

Date: October 3, 2023

Resolution No: 2023-843

Title: Approval of the Biennial Prevention, Retention and Contingency (PRC) Plan beginning October 1, 2023 for Lucas County Department of Job & Family Services

Department/Agency: Job & Family Services

Contact: Breda Osburn, Director

Summary/Background: In accordance with Ohio Revised Code Section 5108.04, Lucas County Department of Job & Family Services is adopting its biennial PRC Plan which shall be in effect beginning October 1, 2023. Following a review process by the Family Services Planning Committee, this plan identifies all benefits and services to be provided as well as eligibility for receipt of said benefits and services. Benefits and services include vouchered work assistance services, such as car repair, uniforms, shelter and utility assistance as well as contracted services for Temporary Assistance for Needy Families (TANF)-eligible clients.

Budget Impact: N/A

Statutory Authority/ORC: 324.04

Commissioner Gerken offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. The Board hereby approves the Biennial Prevention, Retention and Contingency (PRC) Plan beginning October 1, 2023 for Lucas County Department of Job & Family Services.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Commissioner Gerken voted yes
Commissioner Skeldon Wozniak voted yes
Commissioner Sobecki voted yes

Jody L. Balogh, Clerk of the Board

October 3, 2023

**Approval of the Biennial Prevention, Retention and Contingency (PRC) Plan
beginning October 1, 2023 for Lucas County Department of Job & Family Services
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LUCAS COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
COUNTY PLAN FOR USE OF
PREVENTION/RETENTION/CONTINGENCY FUNDS (PRC)
Federal Fiscal Years 2023-2025 (Effective October 1, 2023)

In accordance with section 5108.04 of the Ohio Revised Code (ORC), each county department of job and family services shall establish benefits and services to be provided under Title IV-A funds (Temporary Assistance to Needy Families-TANF). The Prevention, Retention and Contingency (PRC) program is a critical tool for Lucas County to provide benefits and services necessary for families to overcome immediate barriers so they may become and stay self-supporting. 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 which are:

- 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”
- Purpose 2: “To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage”
- 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”
- Purpose 4: “To encourage the formation and maintenance of two-parent families” *

**Please note that the State has acknowledged that a significant share of TANF families consists of unmarried mothers lacking essential skills and barriers to higher wage employment who live with their children apart from low-skilled, underemployed fathers. Many of these fathers are involved in the lives of their children and provide some financial support but would like to do much more. Historically, the fathers have found limited employment opportunities to earn a sustainable livable wage, and welfare rules have worked to discourage family formation and fuller involvement of these fathers in the lives of their children.*

Some activities that are reasonably calculated to accomplish this purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and supervision; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services including but not limited to financial literacy, mental health and substance assistance services.

The services and benefits provided under the PRC program fall into three categories:

- Prevention services: designed to divert families from ongoing cash assistance by providing short term non-assistance.
- Retention services: provided to assist an employed member of the family in maintaining employment.
- Contingency services: provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

Federal law differentiates between “assistance” and “non-assistance” programs under TANF. This is an important distinction because if a family receives TANF “assistance,” there are many additional federal requirements that apply to the family which include:

- Federal time limits on how long the family can receive assistance.
- Work requirements.
- Cooperation with child support; and
- Additional detailed data reporting to the federal government.

PRC/non-assistance includes:

- Non-recurrent, short-term benefits that:
 - Are designed to deal with a specific crisis or episode of need.
 - Are not intended to meet recurrent or ongoing needs; and,
 - Will not extend beyond four months.
- Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training).
- Supportive services such as childcare and transportation provided to families who are employed.
- Refundable earned income tax credits.
- Contributions to, and distributions from, Individual Development Accounts (IDAs).
- Services such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and,
- Transportation benefits provided under a Job Access or Reverse Commute.

Assistance granted must not exceed the expenditure cap per PRC twelve-month cycle for Lucas County Department of Job & Family Services (LCDJFS) PRC services. These non-reoccurring benefits and services may encompass more than one payment a year if the payment provides short-term relief and addresses a discrete crisis. The benefits and services are not to meet ongoing or reoccurring needs.

Services are offered to an assistance group (AG) to divert them from the dependent need of ongoing cash assistance and guide them to self-sufficiency during their presenting crisis. PRC services, in combination with Food Assistance, Medicaid and Child Care, are to be offered to LCDJFS’s customers as a package of services that may be an effective alternative to accessing Ohio Works First cash benefits. Such services may help members retain employment and thereby achieve or continue self-sufficiency. PRC services are also provided to strengthen families through a continuum of community-based employment and social services.

The following paragraphs outline the eligibility requirements necessary to determine financial need for PRC. Age, residence, living arrangement and income requirements must be met to be deemed as

having a financial need for PRC. A description of LCDJFS PRC services offered through this Plan is provided in the Lucas County PRC Program Chart below.

Eligibility

Certain eligibility requirements must be met in order to determine financial need for assistance under PRC. These eligibility requirements are age, residence, living arrangement, and income. The assistance group must have both an emergent need and a financial need. Therefore, if the assistance group has an emergent need but does not meet one of the eligibility conditions, the AG is not eligible for PRC.

Verification of the eligibility requirements is required only for income and resources. For PRC purposes, it is important to evaluate the income and resources available at the time of application which may be used towards meeting the emergent need. The eligibility requirements of age, residence, and living arrangement may be verified for PRC purposes if the situation indicates clarification is needed. Due to the nature of the PRC program, the determination of what should be subject to verification should be construed to the benefit of the assistance group.

Recipients of Ohio Works First (OWF) automatically meet the eligibility requirements of age, residence, and living arrangements; however, eligibility for OWF does not constitute automatic eligibility for PRC. The factors of income and resources must be evaluated, and a determination made of whether or not financial need exists.

