

# **COUNTY PROCEDURE LETTER #53D**

## **Diapers and Wipes**

**Revised 8/17/2023**

Contingent upon available funding, ACDJFS will issue diapers and wipes to eligible families. Eligible families will receive a box of diapers and 3 packages of wipes for each child under three years old needing diapers/wipes in the household. There are multiple sizes to choose from.

### **Eligibility**

1. Must be a resident of Athens County; and
2. Meet TANF/PRC eligibility; and
3. Not have an outstanding fraud overpayment; and
4. Have child under three years old in need; and
5. Total household income must be at or below 200% of the federal poverty guidelines.

### **Time Frame**

This is a once per year benefit, contingent upon supplies and funding.

### **Procedure for Application**

The attached ACDFS Diapers & Wipes Application will be used to determine eligibility. SPC will enter information into spreadsheet located on SharePoint. An approval or denial letter will be issued. Application and approval/denial letter will be scanned into participant's file. Original applications with the copy of the approval/denial letter will be forwarded to the fiscal department. PRC reporting tool will be completed by fiscal.

### **Questions**

Please contact Workforce Advancement Supervisor.

**Athens County Department of Job and Family Services**  
**Common Resource Application**  
**Diapers & Wipes Application**

<i>Agency Use ONLY</i>
Date Received:
Staff:

Name	Social Security #
Address	Phone #
City, State, Zip Code	County of Residence

**List ALL Household Members**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ SELF \_\_\_\_\_ Age \_\_\_\_\_ Income Type \_\_\_\_\_ Monthly Amount \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Income Type \_\_\_\_\_ Monthly Amount \_\_\_\_\_ Diaper size \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Income Type \_\_\_\_\_ Monthly Amount \_\_\_\_\_ Diaper size \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Income Type \_\_\_\_\_ Monthly Amount \_\_\_\_\_ Diaper size \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Income Type \_\_\_\_\_ Monthly Amount \_\_\_\_\_ Diaper size \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Income Type \_\_\_\_\_ Monthly Amount \_\_\_\_\_ Diaper size \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Income Type \_\_\_\_\_ Monthly Amount \_\_\_\_\_ Diaper size \_\_\_\_\_

**For families with more than 8 persons,  
 add \$857 for each additional person.**

<b>The 2023 Poverty Guidelines</b>	
<b>Persons in Family</b>	<b>200% Poverty Guideline (per month)</b>
1	\$2430
2	\$3287
3	\$4144
4	\$5000
5	\$5857
6	\$6714
7	\$7570
8	\$8427

By signing below:

- We are residents of Athens County; and
- No one in my household has an OWF or PRC overpayment due to fraud; and
- Our income is under 200% of the federal poverty guidelines; and
- We meet TANF eligibility guidelines; and
- We have a child(ren) under three years old in need of diapers and wipes.

Signature	Date
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Your application will be reviewed by Athens County Department of Job and Family Services, and you will be notified of the outcome. If you feel that your application has not been handled fairly, you may request an independent review by contacting the Ombudsman at (740) 797-2523. Rev 8/17/2023