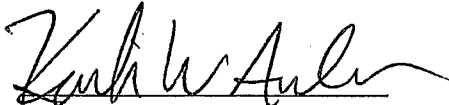
6/12/18
Date

Ohio Means Jobs Warren County


Matt Fetty, Director

5/18/18
Date

Approved as to form:


Assistant Prosecutor

*BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO*

Resolution

Number 18-0926

Adopted Date June 12, 2018

ACKNOWLEDGE RECEIPT OF MAY 2018 FINANCIAL STATEMENT

BE IT RESOLVED, to acknowledge receipt of the May 2018 County Financial Statement for Funds #101 through #650; as attached hereto and made a part hereof.

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

Mr. Grossmann – yea

Mr. Young – yea


Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor (file) 
E. Hartmann

FUND NAME	PREVIOUS BAL.	RECEIPTS	REC. ADJ.	EXPENDITURES	EXP. ADJ.	ADVANCES IN/DUT	CURRENT BAL.	WARRANTS OUT	TREASURER'S BAL.
101 GENERAL FUND	35,820,530.54	6,377,832.55	812.88CR	4,846,585.35	193.15CR	.00	37,351,158.01	216,114.13	37,567,272.14
201 SENIOR CITIZENS SERVICE LEVY	9,097,886.27	406,341.85	.00	545,440.00	.00	.00	8,958,788.12	534,190.00	9,492,978.12
202 MOTOR VEHICLE	4,111,636.94	730,838.18	.00	361,824.30	.00	.00	4,480,650.82	44,003.78	4,524,654.60
203 HUMAN SERVICES	973,962.51	441,408.17	.00	417,580.78	.00	.00	997,789.90	54,633.50	1,052,423.40
205 BOARD OF DEVELOPMENTAL DISABIL	42,196,450.72	987,089.15	.00	1,034,158.95	.00	.00	42,149,380.92	167,709.02	42,317,089.94
206 DGS AND KENNEL	408,660.52	24,686.76	.00	20,433.78	.00	.00	412,913.50	35.00	412,948.50
207 LAN LIBRARY RESOURCES FUND	410,804.84	29,487.73	.00	20,911.78	.00	.00	419,380.79	4,743.50	424,124.29
208 COUNTY AND TRANSIT AUTH MEDICA	641,391.95	.00	.00	.00	.00	.00	641,391.95	.00	641,391.95
215 VETERAN'S MEMORIAL	3,308.89	.00	.00	.00	.00	.00	3,308.89	.00	3,308.89
216 RECORDER TECHNOLOGY FUND 317.3	177,298.22	9,963.50	894.75	495.13	.00	.00	187,661.34	.00	187,661.34
217 BOE TECHNOLOGY FUND 3501.17	1,731,871.66	.00	.00	.00	.00	.00	1,731,871.66	.00	1,731,871.66
218 COORDINATED CARE	635,484.10	1,932.83	.00	63,030.00	.00	.00	574,386.93	5,360.00	579,746.93
219 WIRELESS 911 GOVERNMENT ASSIST	123,364.94	19,363.42	.00	12,350.36	.00	.00	130,378.00	.00	130,378.00
220 CP INDIGENT DRIVER INTERLOCK &	2,659.67	84.35	.00	.00	.00	.00	2,744.02	.00	2,744.02
221 CC/MC INDIGENT DRIVER INTERLOC	80,543.35	716.27	.00	.00	.00	.00	81,259.62	.00	81,259.62
222 JUV INDIGENT DRIVER INTERLOCK	1,266.88	5.27	.00	.00	.00	.00	1,272.15	.00	1,272.15
223 PROBATE/JUVENILE SPECIAL PROJE	286,591.63	3,208.00	.00	1,039.66	.00	.00	288,760.57	.00	288,760.57
224 COMMON PLEAS SPECIAL PROJECTS	289,783.91	8,203.00	.00	4,500.00	.00	.00	293,486.91	.00	293,486.91
227 PROBATION SUPERVISION DRC 2851	478,476.46	13,560.35	.00	.00	.00	.00	490,036.81	.00	490,036.81
228 MENTAL HEALTH GRANT	66,768.75	1,274.27	.00	4,646.90	.00	.00	63,396.12	.00	63,396.12
229 MUNICIPAL MOTOR VEHICLE PERMIS	1,898,143.84	40,932.49	.00	8,250.00	.00	.00	1,930,826.33	.00	1,930,826.33
231 LODGING TAX ADDL 12	131,679.47	73,418.24	.00	77,324.96	.00	.00	127,772.75	.00	127,772.75
233 DOMESTIC SHELTER	8,964.00	3,545.00	.00	.00	.00	.00	12,509.00	.00	12,509.00
237 REAL ESTATE ASSESSMENT	7,114,092.79	131.16	.00	486,593.69	.00	.00	6,627,630.20	.00	6,627,630.20
238 WORKFORCE INVESTMENT BOARD	25,498.90	75,797.73	.00	89,198.01	.00	.00	12,098.62	6,508.02	18,606.64
243 JUVENILE GRANTS	305,109.54	25,824.37	.00	14,893.17	.00	.00	316,040.74	3,190.85	319,231.59
245 CRIME VICTIM GRANT FUND	17,546.84	11,934.34	.00	7,557.36	.00	.00	21,923.82	.00	21,923.82
246 JUVENILE INDIGENT DRIVER ALCOH	15,638.95	1,752.50	.00	215.25	.00	.00	17,176.20	.00	17,176.20
247 FELONY DELINQUENT CARE & CUSTO	357,128.76	.00	.00	68,602.92	.00	.00	288,525.84	2,435.27	290,961.11
249 DTAC-DELINQ TAX & ASSESS COLLE	711,307.85	1,614.60	.00	19,826.68	.00	.00	693,095.77	1,210.00	694,305.77
250 CERT. OF TITLE ADN. FUND	3,010,591.04	203,928.27	.00	90,482.63	.00	.00	3,124,036.68	1,580.11	3,125,616.79
253 COUNTY COURT PROBATION DEPT	.00	.00	.00	.00	.00	.00	.00	.00	.00
255 MUNICIPAL VICTIM WITNESS FUND	107,188.16	.00	.00	6,204.70	.00	.00	100,983.46	.00	100,983.46
256 WARREN COUNTY SOLID WASTE DIST	1,299,641.78	18,998.39	.00	10,701.50	.00	.00	1,307,938.67	93.37	1,308,032.04
257 OHIO PEACE OFFICER TRAINING	94,592.00	.00	.00	.00	.00	.00	94,592.00	.00	94,592.00
258 WORKFORCE INVESTMENT ACT FUND	168,916.05	76,147.53	.00	57,857.79	.00	.00	187,205.79	4,842.50	192,048.29
259 JTPA	1,675.19	.00	.00	.00	.00	.00	1,675.19	.00	1,675.19
261 PASS THROUGH GRANTS	.00	.00	.00	.00	.00	.00	.00	.00	.00
262 COMMUNITY CORRECTIONS MONITORI	243,828.16	39,422.75	670.00CR	34,249.92	.00	.00	248,330.99	456.00	248,786.99
263 CHILD SUPPORT ENFORCEMENT	364,174.56	371,646.29	.00	238,753.41	.00	.00	497,067.44	193.63	497,261.07
264 EMERGENCY MANAGEMENT AGENCY	89,822.82	44,457.71	.00	14,932.23	.00	.00	119,348.30	.00	119,348.30
265 COMMUNITY DEVELOPMENT	406,197.91	12,500.00	.00	27,382.01	.00	.00	391,315.90	20,667.75	411,983.65
266 COMM-DEV-EMT ZONE MONITOR FEES	100,563.00	.00	.00	.00	.00	.00	100,563.00	.00	100,563.00
267 LDBF FOUNDATION GRANT	6,643.05	.00	.00	6,643.05	.00	.00	.00	.00	.00
268 INDIGENT GUARDIANSHIP FUND	179,473.42	1,940.00	.00	.00	.00	.00	181,413.42	.00	181,413.42
269 CC-INDIGENT DRIVER ALCOHOL TRE	355,128.78	11,302.71	.00	.00	.00	.00	366,431.49	.00	366,431.49
270 JUVENILE TREATMENT CENTER	497,346.62	9,952.57	.00	93,907.51	.00	.00	413,391.68	542.89	413,934.57
271 DTAC-PROSECUTOR DRC 321.261	415,780.35	.00	.00	22,082.12	.00	.00	393,698.23	.00	393,698.23
272 CP-INDIGENT DRIVER ALCOHOL TRE	3,816.83	.00	.00	.00	.00	.00	3,816.83	.00	3,816.83
273 CHILDREN SERVICES	5,439,204.35	218,037.59	.00	728,505.45	.00	.00	4,928,736.49	469,654.86	5,398,391.35
274 COUNTY COURT COMPUTER DRC 1907	53,644.30	2,167.00	.00	.00	.00	.00	55,811.30	.00	55,811.30
275 COUNTY COURT CLERK COMPUTER DR	86,101.92	5,221.53	.00	.00	.00	.00	85,323.45	.00	85,323.45
276 PROBATE COURT COMPUTER DRC 210	66,940.76	645.00	.00	.00	.00	.00	67,585.76	.00	67,585.76
277 PROBATE COURT CLERK COMPUTER II	208,399.01	2,150.00	.00	.00	.00	.00	210,549.01	.00	210,549.01

