

COUNTY PROCEDURE LETTER # 58

American Rescue Plan Act of 2021 - PRC for burial or cremation assistance

Issued 07/19/2021

Contingent upon available funding, Athens County Department of Job & Family Services (ACDJFS) may authorize up to \$1,500 to funeral homes to assist TANF eligible households with burial or cremation assistance for household members. *This may also be used toward existing payment plans with funeral homes.

The agency shall use the attached PRC application. The program will run from July 19, 2021 through September 30, 2022 or until funding is exceeded, whichever comes first.

Eligibility:

Eligibility for TANF funded services will be completed by ACDJFS. To meet eligibility requirements for this program, the applicant must:

- Be an Athens County resident;
- Meet TANF eligibility;
- Not have an outstanding fraud overpayment under TANF; and
- Be under 200% of the FPL (self-declaration).

Application:

Applications will be processed on a first-come, first-served basis, contingent upon available funding. The application for this program is attached to this CPL. Self-attestation is used to verify eligibility. Returned applications will need to be date stamped in upper right-hand corner and the time of the application received, since applications will be taken on a first-come, first served basis. Staff will scan the PRC application into EDMS using the adult applicant's social security number and notify the PRC bank. Staff will mark that the application has been scanned by putting a yellow highlighted "S" in the upper right-hand corner. Send original application to the Social Program Coordinator. Applications will be entered in an excel spreadsheet for tracking purposes. Clients will need to provide a bill from the funeral home.

Approval/Denial Notices:

Each application will need to be approved or denied based on eligibility for the program. ACDJFS will complete the approval (JFS 4074) or denial notice (JFS 7334), mail the original to the household, and scan into the client file. The Social Program Coordinator will enter the information into the PRC tracking tool and write the voucher. The vendor and client will sign the voucher and the vendor will return the voucher to the agency with an invoice. Original applications, copies of approval/denial and voucher copies will be sent to the fiscal department. Any questions, please contact a Departmental Director.