Recipients of Medicaid (Aged, Blind or Disabled), Supplemental Security Income (SSI), and Supplemental Nutrition Assistance Program (SNAP, also known as food stamps) benefits do not automatically meet any eligibility requirements. Eligibility must be determined as for any other applicant of PRC.

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process.

There are certain eligibility components of a county agency PRC plan which are legislatively required; these include:

A. Social Security Number

Each person applying for PRC must provide the county agency (or third- party providing agency) with a social security number or apply for a social security number. Providing a number is a condition of receipt of TANF and is required under Section 1137(a) of the Social Security Act.

The social security number will be used to check information provided by the individual against information held by other federal, state, and local governments; computer matching systems; and program reviews or audits to ensure eligibility for PRC or, to the extent permitted by federal law, to assist in determining eligibility for any other state, federal, or federally assisted program that provides cash or in-kind assistance or services directly to individuals based on need or for the purpose of

protecting children. This information will also be used to monitor compliance with program regulations and for program management.

The social security number may be used when contacting appropriate persons or agencies to determine eligibility and verify information that has been provided for the PRC program, for example, income, financial resources, disability benefits or other similar benefits and programs. Such information may affect household eligibility.

The social security number will be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies, as these individuals are not eligible for PRC services. The social security number will also be used for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

B. Citizenship

To receive PRC benefits and services, at least one member of the PRC AG must be a citizen of the United States or a qualified alien as defined in rule 5101:1-2-30 of the Ohio Administrative Code (OAC). See also Section 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

Section 403(a) of PRWORA states that:

Notwithstanding any other provision of law...an alien who is a qualified alien...and who enters the United States on or after the date of the enactment of this Act is not eligible for any federal means tested public benefit for a period of five years beginning on the date of the alien's entry into the United States with a status within the meaning of the term 'qualified alien.'

As a general matter, the five-year bar does not affect an individual who entered the United States before enactment.

Under PRWORA, aliens who are not qualified aliens are not eligible for any "federal public benefit" unless the "federal public benefit" falls within a specified exception. The Department of Health and Human Services (HHS) has provided its interpretation of "federal public benefit" in 64 FR 41657 (August 4, 1998). TANF benefits are generally considered "federal public benefits" and therefore the five-year bar on receipt of federal public benefits would apply to newly arrived aliens who do not meet one of the statutory exceptions. A use of TANF funds that might not be considered a "federal public benefit" might include pregnancy prevention services that are available to individuals regardless of financial need.

Certain benefits may be provided regardless of immigration status. Sections 401(b) and 411(b) of PRWORA state that States may provide certain non-cash Federal or state and local public benefits to any alien. Such benefits are those necessary for the protection of life and safety and include those specified by the Attorney General in a notice dated August 23, 1996 (AG Order No. 2049-96, 61 FR 45985). In the notice, the Attorney General specified the kinds of non-cash government-funded community programs, services or assistance that are necessary for protection of life or safety and for which all aliens continue to be eligible. None of the benefits or services which are available to all aliens may be conditioned on the individual recipient's income or resources as stated in 64 FR 17819

(April 12, 1999). Services that are provided by shelters for homeless or battered individuals that are available to anyone who needs their help would be an example of services that might be funded in part under the TANF program and could be provided to anyone regardless of immigration status.

C. Residence

The U.S. Supreme Court, in *Saenz v. Roe*, 526 U.S. 489 (1999), has held that the length of time a person has lived in a place cannot be the basis to deny government assistance benefits. Therefore, durational residency requirements are discouraged in county PRC programs. Eligibility for LCDJFS's PRC services requires residency in Lucas County. However, Kinship caregivers who provide and maintain a home for a child(ren) placed by Lucas County Children's Services may reside in any county within the State of Ohio.

D. Fraudulent Assistance

Pursuant to ORC section 5101.83 and OAC rule 5101:1-23-75, PRC benefits and services may not be provided to a family that fraudulently received benefits under the OWF and/or PRC programs until a member of the assistance group repays the cost of the fraudulent assistance.

Exception: Contracted services as described in the PRC Program Chart below, may be available to sanctioned families. Services and eligibility are specific to the terms of each individual contract.

E. Voter Registration

The county agency, in accordance with Section 329.051 Revised Code, must make a voter registration application available to persons applying for or participating in the PRC program.

Assistance Group Composition

In Ohio, all families are served through defined assistance groups. Assistance groups participating in the OWF program may be defined differently from those obtaining services under the PRC program. Based upon Title IV-A federal regulations and state law, a TANF eligible family must, at a minimum, consist of 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).
- Pregnant individual with or without other minor children; or
- Non-custodial parent who lives in Lucas County but does not reside with his/her minor child(ren).

An assistance group member may be "temporarily absent", yet the individual and his/her family may still qualify for PRC benefits and services. "Temporary absence" has the same meaning for the PRC program as it does for OWF as set forth under ORC Section 5107.10 and OAC rule 5101:1-3-04. Pursuant to OAC rule 5101:1-3-04, the absence of a member of the AG is temporary if:

- The assistance group member has been absent for no longer than 45 consecutive days.
- Location of the absent individual is known.
- There is a definite plan for the return of the absent individual to the home; and,

- The absent individual shared the home with the assistance group prior to the onset of the absence.

OAC rule 5101:1-3-04 also sets forth exceptions to the requirement that the assistance group member be absent for no longer than 45 consecutive days. Most relevant to PRC is the situation where a child is removed from the home by the public children services agency (PCSA) if the agency indicates that there is a reunification plan to return the child to the home within six months.