FUND NAME	PREVIOUS BAL.	RECEIPTS	REC. ADJ.	EXPENDITURES	EXP. ADJ.	ADVANCES IN/OUT	CURRENT BAL.	WARRANTS DUT	TREASURER'S BAL.
278 JUVENILE COURT CLERK COMPUTER	133,436.53	1,350.00	.00	3,471.65	.00	.00	131,314.88	.00	131,314.88
279 JUVENILE COURT COMPUTER DR	26,566.64	405.00	.00	.00	.00	.00	26,971.64	.00	26,971.64
280 COMMON PLEAS COURT COMPUTER DR	10,980.01	1,293.00	.00	.00	.00	.00	12,273.01	.00	12,273.01
281 DOMESTIC REL COURT COMPUTER DR	13,322.92	573.00	.00	1,267.83	.00	.00	10,628.09	.00	10,628.09
282 CLERK OF COURTS COMPUTER 2363	313,975.79	5,644.00	.00	.00	.00	.00	319,619.79	.00	319,619.79
283 COUNTY COURT SPECIAL PROJECTS	1,236,787.40	34,208.91	.00	6,245.82	.00	.00	1,262,750.49	2,039.19	1,264,789.68
284 COGNITIVE INTERVENTION PROGRAM	305,595.40	14,132.45	.00	2,778.71	.00	.00	316,949.14	.00	316,949.14
285 CONCEALED HANDGUN LICENSE	677,241.82	12,935.00	.00	11,633.98	.00	.00	678,542.92	.00	678,542.92
286 SHERIFF-DRUG LAW ENFORCEMENT	42,282.10	425.00	.00	111.98	.00	.00	42,595.12	111.98	42,707.10
287 SHERIFF-LAW ENFORCEMENT TRUST	108,768.52	.00	.00	125.56	.00	.00	108,642.96	125.56	108,768.52
288 COMM BASED CORRECTIONS DONATIO	3,087.47	.00	.00	.00	.00	.00	3,087.47	.00	3,087.47
289 COMMUNITY BASED CORRECTIONS	885,766.57	.00	.00	64,000.45	193.15	.00	821,564.97	193.15	821,758.12
290 HAZ MAT EMERG PLAN SPEC FUND	1.92	.00	.00	.00	.00	.00	1.92	.00	1.92
291 SHERIFF-D.A.R.E. PROGRAM	.00	.00	.00	.00	.00	.00	.00	.00	.00
292 TRAFFIC SAFETY PROGRAM-SHERIFF	34,010.25	7,165.74	.00	.00	.00	.00	41,175.99	.00	41,175.99
293 SHERIFF GRANTS	7,757.00	108.00	.00	.00	.00	.00	7,865.00	.00	7,865.00
294 SHERIFF DARE LAW ENFORCEMENT G	130,132.10	.00	.00	.00	.00	.00	130,132.10	.00	130,132.10
295 TACTICAL RESPONSE UNIT	4,359.45	.00	.00	728.00	.00	.00	3,631.45	728.00	4,359.45
296 CORR REHAB-DOWNPAYMENT-ASST-CO	40,718.55	69.75	.00	.00	.00	.00	40,788.30	.00	40,788.30
297 ENFORCEMENT & EDUCATION4511.19	93,860.66	792.70	.00	.00	.00	.00	94,653.36	.00	94,653.36
298 REHAB. INC. FUNDS	82,461.74	.00	.00	.00	.00	.00	82,461.74	.00	82,461.74
299 COUNTY TRANSIT	1,868,534.18	152,784.36	.00	334,387.15	.00	.00	1,686,931.39	67,376.65	1,754,308.04
327 BOND RETIREMENT SPECIAL ASSESS	882,218.48	.00	.00	136,176.14	.00	.00	746,042.34	20,283.64	766,325.98
360 STATE DPWC LOAN	112,715.70	.00	.00	56,357.85	.00	.00	56,357.85	56,357.85	112,715.70
368 2013 RADIO SYSTEM BONDS	903,591.24	.00	.00	34,295.62	.00	.00	869,295.62	34,295.62	903,591.24
384 TAX INCREMENT FINANCING - P&G	2,216,049.78	.00	.00	36,362.50	.00	.00	2,179,687.28	.00	2,179,687.28
393 2007 RID BOND GREENS OF DUNDEL	2,813,356.48	37,705.00	.00	94,837.50	.00	.00	2,756,223.98	94,837.50	2,851,061.48
401 COUNTY-WIDE FINANCIAL SOFTWARE	531,216.93	.00	.00	24,761.35	.00	.00	506,455.58	7,024.65	513,480.23
430 DEFAULTED SUBDIVISION SPEC ASM	399,158.40	.00	.00	.00	.00	.00	399,158.40	.00	399,158.40
435 STRUT RD BRIDGE 207-D.02	161,505.00	354,591.26	.00	443,239.07	.00	.00	72,857.19	.00	72,857.19
437 KING AVE BRIDGE PROJECT	181,362.49	.00	.00	11,286.60	.00	.00	170,075.89	.00	170,075.89
439 VARIOUS WATER ASSESSMENT PROJE	.00	.00	.00	.00	.00	.00	.00	.00	.00
449 VARIOUS SEWER ASSESSMENT PROJE	.00	.00	.00	.00	.00	.00	.00	.00	.00
450 ESTATES OF KEEVER CREEK ROAD P	15,353.00	.00	.00	1.00	.00	.00	15,352.00	1.00	15,353.00
453 OLD 122 & TWP LINE RD ROUNDABO	22,749.78	.00	.00	.00	.00	.00	22,749.78	.00	22,749.78
454 FIELDS-ERTEL ROAD IMPROV PROJ	9,265.01	.00	.00	.00	.00	.00	9,265.01	.00	9,265.01
455 PHASE II ROAD RESURFACING	.00	.00	.00	.00	.00	.00	.00	.00	.00
463 FIELDS-ERTEL AND COLUMBIA ROAD	74,790.44	49,190.50	.00	.00	.00	.00	123,980.94	.00	123,980.94
467 COUNTY CONST PROJECTS	4,000,978.65	30,000.00	.00	36,554.80	.00	.00	3,994,423.85	20,258.00	4,014,681.85
479 AIRPORT CONSTRUCTION	1,224,009.34	17,424.50	.00	21,054.94	.00	.00	1,220,378.90	.00	1,220,378.90
484 P&S TIF ROAD CONSTRUCTION	.00	.00	.00	.00	.00	.00	.00	.00	.00
485 MIAMI VALLEY GAMING TIF	1,230,344.76	.00	.00	.00	.00	.00	1,230,344.76	.00	1,230,344.76
492 COMMUNICATION PROJECTS	3,924,136.44	.00	.00	13,600.00	.00	.00	3,910,536.44	.00	3,910,536.44
493 REDEVELOPMENT TAX EQUIVALENT F	269,191.60	.00	.00	.00	.00	.00	269,191.60	.00	269,191.60
494 COURTS BUILDING	1,509,055.38	.00	.00	100,029.69	.00	.00	1,409,025.69	938.72	1,409,964.41
495 JAIL CONSTRUCTION SALES TAX	705,360.47	730,186.05	.00	14,128.30	.00	.00	1,421,418.42	.00	1,421,418.42
496 JUVENILE DETENTION ADDITION &	241,552.50	.00	.00	.00	.00	.00	241,552.50	.00	241,552.50
497 JAIL CONSTRUCTION & REHAB	4,839,440.31	.00	.00	.00	.00	.00	4,839,440.31	.00	4,839,440.31
498 COUNTY FAIRGROUNDS CONSTRUCTION	881,401.92	.00	.00	24,742.50	.00	.00	856,659.42	.00	856,659.42
499 JUVENILE/PROBATE COURT EXPANSI	3,682,796.73	.00	.00	3,000.00	.00	.00	3,679,796.73	.00	3,679,796.73
510 WATER REVENUE	25,417,597.64	1,117,517.40	13,716.22CR	671,058.27	.00	.00	25,850,340.55	53,693.41	25,904,033.96
574 LOWER LITTLE MIAMI WASTEWATER	.00	.00	.00	.00	.00	.00	.00	.00	.00
575 SEWER CONST PROJECTS (REVENUE)	598,048.27	.00	.00	82,687.69	.00	.00	515,360.58	.00	515,360.58
580 SEWER REVENUE	28,773,165.32	526,683.14	320.72CR	819,169.96	.00	.00	28,480,357.78	94,583.69	28,574,941.47

