




**Family Assistance Letter #183-A**  
**OFFICE OF FAMILY ASSISTANCE**  
March 17, 2020

**TO:** Directors, County Departments of Job and Family Services

**FROM:** Wanda Ellis, Deputy Director   
Office of Family Assistance

**SUBJECT: Temporary Assistance for Needy Families Summer Youth Employment Program/COVID-19 Response**

In response to the coronavirus (COVID-19) pandemic, county agencies may use the \$10 million in Temporary Assistance for Needy Families (TANF) funding identified previously for TANF Summer Youth and Employment for a TANF Summer Youth Employment Program and/or for response to COVID-19.

This allocation will now be made available to all county agencies. Agencies no longer need to request to participate for either program.

**FUNDING**

A total of \$10 million in funding is available for the combined program. Funding will be made available through county TANF allocations and will be administered through the Prevention, Retention and Contingency (PRC) program.

**LENGTH OF OPERATION**

The funding will be made available March 20, 2020. If your agency expects to use the allocation only for the TANF Summer Youth Employment Program, follow the guidance in Family Assistance Letter (FAL) #183. Normal PRC allocation liquidation rules will apply. This amendment of FAL #183 will contain the guidance for the COVID-19 Response only.

**DETAILS OF THE PROGRAM COUNTY PRC PLAN**

As noted above, in order to use these funds, participating county agencies must amend their PRC plans to include the TANF Summer Youth Employment Program and/or COVID-19 Response. County agencies need to designate either or both programs in their PRC plans. The PRC plan must include a description of activities and services that are to be provided and must establish the eligibility requirements for the participants.

If an agency is operating a COVID-19 Response, the agency may use self-attestation to verify eligibility. Normally, a self-attestation form needs to have the client's signature, if the county agency is electing to operate a COVID-19 Response the agency may use verbal authorization or electronic signature in lieu of a written signature for this program.

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

As with any amendments to the PRC plan, amendments pertaining to this program must be submitted to the [Program-Policy@jfs.ohio.gov](mailto:Program-Policy@jfs.ohio.gov) mailbox.

**TANF Purpose** - COVID-19 Response must meet the first two purposes of TANF:

1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.
2. To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.

**Eligibility** – The program is limited to 200% of Federal Poverty Level. The program must serve persons in a TANF-eligible family.

*Family* 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).

## **ADMINISTRATIVE COSTS**

This funding does not include TANF administrative funding. Federal regulations define what is considered TANF administration and they are also set forth in rule 5101:9-6-08.8 of the Ohio Administrative Code.

Costs considered to be TANF administration may be charged to county TANF Administration allocations pursuant to rule 5101:9-6-08.8 of the Ohio Administrative Code.

## **FISCAL ADMINISTRATION**

For Random Moment Sampling (RMS) Activity Code - 110-TANF/PRC Disaster Assistance.

For Project (Direct Charge) Coding -Please use code 158 - TANF PRC Disaster Assistance.

The above codes should not be used for the operation of a TANF Summer Youth Employment Program.

If you have additional questions regarding the fiscal coding please contact the Bureau of County Finance in the Office of Fiscal and Monitoring Services or the ODJFS fiscal contact designated for your agency.

## **REPORTING TOOLS**

For the COVID-19 Response please use the PRC Reporting Tool to report activity. The PRC Reporting Tool contains a Disaster category for tracking. Questions about the PRC Reporting Tool should be emailed to [kimberly.burton@jfs.ohio.gov](mailto:kimberly.burton@jfs.ohio.gov).

All information shall be in the reporting tool within thirty (30) days from the clients leaving the program.

## RESOURCES

Individual questions about these programs may be emailed to [Program-Policy@jfs.ohio.gov](mailto:Program-Policy@jfs.ohio.gov). PRC plans can be emailed to [Program-Policy@jfs.ohio.gov](mailto:Program-Policy@jfs.ohio.gov). Information about state and federal requirements for the PRC program can be found in the PRC Reference Guide, at <http://jfs.ohio.gov/owf/prc/>.

cc:

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