PRC benefits and services are available to an AG that includes a minor child or pregnant individual. A minor child is defined as a child under the age of 18 or who has not attained the age of 19 and is a fulltime student in a secondary school, enrolled in GED classes, or the equivalent level of vocational or technical training. A pregnant woman is required to provide proof of pregnancy if no other children exist in the AG.

Residence in Lucas County is a requirement for PRC. Residence is established by living in the County voluntarily with the intent to remain here permanently or for an indefinite period. Residence is also established by a person who is not receiving assistance from another state and entered the state with a job commitment or seeking employment, whether or not currently employed. A child is a resident of the County in which the caretaker is a resident. However, Kinship Caregivers who provide and maintain a home for a child(ren) placed by Lucas County Children's Services may reside in any county within the State of Ohio.

The term "living with" shall include persons who would be physically in the home except for circumstances that would require temporary absence, such as hospitalization, detention in a juvenile home until a court commitment, attendance at school, visiting, vacationing, and/or trips made in connection with current or prospective employment. Assistance group members must be living in independent living arrangements. PRC may not be issued to persons living in medical or public institutions.

PRC Benefits and Services:

The following list includes LCDJFS's definitions of eligible assistance groups:

- An eligible assistance group may consist of a minor child residing with a parent, specified relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.
- PRC services may be provided to more than one PRC assistance group even when both PRC assistance groups contain the same child.
Note: The dollar value provided to one PRC assistance group does not necessarily have to count against the dollar value provided to another PRC assistance group containing the same child.
- LCDJFS identifies specific sets of services and limitations for employed, non-custodial, and other PRC assistance groups in the PRC Program Chart.

Economic Need

Eligibility for PRC is dependent upon the PRC Assistance Group's demonstration and verification of the need for financial assistance and/or services. The PRC Assistance Group's income must be at or below 200% of the current Federal Poverty Guidelines. All AG income (earned and unearned) is reviewed and is based upon all gross funds received in the 30 days prior to application. PRC assistance is only available to members who have not received PRC assistance above the PRC Plan's twelve-month monetary cap per type of service. The PRC twelve-month cycle begins on the date of the AG's first approved application. LCDJFS will track PRC expenditures by AG and a monthly PRC tracking report will be maintained for internal use. All PRC services are contingent upon availability of funding.

Countable Income:

LCDJFS has the flexibility to specify the income limits it will use when determining eligibility for its PRC program. The total gross income, both earned and unearned, of all members of a PRC AG may be counted when determining PRC eligibility. LCDJFS may opt to include or exclude all income which is normally exempt or disregarded when determining eligibility for OWF, SSI and/or SNAP. Income limits and countable income will be specified in the PRC Program Chart.

There are some income and benefits which are federally required to be excluded from all assistance programs when determining income eligibility. OAC Rule 5101:1-24-20 addresses the issue of excluded income.

1. Earned Income

The following are examples of earned income which a county agency may count at its discretion. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from self-employment
- Strike benefits (if striker is required to perform services in order to receive them)
- Training allowances

2. Unearned Income

The following are examples of unearned income which a county may opt to consider. This is not intended to be an all-inclusive list (further described under "Application", page 9):

- Retirement, Survivors, Disability Insurance (RSDI) Benefits
- Alimony and child support
- Veteran Administration benefits
- Workers' Compensation benefits
- Lump-sum payments
- Unemployment benefits
- Pension and retirement benefits
- Strike benefits
- Investment income
- Rental income

Use of Income:

All income which is received or expected to be received by any member of the PRC assistance group during the thirty-day budget period is considered when determining financial need. This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF), except income received under the provisions of the Agent Orange Compensation Exclusion Act (Public Law 101-201) received on or after January 1, 1989 and income described in the fourth paragraph of this section. It does not include income which was received prior to the thirty-day budget period or income which will be received after the thirty-day budget period.

When all members of the AG received OWF as their only source of income, the income requirement is considered automatically met. If the AG has other income in addition to OWF, the income requirement is not automatically met. Eligibility must be determined, and the amount of the OWF payment is considered unearned income.

When a member of the AG received unearned income, the entire amount received or expected to be received during the thirty-day budget period is to be counted. Effective July 1, 1993, all student financial assistance provided under the programs in Title IV of the Higher Education Act or under the Bureau of Indian Affairs student assistance programs shall be disregarded as income and resources in the determination of eligibility and level of benefits in the PRC program. Loans and scholarships, other than those provided under the programs in Title IV of the Higher Education Act or under the Bureau of Indian Affairs student assistance programs, are treated as unearned income; however, when designated for tuition, books, fees, etc., those amounts shall not be counted. Some loans and scholarships, other than those provided under programs in the Title IV of the Higher Education Act or under the Bureau of Indian Affairs student assistance programs, contain a compilation of tuition, living expenses, etc. In these cases, the amount for educational expenses must be determined and shall not be counted.

The gross amount of the unearned income received by any member of the AG during the budget period is counted for emergency assistance purposes. There are no deductions allowed for costs of obtaining this income or for specific expenses such as taxes, insurance premiums, etc.

All types of unearned income received by any member of the assistance group must be counted. "Earned income" is that which the assistance group member must perform some type of labor or service to receive. The gross amount of earned income received or expected to be received during the thirty-day budget period must be considered for emergency assistance.

Deductions from work-related expenses may be allowed from the gross earned income of each employed AG member to arrive at net income. Because of the nature of PRC, it may not always be possible to verify the exact amount of work-related expenses in a timely manner. Therefore, the earned income exclusions shall be limited to ninety dollars for work expenses and one hundred seventy-five dollars per child, or two hundred dollars if the child is under age two for childcare costs. The ninety dollar and one hundred seventy-five dollars (or two hundred dollars if the child is under age two) disregards are not adjusted for part-time employment. If verification of work expense is readily available, the actual verified amounts which will be deducted from the gross earnings or paid by the individual during the thirty-day budget period may be allowed.