FUND NAME	PREVIOUS BAL.	RECEIPTS	REC. ADJ.	EXPENDITURES	EXP. ADJ.	ADVANCES IN/OUT	CURRENT BAL.	WARRANTS OUT	TREASURER'S BAL.
581 SEWER IMPROV-WARREN CO-VOCATED	164,580.38	5,666.93	.00	.00	.00	.00	170,247.31	.00	170,247.31
583 WATER CONST PROJECTS (REVENUE)	475,361.25	.00	.00	157,778.54	.00	.00	317,602.71	14,199.00	331,801.71
590 STORM WATER TIER 1	186,549.47	.00	.00	21,814.99	.00	.00	164,734.48	.00	164,734.48
619 VEHICLE MAINTENANCE ROTARY	333,489.10	33,413.19	.00	40,636.30	.00	.00	326,265.99	9,414.98	335,680.97
630 SHERIFF'S POLICING REVOLV.FUND	1,143,770.12	.00	.00	330,777.82	.00	.00	812,992.30	3,014.00	816,006.30
631 COMMUNICATIONS ROTARY	240,301.64	10,181.95	.00	9,123.34	.00	.00	241,360.25	7,841.52	249,201.77
632 HEALTH INSURANCE	4,744,142.98	946,400.92	.00	739,034.41	.00	.00	4,951,509.49	20,830.50	4,972,339.99
635 WCDD - SELF INSURANCE	.00	.00	.00	.00	.00	.00	.00	.00	.00
636 WORKERS COMP SELF INSURANCE	1,551,174.24	.00	.00	21,687.53	.00	.00	1,529,486.71	2,169.26	1,531,655.97
637 PROPERTY & CASUALTY INSURANCE	935,951.60	35,768.07	.00	1,981.84	.00	.00	967,737.83	.00	967,737.83
650 GASOLINE ROTARY	215,035.71	61,010.63	.00	79,296.37	20,899.95CR	.00	218,449.92	.00	218,449.92
707 P.E.R.S. ROTARY	2,727.02	724,261.05	.00	724,261.13	.00	.00	2,726.94	.00	2,726.94
708 TOWNSHIP FUND	6,641.51	305,944.43	.00	312,605.94	.00	.00	.00	.00	.00
709 CORPORATION FUND	8,389.54	175,207.58	.00	181,027.33	.00	.00	2,569.79	.00	2,569.79
713 WATER-SEWER ROTARY FUND	282,500.73	1,907,965.24	1.00	2,050,051.21	.00	.00	140,415.76	9.00	140,424.76
714 PAYROLL ROTARY	112,301.13	5,202,231.64	.00	5,280,678.94	.00	.00	33,853.61	50,321.60	84,175.41
715 ROR PARTICIPANT ROTARY	2,703.12	1,158.48	.00	2,703.12	.00	.00	1,158.48	2,703.12	3,861.60
716 SCHOOL	.00	.00	.00	.00	.00	.00	.00	.00	.00
717 UNDIVIDED GENERAL TAX	3,811,167.82	1,543,241.18	14,361.17CR	99,722.80	.00	.00	4,840,325.03	14,915.48	4,855,240.51
718 TANGIBLE PERSONAL PROPERTY.	1,500.00	.00	.00	.00	.00	.00	1,500.00	.00	1,500.00
719 TRAILER (LIKE REAL ESTATE) TAX	6,507.35	4,087.78	.00	.00	.00	.00	10,595.13	1,027.80	11,622.93
720 LOCAL GOVERNMENT FUND	.00	367,857.80	.00	367,857.80	.00	.00	.00	.00	.00
721 SPECIAL DISTRICTS	131.57	.00	.00	131.57	.00	.00	.00	131.57	131.57
722 CIGARETTE LICENSE TAX	3,875.08	13,125.00	.00	3,015.00	.00	.00	13,985.08	.00	13,985.08
723 GASOLINE TAX	.00	324,727.55	.00	324,727.55	.00	.00	.00	.00	.00
725 UNDIVIDED WIRELESS 911 GOV ASS	38,726.84	36,179.58	.00	38,726.84	.00	.00	36,179.58	.00	36,179.58
726 MOTOR VEHICLE LICENSE TAX	.00	701,625.58	.00	701,625.58	.00	.00	.00	.00	.00
727 HAM TWP 3 HILL POLICE-LVY-REFD	.00	.00	.00	.00	.00	.00	.00	160.60	160.60
728 TREASURER TAX REFUNDS	.00	507,680.45	.00	505,126.31	.00	.00	2,554.14	57,096.82	59,650.96
731 COUNTY LODGING TAX	221,839.46	220,555.05	.00	232,459.77	.00	.00	209,934.74	.00	209,934.74
734 REAL ESTATE-ADVANCE-PAYMENT	28,626.46	6,153.03	.00	.00	.00	.00	34,779.49	.00	34,779.49
740 TRAILER TAX	2,624.87	75.00	.00	.00	.00	.00	2,699.87	.00	2,699.87
741 LIFE INSURANCE	16,923.57	10,080.00	.00	10,185.86	.00	.00	15,917.71	.00	15,917.71
742 LIBRARIES	.00	417,176.27	.00	417,176.27	.00	.00	.00	.00	.00
744 ARNCO PARK TOURNAMENT FEES	.00	356.00	.00	356.00	.00	.00	.00	356.00	356.00
745 STATE	18,152.42	2,580.31	.00	1,838.62	.00	.00	18,894.11	1.00	18,895.11
746 MIAMI CONSERVANCY-DISTRICT-FUN	18,051.40	.00	.00	.00	.00	.00	18,051.40	.00	18,051.40
747 ADVANCE ESTATE TAX	577.64	.00	.00	.00	.00	.00	577.64	.00	577.64
751 UNDIVIDED INTEREST	825,760.17	380,470.72	701.00CR	825,760.17	.00	.00	379,769.72	.00	379,769.72
754 OHIO ELECTIONS-COMMISSION-FUND	.00	.00	.00	.00	.00	.00	.00	.00	.00
756 SEWER ROTARY	31,446.00	126,428.87	.00	16,835.00	.00	.00	141,239.87	.00	141,239.87
758 HIA PASS THROUGH TO BUTLER/CLE	.00	81,698.15	.00	53,615.90	.00	.00	28,082.25	.00	28,082.25
761 OUTSIDE ENTITY-FLIGHTHRO	.00	.00	.00	.00	.00	.00	.00	.00	.00
765 RECORDER'S ESCROW FUND	19,445.88	3,534.70	891.50CR	2,301.10	.00	.00	19,787.98	.00	19,787.98
766 ESCROW ROTARY	1,005,135.85	.00	.00	72,357.72	.00	.00	932,778.13	.00	932,778.13
767 UNIDENTIFIED-DEPOSITS	502,389.61	4,824.05	8,201.52	507,680.45	.00	.00	6,934.73	.00	6,934.73
773 SEX OFFENDER REGISTRATION FEE	.00	.00	.00	.00	.00	.00	.00	.00	.00
775 UNDIVIDED SHERIFF WEB CHECK FE	16,786.00	14,282.00	.00	11,983.00	.00	.00	19,085.00	.00	19,085.00
776 UNDIVIDED EVIDENCE-SHERIFF	27,244.21	.00	.00	939.00	.00	.00	29,370.43	.00	29,370.43
777 UNDIVIDED FEDERAL & STATE FORF	.00	.00	.00	.00	.00	.00	.00	.00	.00
778 COURT ORDERED SHERIFF SALES	249,094.60	1,285,265.55	.00	745,702.89	.00	.00	788,657.26	274,687.57	1,063,344.83
779 UNDIVIDED DRUG-TASK-FORCE-SEIZ	387,852.56	70,592.00	.00	.00	.00	.00	458,444.56	6,897.00	465,341.56
781 REFUNDABLE DEPOSITS	445,051.82	23,295.46	.00	20,283.76	.00	.00	448,063.52	3,015.41	451,078.93
782 SHERIFF - LOST/ABANDONED PROPE	354.34	.00	.00	.00	.00	.00	354.34	.00	354.34