The following is a list of the earned income exclusions to be deducted from gross earnings of each employed member of the assistance group when allowing the actual verified costs. This list is all-inclusive and may not be expanded:

- Mandatory deductions of involuntarily withheld income taxes (federal, state, and city), social security, compulsory retirement, unemployment and disability insurance contributions.
- Transportation to and from work. A mileage allowance equal to the amount which is reimbursed to state staff is deducted when the individual uses his own vehicle.
- Childcare costs.
- Expenses for union dues involuntarily withheld.
- Miscellaneous deductions required by the employer.

The following types of income are excluded from either earned or unearned income. The amount of the exclusion is limited to the actual verified expense:

- Court-ordered child support and alimony when paid to an individual not included in the eligible assistance group.
- Court-ordered garnished payments.
- Summer Youth Employment wages

Verification of income is required for PRC. Written or verbal verification from the employer must be obtained. Phone verification with the applicant's release of information is permissible. Any verification that is obtained by telephone must be clearly documented in the assistance group record as to the name and position of the person supplying the information, the date the verification was obtained, the current amount of the income, and the name of the individual who obtained the verification.

When income to the AG fluctuates from month to month, the eligibility determiner should use the most currently available verification and predict the income for the budget period unless it is indicated the situation will be different. This documentation must be retained in the AG record.

The AG's net unearned income is added to the AG's net earned income in order to calculate the total net income. The total net income is then compared to the financial eligibility standard for the appropriate assistance group size according to the financial eligibility chart. When the net income is compared with the financial eligibility standard, one of the following results will occur:

- If the net income is equal to or less than the financial eligibility standard, the AG is eligible for PRC based on income.

Application

Eligibility will be carefully evaluated on a case-by-case basis. Immediate need and whether or not the PRC program can be of benefit will be determined by LCDJFS. Under this program, an AG that includes at least one minor child, or pregnant woman, or a non-custodial parent, and meets the program's eligibility requirements may receive customized assistance, goods, or services as determined by LCDJFS. This program is designed to help people overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility, thereby preventing the need for

on-going public assistance. LCDJFS will inform individuals about other programs (i.e., Child Care, Medicaid, and SNAP) that are available and applicable hearing rights.

Income eligibility:

All 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 application and ends on the application date. All income received during this period is used in the computation of financial eligibility.

The total gross income, both earned and unearned, must be reviewed. There are no deductions or exclusions allowed from any type of countable income. If all other means to provide income verifications have been utilized, written or verbal third-party verification of income or a self-declaration statement is permitted. For any verification which is obtained by phone, there must be a clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income and the name of the individual who obtained the verification. LCDJFS requires the above verifications to be attached to the PRC application.

The gross amount of the PRC AG's countable income is totaled and compared to the amount which is 200% of the current Federal Poverty Guidelines amount for the PRC AG size. If the total PRC AG income is equal to or less than 200% of the FPG amount for applicable PRC AG size, the PRC AG meets the income requirement. For self-employment income, the amount counted is not the gross proceeds, but the gross allowable income after verified business deductions are provided (not taxes, or union dues). Business deductions must be within budget period.

The following types of incomes are federally required to be excluded as income as defined in OAC Section 5101:1-24-20 when determining financial eligibility for PRC benefits and services:

(A) Child support payment distributions made by the 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).

(B) All income that is federally excluded in the determination of eligibility for federal needs-based programs. Federally excluded income includes the income sources identified in paragraphs (C) and (D) of this rule.

(C) 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-31(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 considered in determining an individual's eligibility for, or the amount of benefits under any other federal program.

(D) Monetary allowances paid under Section 401 of the Veteran's 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 who are the natural children of women veterans who served in the Republic of Vietnam from February 28, 1961 through May 7, 1975.

Application form:

The PRC AG must complete the PRC Application form to request PRC voucher services. Eligibility processes for PRC/TANF-funded contracted services will be specified in LCDJFS's contracts.

Exploring Community Resources

The availability of resources within the local community may be explored prior to the authorization of PRC, but not required as a condition of eligibility. For the purposes of PRC, community may be defined to include areas beyond the county's boundaries. A PRC AG may apply for and utilize any program, benefit, or support system, which may reduce or eliminate the presenting need.

Amounts and Types of Benefits and Services

Vouchers for allowable goods or services already received (within 30 days of the application) may be issued upon approval of the application; this is solely at LCDJFS's discretion. Vouchers will only be made out to the vendor of the good or service, not to the client for reimbursement. In addition, vouchers may be approved under special circumstances that are not specified in the PRC Plan, but are directly associated to maintaining employment and/or increasing wages. The request must be reviewed by the Coordinator and approved by the Executive Director or designee.

Notice of Approval/Denial/State Hearing Rights

Applicants will be notified of their approval or denial for PRC benefits. An individual denied PRC benefits will be afforded hearing rights. Application will be denied if required verifications are not received within the 30-day application period. Vouchers will be voided 90 days from issuance.

Request to Void Voucher

If a client requests that a voucher be voided following issuance of the voucher, the client shall return the unsigned voucher to the agency. If the voucher was already delivered to the vendor, the client shall attempt to retrieve the voucher. If the voucher is not able to be retrieved, the client shall be required to sign an affidavit stating that the good or service was not received and, therefore, no payment should be remitted to the vendor.

Recovery of PRC Payments

LCDJFS will investigate and seek repayment of any PRC payments issued incorrectly to vendors or clients.

Reporting Requirements

LCDJFS will meet ODJFS PRC reporting requirements.

Caveats

LCDJFS reserves the right to temporarily suspend its PRC program at any time when, in the sole judgment of LCDJFS, it is no longer fiscally prudent to fund the program.

If at any time LCDJFS determines it is necessary to change the terms and criteria involved in operating the PRC program, LCDJFS will not engage in any reconsideration of eligibility determinations made prior to the effective date of the change.

LUCAS COUNTY PRC PROGRAM CHART

LCDJFS will provide PRC funds to support contracted and voucher services. TANF purposes, program-specific caps, assistance groups, economic need standards, target group and guidance information are provided in the Lucas County PRC Program Chart.

Contracted Services or Benefits	TANF Purpose	Cap	Assistance Group	Economic Need Standard	Targeted Group
<p><u>1. Employment & Family Support Services:</u> Services for eligible AGs to promote family stability by providing employment-related services. Services are provided through LCDJFS contracts with community partners and are funded with TANF funds. LCDJFS may act as a referral source or may offer TANF-funded services onsite to promote family stability and self-sufficiency.</p>	1, 2, 3, 4	Limited to the availability of funds.	Those who are OWF and/or TANF-eligible. Target populations and specifics related to eligibility are specified in the contract(s) with provider(s).	Up to 200% of current FPL, or AG's who are eligible for and receiving LCDJFS benefits. Specified in contract(s).	Unemployed, underemployed, and those seeking self-sufficiency.
<p><u>A. Employment Services</u> Services for eligible AGs including, but not limited to pre-employment skills; barrier removal; unpaid work experience; subsidized employment; job placement; job retention; career and skills advancement; and occupational skills training.</p>	2	Limited to the availability of funds. Allocations for specific services specified in each contract.	Those who are OWF and/or TANF-eligible. Target populations and specifics related to eligibility are specified in the contract(s) with provider(s).	Up to 200% of current FPL, or AGs who are eligible for and receiving LCDJFS benefits. Specified in contract(s).	Unemployed, underemployed, and those seeking self-sufficiency.

<p><u>B. Transportation Services</u> Provides short-term transportation assistance to eligible AG members to ensure clients have reliable transportation to employment, school or other employment related activities.</p>	2	<p>Limited to the availability of funds. Allocations for specific services specified in each contract.</p>	<p>Those who are OWF and/or TANF-eligible. Target populations and specifics related to eligibility are specified in the contract(s) with provider(s).</p>	<p>Up to 200% of current FPL, or AG's who are eligible for and receiving LCDJFS benefits. Specified in contract(s).</p>	<p>Unemployed, underemployed, and those seeking self-sufficiency.</p>
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<p><u>2. Social & Developmental Services:</u> These are offered to eligible AGs; these services are intended to promote family stability and support positive child development. Services include, but are not limited to:</p> <ul style="list-style-type: none"> • Domestic Violence Prevention • Teen Pregnancy Prevention • Bridges Out of Poverty • Academic Support Services • Financial Stability and Literacy Training • Fatherhood Services • Housing Assistance 	1, 2, 3, 4	<p>Limited to the availability of funds. Allocations for specific services specified in each contract.</p>	<p>Those who are OWF and/or TANF-eligible. Target populations and specifics related to eligibility are specified in the contract(s) with provider(s).</p>	<p>Up to 200% of current FPL, or AG's who are eligible for and receiving LCDJFS benefits. Specified in contract(s).</p>	<p>Eligible families that include children who are at risk of abuse, neglect, involvement in the juvenile justice system, teen pregnancy or academic failure.</p>
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<p><u>3. Summer Youth Employment Program:</u> Services include, but are not limited to: Provide employment, training and other supportive services to youth ages 14-18 based upon a comprehensive assessment of the youth's employment and training needs. All required intake and engagement documentation will be completed.</p>	<p>1 & 2</p>	<p>Limited to the availability of funds. Allocations for specific services specified in each contract. Program implementation on based on engagement and receipt of funds from ODJFS.</p>	<p>Youth ages 14-18 who are OWF and/or TANF-eligible.</p>	<p>Up to 200% of current FPL, or AGs who are eligible for and receiving LCDJFS benefits.</p>	<p>Youth ages 14-18 enrolled in secondary school and in a "needy" family. Youth served may be non-custodial parents if they are considered "needy" and have a minor child. Youth in a foster care setting ages 14-18 years of age if they are a full-time student in a secondary school.</p>
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<p><u>4. Kinship Caregiver Program:</u> To assist kinship caregivers with providing and maintaining a home for a child in place of a child's parents by providing reasonable and necessary relief of childcaring functions through family stabilization services. Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver. Stabilization benefits include childcare services not to exceed four months; or incidentals incurred when taking on the responsibility of caring for a child unexpectedly (i.e., purchases for basic needs such as, but not limited to, cribs/beds etc.).</p>	<p>1</p>	<p>Limited to the availability of funds.</p> <p>Not to exceed four (4) months.</p>	<p>Those who are TANF-eligible and in need of childcare services. Target populations and specifics related to eligibility are specified in the contract(s) with provider(s).</p> <p>Child must meet the definition of "child" as defined in 45 CFR 260.30. AG size of one which includes just the child.</p>	<p>Income of the child shall not exceed 200% of current FPL.</p> <p>Must first apply for Publicly Funded Child Care if potentially eligible for this program based on prescreening assessment.</p>	<p>Kinship Caregiver Program participants.</p>
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Contracted Services: LCDJFS may enter into contracts and allocate TANF funds to accomplish any of the four TANF purposes; purposes 3 & 4 are without regard to income. When clients are not referred by LCDJFS already determined eligible, contract providers are required to verify household composition, income, residency and other specific target population criteria identified in each contract. The span of eligibility will be outlined in each contract; it will generally be for a timeframe greater than the thirty (30) days utilized for vouchered services.