FUND NAME	PREVIOUS BAL.	RECEIPTS	REC. ADJ.	EXPENDITURES	EXP. ADJ.	ADVANCES IN/DUT	CURRENT BAL.	WARRANTS OUT	TREASURER'S BAL.
785 MASSIE WAYNE CAPACITY FEES	.00	2,000.00	6,000.00	6,000.00	.00	.00	2,000.00	.00	2,000.00
786 PNT IN LIEU OF TAXES	.00	.00	.00	.00	.00	.00	.00	.00	.00
787 UNDIVIDED INCOME TAX-REAL PROP	3,360.99	2,306,268.06	.00	2,306,268.06	.00	.00	3,360.99	.00	3,360.99
788 UNDIVIDED PUBLIC UTILITY-DERES	.00	.00	.00	.00	.00	.00	.00	.00	.00
789 FORFEITED LAND	.00	.00	.00	.00	.00	.00	.00	.00	.00
790 FORFEITED LAND EXCESS SALE PRD	3,034.82	.00	.00	.00	.00	.00	3,034.82	.00	3,034.82
792 ZONING & BLDG BOND FUND	29,000.00	.00	.00	4,400.00	.00	.00	24,600.00	3,600.00	29,200.00
793 HOUSING TRUST AUTHORITY	83,191.50	92,750.20	.00	.00	.00	.00	175,941.70	.00	175,941.70
795 UNDIVIDED INDIGENT FEES	.00	1,523.00	.00	1,523.00	.00	.00	.00	304.60	304.60
796 MUNICIPAL ORD VIOLATION-INDIGE	8,872.23	.00	121.50	90.00	.00	.00	8,903.73	90.00	8,993.73
797 NEW UNDIVIDED AUCTION PROCEEDS	.00	71,651.93	.00	71,651.93	.00	.00	.00	.00	.00
798 OLD ZONING & BLDG BOND FUND	138,020.47	.00	.00	.00	.00	.00	138,020.47	.00	138,020.47
043 UNCLAIMED MONEY	502,681.48	.00	.00	244.42	.00	.00	502,681.48	.00	502,681.48
855 CH. SERV. SCHEURER SMITH TRUST	43,609.59	.00	.00	.00	.00	.00	43,609.59	.00	43,609.59
911 WARREN CO.-HEALTH DISTRICT	6,882,217.06	369,224.71	1,093.17CR	388,669.85	.00	.00	6,861,678.75	16.00	6,861,694.75
912 FOOD SERVICE	408,883.52	7,139.36	.00	913.99	.00	.00	415,108.89	4.00	415,112.89
915 PLUMBING BOND-HEALTH DEPT.	20,000.00	1,500.00	.00	2,000.00	.00	.00	20,000.00	.00	20,000.00
916 STATE REGULATED SEWAGE PROGRAM	85,322.12	23,698.00	30.00CR	849.00	.00	.00	108,141.12	30.00	108,171.12
925 WATER & SOIL CONSERVATION-DIST	325,573.05	147,485.00	.00	49,736.00	.00	.00	423,322.05	.00	423,322.05
928 REGIONAL PLANNING	224,516.28	15,932.26	.00	36,087.58	.00	.00	204,360.96	.00	204,360.96
938 WARREN COUNTY PARK DISTRICT	437,955.92	95,576.86	.00	58,927.99	.00	.00	474,604.79	4,878.00	479,482.79
944 ARMOE PARK	397,692.01	144,570.50	102.00CR	159,091.60	.00	.00	383,068.71	85,012.75	468,081.46
953 WATER SYSTEM FUND	9,030.56	1,550.39	.00	286.76	.00	.00	10,294.19	.00	10,294.19
954 MENTAL HEALTH RECOVERY SERVICE	12,962,967.39	537,948.39	.00	1,038,683.31	.00	.00	12,462,232.47	232,399.17	12,694,631.64
961 HEALTH GRANT FUND	1,067,320.50	33,289.43	59.83CR	21,295.54	.00	.00	1,079,254.56	.00	1,079,254.56
963 CAMPGROUNDS	3,014.20	611.50	.00	880.00	.00	.00	2,745.70	.00	2,745.70
976 HEALTH - SWIMMING POOL FUND	198,559.02	14,441.50	394.00CR	17,830.63	.00	.00	194,775.89	.00	194,775.89
977 DRUG TASK FORCE-COC	530,128.10	112,373.35	.00	15,235.60	.00	.00	627,265.85	913.90	628,179.75
996 WARREN COUNTY FIRE RESPONSE AR	.00	.00	.00	.00	.00	.00	.00	.00	.00
COLUMN TOTALS	255,017,369.72	32,937,762.05	17,933.72CR	31,581,796.71	20,899.95CR	.00	256,376,301.29	2,787,053.44	

OUTSTANDING WARRANTS 2,787,053.44
 TOTAL FOR FUNDS 259,163,354.73

 COUNTY TREASURY 528,734.49
 COUNTY DEPOSITORIES 258,634,620.24
 COUNTY TOTAL 259,163,354.73

AUDITOR'S OFFICE, WARREN COUNTY, OHIO

IT IS HEREBY CERTIFIED, that the foregoing is a true and accurate statement for the May 2018, FINANCES OF WARREN COUNTY, OHIO showing the balance on hand in each fund and account at the beginning of the month, the amount received to each, the amount disbursed from each, the balance remaining to the credit of each, and the balance of money in the treasury and depository.

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0927

Adopted Date June 12, 2018

APPROVE VARIOUS REFUNDS

BE IT RESOLVED, to approve various refunds, as attached hereto and made a part hereof.

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor vf
Refunds file

Resolution

Number 18-0928

Adopted Date June 12, 2018

ACKNOWLEDGE PAYMENT OF BILLS

BE IT RESOLVED, to acknowledge payment of bills as submitted on batches #06/07/2018 #001, #06/07/2018 #002, #06/07/2018 003, #06/07/2018 004, and #06/07/2018 005; said batches are attached hereto and made a part hereof.

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

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea


Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

kh

cc: Auditor 

Resolution

Number 18-0929

Adopted Date June 12, 2018

APPROVE VARIOUS RECORD PLATS

BE IT RESOLVED, upon recommendation of the Warren County Regional Planning Commission, to approve the following Record Plats:

- Trails of Shaker Run Section Eleven-A – Turtlecreek Township

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

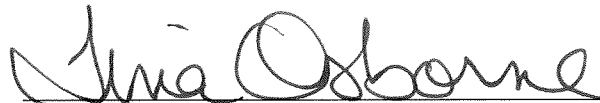
Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Plat File
RPC

Resolution

Number 18-0930

Adopted Date June 12, 2018

APPROVE APPROPRIATION DECREASES WITHIN VARIOUS FUNDS

WHEREAS, various Departments have cancelled purchase orders that were encumbered and carried over from previous years; and

WHEREAS, the Auditor's Office has advised this Board that any time prior year purchase orders are cancelled an appropriation decrease is necessary; and

NOW THEREFORE BE IT RESOLVED, to approve the following appropriation decreases within various Department Funds:

\$ 585.00 from #494-3729-317 (Facilities Mngt. – Capital Purchases under 10,000)

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

Mr. Grossmann – yea

Mr. Young – yea


Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor 
Appropriation Decrease file
Facilities Management (file)
OMB

Resolution

Number 18-0931

Adopted Date June 12, 2018

APPROVE AN AMENDED CERTIFICATE AND AN APPROPRIATION DECREASE IN FUND 463, AN OPERATIONAL TRANSFER FROM FUND 202 INTO THE FIELDS ERTEL AND COLUMBIA ROAD FUND 463, AND APPROVE REPAYMENT OF A CASH ADVANCE FROM THE FIELDS ERTEL AND COLUMBIA ROAD FUND INTO THE MOTOR VEHICLE FUND 202

NOW THEREFORE BE IT RESOLVED, to accept an appropriation decrease in fund 463, and to approve the following operational transfer and cash advance repayment:

Appropriation Decrease

\$61,932.74 from #463-3120-320 (Capital Purchases \$10,000 & over)

Operational Transfer

\$616,019.06 from #202-3120-997-9000 (Operational Transfer-Out)
into #463-9000-999-9000 (Operational Transfer-In)

Cash Advance Repayment

\$740,000.00 from #463-5555-666 (Cash Advance Out-Fields Ertel Columbia Road)
into #202-5555-555 (Cash Advance In-Motor Vehicle Fund)


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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor 
Amended Certificate file
Appropriation Decrease file
Operational Transfer file
Cash Advance file
Engineer (file)
OMB

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Rev. Code, Sec 5705.36

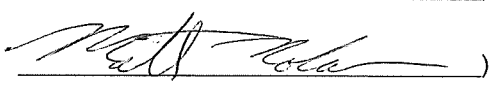
Office of Budget Commission, County of Warren, Lebanon, Ohio, June 12, 2018

To the TAXING AUTHORITY of Warren County Commissioners

The following is the amended certificate of estimated resources for the fiscal year beginning January 1st, 2018, as revised by the Budget Commission of said county, which shall govern the total of appropriations made at any time during such fiscal year.