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Voucher Services or Benefits	TANF Purpose	Cap	Assistance Group	Economic Need Standard	Targeted Group
<p><u>Voucher services</u> are to assist with maintaining employment and family stability. Voucher amounts are limited to the annual cap listed and are not to exceed the amount necessary to resolve the emergent situation. All voucher services are contingent upon available funding. The voucher alone, or in combination with other payments, must stop the emergency. LCDJFS will not reimburse clients for services for which payment has already been made.</p>	<p>1 & 2</p>	<p>Voucher services may not exceed a total cap of 2,500 in a 12month cycle unless otherwise stated in the plan.</p>	<p>Each service category defines the specific assistance group(s).</p>	<p>Up to 200% of FPL.</p>	<p>Each service category defines the specific target group(s).</p>

<p><u>1. Employment Materials:</u> These materials include:</p> <p>A. Uniforms and footwear necessary for employment and/or required by the employer/training program. Must provide itemized estimate and statement from employer that specifies the number of materials required. Applicant must verify participation in a training opportunity that will allow them to get a living wage job (no 20-hour requirement) or provide verified employment or verified offer of employment (to start within 30 days of application date) of a minimum of 20 hours per week at State minimum wage.</p> <p>B. Tools/equipment required by the employer, but not provided by the employer. Applicant must have verification of certification or licensure in his/her field of employment.</p>	<p>2</p>	<p>\$500 cap for any combination of employment materials. Total must not exceed \$500 per 12-month cycle.</p> <p>Employment materials are limited to the availability of funds.</p> <p>Client must not be on a sanction or have an active Intentional Program Violation</p>	<p>Families with minor child(ren) or pregnant women</p>	<p>Up to 200% of FPL.</p>	<p>Employed families who meet the economic need standard and employment requirements or participation in a training opportunity that will allow for a living wage job.</p> <p>AND</p> <p>Non-custodial parents who have established paternity with CSEA and are in compliance with their support order.</p>
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<p>Must provide itemized estimate and statement from employer that specifies the number of materials required. Applicant must verify participation in a training opportunity that will allow them to get a living wage job (no 20-hour requirement) or provide verified employment or verified offer of employment (to start within 30 days of application date) of a minimum of 20 hours per week at State minimum wage.</p> <p>C. Professional licensure and/or testing fees for state licenses, board certifications, and/or commercial driver’s licenses. Must complete Ohio approved course and meet all requirements for licensing/certification.</p> <p>Company must be willing to accept a JFS voucher.</p>					
<p><u>2. Vehicle Repairs:</u> Repair costs are limited to the value of the vehicle established by NADAguides.com-low retail value.</p> <ul style="list-style-type: none"> • 2 estimates are required. • Applicant must present valid Ohio driver’s license and proof of required insurance. • Must show proof of ownership or lease agreement. • Proof that repair is not covered under warranty. • Applicant must present a copy of registration and title or lease agreement 		<p>\$1,500 cap for vehicle repair which may be fully accessed for a single incident or may be distributed across multiple incidents – total must not exceed \$1,500 per 12-month cycle.</p> <p>Vehicle repairs are limited to the availability of funds.</p>	<p>Families with minor child(ren) or pregnant women</p> <p>Applicant must be employed a minimum of 20 hours per week at State minimum wage; must have secured employment for a</p>	<p>Up to 200% of FPL.</p>	<p>Employed families who meet the economic need standard and employment requirements or verify participation in a training opportunity that will allow for a living wage job.</p> <p>AND</p> <p>Non-custodial parents who have established paternity with CSEA and are in compliance with their support order.</p>