FUND TYPE - Capital Project	Jan. 1st, 2018	Taxes	Other Sources	Total
Fields-Ertel and Columbia Rd	\$198,447.57	\$0.00	(\$58,450.05)	\$139,997.52
Fund 463				
TOTAL	\$198,447.57	\$0.00	(\$58,450.05)	\$139,997.52

2018 JUN -6 PM 3:33

_____)
 _____)
)
 _____) Budget
 _____) Commission
 _____)

AMEND 18 05
 Fund 463 -(61,932.74)
 463-2625-279 +29,530.89
 463-9000-999 -(91,463.63)
 (Actual anticipated receipts were reduced by the
 carry over cash advance amount of 740,000.
 681,549.95 anticipated less 740,000.00
 cash advance=(58,450.05))

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0932

Adopted Date June 12, 2018

APPROVE SUPPLEMENTAL APPROPRIATIONS WITHIN SHERIFF'S OFFICE FUND
#295

BE IT RESOLVED, to approve the following supplemental appropriations:

\$1,100.00 into #295-2200-210 (Office Supplies)

\$ 500.00 into #295-2200-910 (Other Expenses)

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

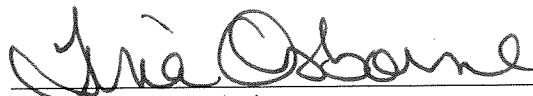
Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor
Supplemental App. file
Sheriff (file)
OMB

Resolution

Number 18-0933

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENT FROM COMMISSIONERS GENERAL FUND #101-1110 INTO COMMON PLEAS COMMUNITY CORRECTIONS FUND #101-1224

BE IT RESOLVED, to approve the following appropriation adjustment from Commissioners Fund #101-1110 into Common Pleas Community Corrections Fund #101-1224 in order to process a vacation leave payout for Blaine Justice former employee of Common Pleas Community Corrections:

\$ 2,283.46 from #101-1110-882 (Commissioners - Vacation Leave Payout)
into #101-1224-882 (CP, Community Corrections – Vac. Leave Payout)

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

Mr. Grossmann – yea


Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor 
Appropriation Adjustment file
Common Pleas (file)
Community Corrections (file)
OMB

Resolution

Number 18-0934

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENT FROM COMMISSIONERS GENERAL FUND #101-1110 INTO FACILITIES MANAGEMENT FUND #101-1600

BE IT RESOLVED, to approve the following appropriation adjustment from Commissioners Fund #101-1110 into Facilities Management Fund #101-1600 in order to process a vacation leave payout for Nick Brewer former employee of Facilities Management:

\$ 1,041.96	from	#101-1110-882	(Commissioners - Vacation Leave Payout)
	into	#101-1600-882	(Facilities Management - Vacation Leave Payout)

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor ✓
Appropriation Adjustment file
Facilities Management (file)
OMB

Resolution

Number 18-0935

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENT WITHIN ECONOMIC DEVELOPMENT
FUND #101-1116

BE IT RESOLVED, to approve the following appropriation adjustment:

\$1,777.09 from #101-1116-910 (Econ Dev. – Other Expense)
 into #101-1116-820 (Econ Dev. – Health Ins.)

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


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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

RB/

cc: Auditor 
Appropriation Adjustment file
Economic Development (file)
OMB

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0936

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENT WITHIN AUDITOR'S OFFICE FUND #101-1120

BE IT RESOLVED, to approve the following appropriation adjustment:

\$3,000.00	from	#101-1120-102	(Salaries)
	into	#101-1120-840	(Unemployment)


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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor (file) 
Appropriation Adj. file
OMB

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0937

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENTS WITHIN TREASURER'S OFFICE FUNDS
#101-1130 AND #249

BE IT RESOLVED, to approve the following appropriation adjustments:

\$10,000.00	from #101-1130-820	(Health Insurance)
	into #101-1130-114	(Overtime)
\$ 700.00	from #101-1130-910	(Other Expense)
	into #101-1130-317	(Capital Purchases under \$10,000)
\$ 700.00	from #249-1130-210	(Office Supplies)
	into #249-1130-317	(Capital Purchases under \$10,000)

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor
Appropriation Adj. file
Treasurer (file)
OMB

Resolution

Number 18-0938

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENTS WITHIN CLERK COUNTY COURT FUND
#101-1282

BE IT RESOLVED, to approve the following appropriation adjustments:

\$ 4,635.00	from	101-1282-210	(Office Supplies - General)
	into	101-1282-102	(Regular Salaries)
\$ 649.00	from	101-1282-210	(Office Supplies - General)
	into	101-1282-811	(PERS)
\$ 68.00	from	101-1282-210	(Office Supplies - General)
	into	101-1282-871	(Medicare)


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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor 
Supplemental App. file
Clerk of Courts (file)
OMB

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0939

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENT WITHIN EMERGENCY SERVICES/
COMMUNICATIONS CENTER FUND #101-2850

BE IT RESOLVED, to approve the following appropriation adjustment:

\$200.00 from #101-2850-210 (Office Supplies General)
 into #101-2850-317 (Capital Purchases under 10,000)


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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor 
Appropriation Adjustment file
Emergency Services (file)
OMB

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 18-0940

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENTS WITHIN PROSECUTOR FUND #245

BE IT RESOLVED, to approve the following appropriation adjustments:

\$400.00 from #245-2450-400 (Purchased Services)
 into #245-2450-910 (Other Expense)

\$275.00 from #245-2450-850 (Training-Education)
 into #245-2450-910 (Other Expense)

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

Mr. Grossmann – yea

Mr. Young – yea


Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

CSM/

cc: Auditor 
Appropriation Adjustment file
Prosecutor (file)
OMB

Resolution

Number 18-0941

Adopted Date June 12, 2018

APPROVE APPROPRIATION ADJUSTMENTS WITHIN THE WATER REVENUE FUND NO. 510 AND THE SEWER REVENUE FUND NO. 580

WHEREAS, the Water and Sewer Department incurs costs for General Supplies; and

WHEREAS, appropriation adjustments are necessary to accommodate said costs; and

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

\$100,000.00 from #510-3200-3200-317 (Capital Purchases Under 10,000)
into #510-3200-3200-210 (Office Supplies)

\$100,000.00 from #580-3300-3300-317 (Capital Purchases Under 10,000)
into #580-3300-3300-210 (Office Supplies)

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

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


Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/las

cc: Auditor 
Appropriation Adj. file
Water/Sewer (file)
OMB

Resolution

Number 18-0942

Adopted Date June 12, 2018

AUTHORIZE PAYMENT OF BILLS

BE IT RESOLVED, to authorize payment of bills as submitted on Batches #06/12/2018 001, #06/12/2018 002, #06/12/2018 003, #06/12/2018 004, #06/12/2018 005, #06/12/2018 006, #06/12/2018 007, and #06/12/2018 008; said batches attached hereto and made a part hereof.