<p>The title/lease of the applicant's vehicle must be in their name for a minimum of 90 days. If title has been lost and needs to be reissued, the original date of the lien must be greater than 90 days.</p> <ul style="list-style-type: none"> • Repairs made to the body of the vehicle are limited to those needed to make the vehicle operable. • Vouchers will not be issued for ongoing maintenance requirements of vehicle (oil, air, wipers, filters, tune ups, tire rotation). Tire replacement limited to only flat tires that cannot be repaired. • If the repair cost exceeds \$1,500, applicant must provide written documentation from the vendor that arrangements have been made for the payment of the balance of the amount due. • Repairs are not subject to sales tax. No payment of tax will be made by the applicant or LCDJFS when LCDJFS is paying all or a portion of the bill. • 30-day warranty must be offered on all repairs 		<p>Client must not be on a sanction or have an active Intentional Program Violation</p>	<p>minimum of 2 weeks to determine eligibility.</p> <p>Or applicant must verify participation in a training opportunity that will allow for a living wage job.</p> <p>Applicants on medical leave, or maternity/paternity leave 30 days or less that meet all other requirements. Medical statement needed.</p> <p>SSI applicants with a minor child in the household who meet all other eligibility requirements</p>		<p>OR</p> <p>SSI applicants with a minor child in the household who meet all other eligibility requirements</p>
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<p><u>3. G.E.D. Incentive:</u> \$500 upon completion of G.E.D. Must apply within 90 days of receiving valid certificate.</p>	<p>2</p>	<p>One-time payment of \$500 for each eligible applicant.</p>	<p>Families with minor child(ren), pregnant women or non-custodial parents.</p>	<p>Up to 200% of FPL.</p>	<p>Families with minor children and those who meet the economic need standard.</p>
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<p>Must be a G.E.D., not general high school diploma.</p>		<p>G.E.D. Incentives are limited to the availability of funds.</p> <p>Client must not be on a sanction or have an active Intentional Program Violation</p>			<p>AND</p> <p>Non-custodial parents who have established paternity with CSEA and are in compliance with their support order.</p>
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<p><u>4. Disaster Assistance</u> Funds may be used when a disaster has been declared by the Federal Government, State Government, or County Commissioners or there are immediate emergency disaster-caused needs necessary to resume normal daily activities independently. All assistance based on verified disaster caused needs.</p> <p>*Emergency shelter or temporary housing (includes payment of rent, mortgage, security deposit, moving expense, etc.) *Personal expenses (includes purchase of necessary clothing for work, food purchase, essential non-consumable products for assistance group, excluding tobacco and alcohol) *Utility Assistance (payments to prevent shut-off, payments for initial hook-up) *Home repairs or replacements if required to ensure health and safety needs (includes payment for repair of items affecting basic home structure, including but not limited to walls, roofing, plumbing, furnace, air conditioning, water heater, water supply etc. *Appliances or fixture repairs/replacement</p>	<p>1</p>	<p>Cap based on totality of disaster in collaboration with assistance from other agencies, State or Federal Assistance Program not to exceed \$1,500 per household or as limited by State.</p> <p>Disaster Assistance will not apply to the \$2,500 cap</p>	<p>Families with minor child(ren) or pregnant women</p>	<p>Up to 200% of FPL.</p> <p>OR recipient of public assistance (OWF and/or SNAP) during the 30 days prior to the date of application (child only OWF cases do not meet this requirement).</p>	<p>Individuals sustaining disaster related damage or loss upon declaration by the Federal Government, State Government or County Commissioners or there are immediate emergency disaster caused needs necessary to resume normal daily activities independently</p> <p>AND</p> <p>Reside in Lucas County</p> <p>AND</p> <p>Have been adversely affected by the emergency condition</p> <p>AND</p> <p>Meet the Economic Need Standard</p>
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<p><u>5. Shelter Assistance</u> Assistance of up to \$1600 for payment of rent or mortgage for TANF-eligible individuals.</p> <p>Must have eviction or foreclosure notice. Must provide proof of payment for overage amount due. Lease or Mortgage must be in applicant's name.</p> <p>Written Statement must be signed, dated and include a contact number for the landlord stating the amount due and the month for which payment is being requested. Landlord must indicate that they will accept JFS voucher for payment of shelter. This is issued for the purpose to prevent eviction and keep families in their homes.</p> <p>Landlord and applicant cannot have the same address.</p>		<p>Assistance of up to \$1600 for payment of rent or mortgage in a 12-month cycle.</p> <p>Client must not be on a sanction or have an active Intentional Program Violation</p>	<p>Families with minor child(ren), pregnant women, or non-custodial parents.</p> <p>Applicant must be employed a minimum of 20 hours per week at State minimum wage (striking worker is exempted from the 20-hour per week at State minimum wage work requirement); must have secured employment for a minimum of 2 weeks to determine eligibility.</p> <p>Or applicant must verify participation in a training opportunity that will allow for a living wage job.</p>	<p>Up to 200% of FPL.</p>	<p>Unpaid federal workers or SNAP applicants who have been deemed SNAP-eligible, but unable to receive SNAP benefits as a result of the shutdown.</p> <p>OR</p> <p>Employed families on strike who meet the economic need standard and all other eligibility requirements. Laid off individuals are not eligible.</p> <p>OR</p> <p>Employed families who meet the economic need standard and employment requirements or verify participation in a training opportunity that will allow for a living wage job.</p> <p>OR</p> <p>SSI applicants with a minor child in the household who meet all other eligibility requirements</p>
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			<p>Applicants on medical leave, or maternity/paternity leave 30 days or less that meet all other requirements. Medical statement needed.</p> <p>SSI applicants with a minor child in the household who meet all other eligibility requirements</p>		
<p><u>6. Utility Assistance</u> For primary heat source, electric or water service in order to prevent shut off or regain PIPP (Percentage of Income Plan Plus)/Pathway eligibility.</p> <p>Must have denial form from PIPP/Pathway. AG may self-declare if unsuccessful in obtaining PIPP/Pathway denial verification</p> <p>Payment amount will be amount needed to prevent shutoff.</p> <p>Must provide proof of payment for overage amount due.</p> <p>Proof of shut off notice required.</p>	1 & 2	<p>Assistance of up to \$1,200 per assistance group per 12month period</p> <p>Client must not be on a sanction or have an active Intentional Program Violation</p>	<p>Families with minor child(ren) or pregnant women.</p> <p>Applicant must be employed a minimum of 20 hours per week at State minimum wage (striking worker is exempted from the 20-hour per week at State minimum wage work requirement); must have secured employment for a minimum of 2 weeks to determine eligibility.</p>	Up to 200% of FPL.	<p>Employed families on strike who meet the economic need standard and all other eligibility requirements. Laid off individuals are not eligible.</p> <p>OR</p> <p>Employed families who meet the economic need standard and employment requirements or verify participation in a training opportunity that will allow for a living wage job.</p> <p>OR</p>