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

Mr. Grossmann – yea


Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Auditor 

Resolution

Number 18-0943

Adopted Date June 12, 2018

APPROVE AND AUTHORIZE PRESIDENT OF THE BOARD TO SIGN FACILITY USE REQUEST WITH WARREN COUNTY CAREER CENTER

BE IT RESOLVED, to approve and authorize the President of the Board to sign a Facility Use Request with the Warren County Career Center for the use of their facility for the Community Addition Forum to be held July 17, 2018, as attached hereto and made a part hereof.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

/tao

cc: C/A—Warren County Career Center
Sherry Carbo
Commissioners file



Main Campus
 3525 North State Route 48
 Lebanon, OH 45036-1099
 PH 513-932-5677 ex. 5212
www.myccc.org

Facility Use Request

Name of Organization: Warren County Board of Commissioners Date of Request: 6/7/18
 Address: 406 Justice Drive City: Lebanon Zip: 45065
 Contact Person: Sherri Carbo Phone # 513-695-1253
 Email Address: Sherri.Carbo@Co.Warren.Oh.Us Fax # _____
 Address: Same City: _____ Zip: _____
 Purpose of meeting/activity: County and Community Opiate Forum
 Date of reservation: 7-17-18 Time: 3:00 p.m. to 8:00 p.m. Expected Attendance: 250 Will food be served? No
 For Profit Organization XX Non-profit Organization WCCC Staff

We are proud of our facilities and welcome you to make full use of them.
 You will receive an invoice after your event is held. Checks should be made payable to Warren County Career Center.

Please check appropriate needs

ROOM/LOCATION	MAIN BUILDING	TEC BUILDING	AIRPORT
Classroom*			
Computer Lab			
Conference Room			
CenturyLink Room			
Commons (max. capacity = 600 w/chairs only)			
Commons (max. capacity = 300 w/50 tables)	XX		
Media Center			

* Most classrooms have a SMART Board with projector and TV tuner capabilities.

MEDIA (Please check all items needed)

- _____ Laptop Computer, \$10/day
 _____ Laptop Cart, \$100/day (available only after 3:00 p.m. M-F and Saturday) 28 laptops
 XX _____ Microphone/Speaker system, N/C
 XX _____ Podium, N/C
 XX _____ U. S. Flag, N/C

OTHER NEEDS: (Please specify)

_____ 5 Rectangle tables w/2 chairs at each located outside of meeting room for purpose of information/resource.

School Use Only

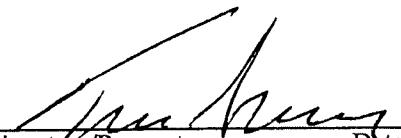
Room Fee _____	Room Assigned: _____	Staffing Requirements: Support _____	Copies to:
Staffing Fee _____		Technology _____	_____ Applicant
Media Fee _____		Custodial _____	_____ WCCC Treasurer
Other Fees _____	Approver's Signature _____	Date _____	_____ Director of Adult Education
Total Due \$ _____	<input type="checkbox"/> Event placed on calendar by:		_____ Director of Secondary
	Signature _____	Date _____	_____ Director of Facilities
			_____ Resource Officer
			Additional copies if applicable:
			_____ Technology Specialist
			_____ Media Specialist
			_____ High School Culinary Arts Instructor
			_____ SODEXO

WARREN COUNTY CAREER CENTER

“Each party to this Agreement agrees to be liable for the negligent acts or negligent omissions, intentional or wrongful acts or omissions, by or through itself, its employees and agents. Each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent, intentional or wrongful acts or omissions, and nothing in this Agreement shall impute or transfer any such liability from one to the other.”

I agree to the following regulations:

1. Use of alcoholic beverages is strictly prohibited.
2. Food and drinks are not permitted in the Computer Labs.
3. All persons on District grounds are expected to abide by applicable laws, local ordinances, board policies, and building regulations. *Board Policy (KGB)
4. Please notify your members and guests that the Warren County Career Center is a non-smoking facility and campus. *Board policy (KGC) prohibits smoking in all district-owned, leased or contracted buildings and vehicles. We appreciate your support and cooperation.
5. All decorations and movement of school furniture must have prior approval of the Director of Adult Education or Director of Secondary Education.
6. The renter or group using the building shall agree to restore to original condition, repair or replace any school property damaged, destroyed or missing. The Board of Education shall be the final judge of the adequacy of any such repair or restoration.
7. The school facilities are not available on days when the schools are closed due to inclement weather conditions.
8. Designated use is prohibited from subletting facility to other user groups. Any group utilizing any facilities longer than the hours scheduled will be assessed an additional charge.
9. Any group contracted to use a facility must express all needs up front on Facility Use Request. We must be notified 48 hours in advance of any additions or changes.
10. A minimum of 24 hour notice shall be given for cancellation initiated by the user.
11. A check, payable to Warren County Career Center for the rental fee shall be forwarded upon receipt of invoice.



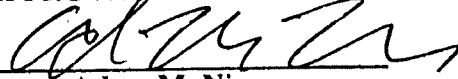
Signature/Requester Date



WCCC Representative Date

*Warren County Career Center Board Policy is posted on our website at www.mywccc.org.
Please refer to the following board policies for facility use. KG – Community Use of School Facilities, KGB – Public Conduct on District Property, and KGC – Smoking on District Property

APPROVED AS TO FORM



Adam M. Nice
Asst. Prosecuting Attorney

**WARREN COUNTY CAREER CENTER
FACILITY RENTAL RATE STRUCTURE**

The administration of the Warren County Career Center reserves the right to allow use of school facilities and services when space is available and when the use is considered to be appropriate, and to assign the appropriate Level 1, 2, or 3 at their discretion.

THE FEES ARE FOR ALL LOCATIONS: Main Campus, TEC Building and the Airport

LEVEL 1: WCCC Staff (when purpose is in furtherance of educational goals of WCCC), approved WCCC student organizations, school district groups, and other groups specifically approved by the Facility Administrators. These activities directly support school programs and are sanctioned by the Warren County Vocational School District (WCVSD) Board of Education and the facility administration (Examples: SkillsUSA, BPA). Exceptions will be determined by the Superintendent or authorized representative.

LEVEL 2: Community based organizations and non-profit organizations within the WCVSD, and other groups specifically approved by the Facility Administrators. Members of the WCVSD will be given consideration for use of facilities after Level 1 requests have been processed based on available space and time. (Examples: Rotary, Kiwanis, Chamber of Commerce, scouts, 4-H Club) Exceptions will be determined by the Superintendent or authorized representative.

LEVEL 3: Business and industry, colleges and universities, meetings of political subdivisions/governmental entities, WCCC Staff (when the purpose is not in furtherance of educational goals), and other groups specifically approved by the Facility Administrators. (Examples: dance groups, homeowners' meetings, political groups, action committees) Exceptions will be determined by the Superintendent or authorized representative.

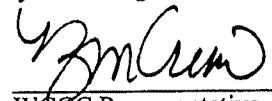
ROOM FEES:	ROOM	LEVEL 1	LEVEL 2	LEVEL 3
	CLASSROOMS	NO CHARGE	\$25 up to 4 hours	\$50 up to 4 hours
	COMPUTER LABS	NO CHARGE	\$65 up to 4 hours	\$300 up to 4 hours
	CONFERENCE ROOMS	NO CHARGE	\$25 up to 4 hours	\$60 up to 4 hours
	CENTURYLINK ROOM/MainCampus	NO CHARGE	\$25 up to 4 hours	\$60 up to 4 hours
	COMMONS/MainCampus with stage. Maximum capacity = 600 w/chairs only or 300 w/tables. NOTE: Technology assistance is required.	NO CHARGE	\$125 up to 4 hours	\$200 up to 4 hours
	MEDIA CENTER/MainCampus	NO CHARGE	\$25 up to 4 hours	\$150 up to 4 hours

Fixed price for 1 to 4 hours cost will not be prorated. Over 4 hours will be charged the additional 1-4 hour rate.

ADDITIONAL FEES:

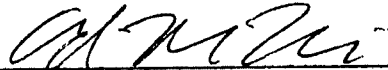
- Technology assistance with set-up and meeting support (i.e. video conferencing (H.323), network support, point to point IP activity) \$40 per hour. After 4:00 p.m. there is a 2 hour minimum.
- Saturday technology assistance rates will be determined by the WCCC Administration and Technology Specialist.
- Commons: Maximum capacity = 600 w/chairs only; maximum capacity = 300 w/50 tables. Set-up and tear down is \$80 if the standard set-up must be changed.
- A \$40.00 per hour fee will be added to the rental fee for clean-up with attendance over 100 people.
- Normal building support services during normal working hours is included, off hours cost is \$40 per hour with a 3 hour minimum.
- If you are interested in using the Warren County Career Center's Culinary Arts Program please call (513) 932-5677 ext. 5293. Unless you are using Warren County Career Center's Culinary Arts Program, food arrangements must be made with SODEXO.
- SODEXO is the Warren County Career Center's facility provider for food service and has the first right of refusal for all events at the Warren County Career Center. Please call (937) 430-8962 for information.
- Copier fees apply at 10 cents per copy. Please plan to bring ample copies for your meeting.

Signature/Requester Date

 6-13-18

WCCC Representative Date

APPROVED AS TO FORM



Adam M. Nice
Asst. Prosecuting Attorney

Resolution

Number 18-0944

Adopted Date June 12, 2018

AUTHORIZING THE COUNTY ADMINISTRATOR TO INITIATE NEGOTIATIONS FOR DESIGN BUILD SERVICES WITH HGC CONSTRUCTION FOR THE WARREN COUNTY PROBATE JUVENILE COURT EXPANSION PROJECT

WHEREAS, this Board of County Commissioners (the "Board") on November 21, 2017, by Resolution Number 17-1863, authorized a request for qualifications from design build firms for the design and construction of an addition to the Warren County Probate-Juvenile Court Building (the "Project"); and

WHEREAS, an evaluation committee appointed by this Board in Resolution Number 17-1769, received and reviewed statements of qualifications, and invited three qualified firms to submit proposals for said design build services, namely, Conger Construction Group, DAG Construction, and HGC Construction; and

WHEREAS, the evaluation committee only received proposals from Conger Construction Group, and HGC Construction, as DAG Construction chose not to provide a proposal, the evaluation committee interviewed Conger Construction and HGC Construction on Monday June 11, 2018; and

WHEREAS, in accordance with the procedures set forth in Section 153.65 of the Ohio Revised Code, et seq. and upon evaluation of the proposals pursuant to Section 153.693 of the Ohio Revised Code, and the published criteria in the request for qualifications and proposals, the evaluation committee has ranked HGC Construction as the firm that is the best value to perform the design build services for the Project;

NOW THEREFORE BE IT RESOLVED, to authorize the Warren County Administrator to initiate negotiations for design build services with HGC Construction. Should there be a failure to successfully negotiate a contract, then Warren County Administrator should report the same to the Board, and should enter negotiations with Conger Construction Group, the firm ranked the next best value.

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

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

Resolution adopted this 12th day of June 2018.

BOARD OF COUNTY COMMISSIONERS


Tina Osborne, Clerk

cc: Juvenile Ct. (file) – Tony Brigano
Project file
OMB Bid file
T. Zindel

Warren County Probate and Juvenile Court Addition
Selection Panel Score

Selection
 Panel
 Scoring

June 11, 2018

A QUALITY AND SCOPE OF PROPOSED DEVELOPMENT			
A-1	Site Development 10 Possible Points	HGC Construction	9
		Conger Construction Group	9
A-2	Functionality of Proposed Design 5 Possible Points	HGC Construction	5
		Conger Construction Group	2
A-3	Quality and Scope of Proposed Infrastructure Improvements 5 Possible Points	HGC Construction	4
		Conger Construction Group	3
A-4	Quality and Scope of Proposed Finishes and Equipment 6 Possible Points	HGC Construction	3
		Conger Construction Group	4
A-5	Exterior Appearance and Image of the Addition 4 Possible Points	HGC Construction	4
		Conger Construction Group	1
SUB TOTAL: A		HGC Construction	25
		Conger Construction Group	19

B PROJECT APPROACH			
B-1	Design-Builder's plan to engage the Owner in the design-build process to optimize Best Value Delivery 5 Possible Points	HGC Construction	4
		Conger Construction Group	4
B-2	Design-Builder's plan to maintain safe operations of Owner's activities during construction 5 Possible Points	HGC Construction	5
		Conger Construction Group	5
B-3	Project Work Plan and Schedule 5 Possible Points	HGC Construction	5
		Conger Construction Group	4
SUB TOTAL: B		HGC Construction	14
		Conger Construction Group	13

C TEAM QUALIFICATIONS			
C-1	Quality of Key Staff 8 Possible Points	HGC Construction	7
		Conger Construction Group	7
C-2	Effective Trade Contractor Engagement	HGC Construction	3

C-2	Engagement 3 Possible Points	Conger Construction Group	2
C-3	Composition of the Team 3 Possible Points	HGC Construction	3
		Conger Construction Group	3
C-4	Commitment to DBIA Best Practices 1 Possible Point	HGC Construction	1
		Conger Construction Group	1
SUB TOTAL: C		HGC Construction	14
		Conger Construction Group	13

TECHNICAL PROPOSAL SCORE	HGC Construction	53
	Conger Construction Group	45

PRICE PROPOSAL SCORE	HGC Construction	40
	Conger Construction Group	36

TOTAL PROPOSAL SCORE	HGC Construction	93
	Conger Construction Group	81