<p>Utilities must be in the Applicant's name.</p> <p>Landlord and applicant cannot have the same address.</p>			<p>Or applicant must verify participation in a training opportunity that will allow for a living wage job.</p> <p>Applicants on medical leave, or maternity/paternity leave 30 days or less that meet all other requirements. Medical statement needed.</p> <p>SSI applicants with a minor child in the household who meet all other eligibility requirements</p> <p>Utilities (except for water) will not be paid during HEAP season (November through April)</p>	<p>SSI applicants with a minor child in the household who meet all other eligibility requirements</p>
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<p><u>7. Public Health Emergency Assistance</u></p> <p>Services to assist with emergent needs as a direct result of a state of emergency as declared by the Governor of the State of Ohio or the President of the United States and contingent upon funding availability.</p> <p>AGs may self-declare when reporting income for eligibility. Applicants must provide documentation of the emergency's impact directly on the AG.</p> <p>*Emergency shelter or temporary housing (includes payment of rent, mortgage to prevent eviction).</p> <p>*Utility assistance for primary heat source, electric or water service in order to prevent shut off or regain PIPP (Percentage of Income Plan Plus)/Pathway eligibility.</p> <p>* Personal expenses - One-time emergency benefit to assist with financial hardship as a result of declared state of emergency (for the purchase of necessary household items, baby care items, additional food, etc.) Receipt of applications would be controlled/limited in order to process all applications within 30 days of receipt.</p>	<p>1</p>	<p>Cap is limited to \$1,000 for emergency shelter, \$1,000 for utilities, and \$500 for personal expenses based on totality of pandemic in collaboration with assistance from other agencies, State or Federal Assistance</p> <p>Program not to exceed \$1000 per household per declared emergency.</p> <p>Not to exceed \$1000 or as limited by the state.</p>	<p>Families with minor child(ren) or pregnant women or non-custodial parents.</p> <p>Sanctioned individuals and households can qualify for Public Health Emergency Assistance</p>	<p>Up to 200% of FPL.</p>	<p>Low-income households with children who have sustained financial hardship due to loss of income through response to state of emergency.</p> <p>AND</p> <p>Reside in Lucas County</p> <p>AND</p> <p>Meet the Economic Need Standard</p>
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Disaster and Public Health Emergency Assistance for Elderly Adults and Disabled Not Eligible for TANF

Voucher Services or Benefits	Cap	Assistance Group	Economic Need Standard	Targeted Group
<p>1. Disaster Assistance: Funds may be used when a disaster has been declared by Federal Government, State Government or County Commissioners or there are immediate emergency disaster caused needs necessary to resume normal daily activities independently. All assistance based on verified disaster caused needs.</p> <p>*Emergency shelter or temporary housing (includes payment of rent, mortgage, security deposit, moving expenses, etc.)</p> <p>*Personal expenses (includes purchase of necessary clothing for work, essential non-consumable products for assistance group excluding tobacco and alcohol)</p> <p>*Utility Assistance (payments to prevent shut-off, payments for initial hook-up)</p> <p>*Home repairs or replacements if required</p>	<p>\$750 cap per household, one-time payment per disaster event.</p>	<p>Age 55 or over with no dependent children</p> <p align="center"><i>OR</i></p> <p>Have no dependents and be in receipt of disability payments such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc.</p>	<p>Up to 200% of FPL.</p>	<p>Individuals sustaining disaster related damage or loss upon declaration by the Federal Government, State Government or County Commissioners or there are immediate emergency disaster caused needs necessary to resume normal daily activities independently.</p> <p>Age 55 or over with no dependent children</p> <p align="center"><i>OR</i></p> <p>Have no dependents and be in receipt of disability payments such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc.</p> <p align="center"><i>AND</i></p> <p>Reside in Lucas County</p> <p align="center"><i>AND</i></p> <p>Have been adversely affected by the emergency condition</p> <p align="center"><i>AND</i></p> <p>Meet the Economic Need Standard</p>

<p>to ensure health and safety needs (includes payment for repair of items affecting basic home structure, including but not limited to walls, roofing, plumbing, furnace, air conditioning, water heater, water supply etc.</p> <p>*Appliance or fixture repairs/replacement</p>				
<p>2. Public Health Emergency Assistance</p> <p>Services to assist with emergent needs as a direct result of a pandemic as declared by</p>	<p>Cap based on totality of pandemic in collaboration with assistance from other agencies,</p>	<p>Age 55 or over with no dependent children</p> <p>OR</p>	<p>Up to 200% of FPL.</p>	<p>Individuals adversely affected by a pandemic.</p> <p>AND</p> <p>Reside in Lucas County</p> <p>AND</p>

<p>the Governor of the State of Ohio</p> <p>AGs may self-declare when reporting income for eligibility; Applicants must provide documentation of the pandemic impact directly on the AG.</p> <p>*Emergency shelter or temporary housing (includes payment of rent, mortgage to prevent eviction.</p> <p>*Utility assistance for primary heat source, electric or water service in order to prevent shut off or regain PIPP (Percentage of Income Plan Plus)/Pathway eligibility.</p> <p>*Personal expenses (includes purchase of necessary household items such as cleaning/sanitizing products, baby care items, additional food, etc.)</p>	<p>State or Federal Assistance Program not to exceed \$750 per household per declared emergency.</p>	<p>Have no dependents and be in receipt of disability payments such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc.</p>		<p>Have been adversely affected by the pandemic</p> <p>AND</p> <p>Meet the Economic Need Standard</p> <p>AND</p> <p>Age 55 or over with no dependent children</p> <p>OR</p> <p>Have no dependents and be in receipt of disability payments such as Supplemental Security Income (SSI), Social Security Disability, VA Disability, PERS Disability, Railroad Retirement Disability, Black Lung Benefits, etc.</p>
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Non-TANF funds are available to provide a one-time cash payment of up to \$750 to individuals over 55 and disabled individuals without a minor child who have been adversely affected by the emergency condition in LUCAS County as declared by the Governor of the State of Ohio and pursuant to applicable OWF/PRC Guidance Letter. Disaster assistance is contingent upon funding. Every attempt to verify income in writing must be made; however, if income records were lost or destroyed due to the disaster, self-declaration of income based on the past 30 days of income from the date of the application will be accepted. Applicants must verify damage through an assessment, photographs, or the CDJFS may verify damage by personal visit. Assistance from this program is intended to complement assistance received from private insurance and other community resources. This assistance should not duplicate payment for a service provided by another service or agency. Applicants will be requested to provide the Department of Job and Family Services any records they can produce. All applications will be approved or denied by the Director or his/her designee/s. **Any person misrepresenting information will be prosecuted for fraud.**

Lucas County Department of Job & Family Services agrees to implement their PRC Program as indicated above.

Director, Lucas CDJFS

September 25, 2023
Date