

**JEFFERSON COUNTY
COMMUNITY ACTION COUNCIL
PROGRAM
DIRECTORY
2025**

114 North Fourth Street P.O. Box 130

Steubenville, Ohio 43952

PHONE: (740) 282-0971

FAX: (740) 282-8361

RICHARD GUALTIERE

Chief Executive Office



MEMBER AGENCY

Equal Opportunity Employer / Provider of Service

ADMINISTRATIVE OFFICES

114 North Fourth Street

Steubenville, Ohio 43952

(740) 282-0971

Rich Gualtiere	Chief Executive Officer	Ext. 111
Hannah Titi	Deputy Director/Planner	Ext. 135
Brittany Bliss	Fiscal Director/Human Resources	Ext. 109
Tammie Lewis	Chief Financial Officer	Ext. 104
Heidi Baker	Payroll	Ext. 106
Allie Shuble	Admin Assistant/ROMA Coordinator	Ext. 110
DeAudra McBride	Receptionist	Ext. 100

Hours of Operation

Monday through Friday
8:30 am - 4:30 pm

Special Hours by Appointment

***JEFFERSON COUNTY COMMUNITY ACTION COUNCIL
SERVICE LOCATION GUIDE***

ALL PROGRAMS

CAC Building
114 North Fourth Street
Steubenville, Ohio

(740) 282-0971

FAX NUMBER

(740) 282-8361

EMAIL

INFO@Jeffersoncountycac.org

WEBSITE

jeffersoncountycac.com

MISSION STATEMENT

The CAC is Continuing A Commitment to restore and revitalize the quality of life in Jefferson County, and move the residents towards self-sufficiency. We achieve this goal by adapting and providing programs that are accessible, affordable, and culturally-sensitive to meet the needs of the community

OVERVIEW

The Jefferson County Community Action Council, Inc. is a private non-profit organization, established in 1965 - one of a nationwide network of Community Action Agencies. As mandated by federal law, it is operated by a Board of Directors made up of one-third representation from the low-income sector; one-third governmental representation; and one-third private.

Over the intervening years, the CAC has grown from its initial staff of 4 people to 45 employees. It is a private non-profit social service agency in Jefferson County, with an annual budget of over \$5 million. Most of that money is pumped into the local economy.

Meeting the needs of Jefferson County residents will always be first priority for the CAC; collaboration with other community agencies has become one of the most efficient ways to accomplish this goal. Since the CAC competes for grants to fund its programming, it enjoys the flexibility of designing its services to fit community needs.

All CAC services are offered to Jefferson County residents free of any charge. While many programs are based on income-eligibility, some are available regardless of income. All participation in programming is entirely voluntary.

SENIOR COMPANION PROGRAM

The Senior Companion Program has been sponsored by COAD (Corporation for Ohio Appalachian Development) since 1974. The purpose of this program is to recruit volunteers who are 55 years of age or older to serve in their community by going into the homes of senior citizens aged 60 and older or disabled adults between 18 and 59 years of age. Some of the daily tasks asked of a volunteer would be light housekeeping, help with meal preparation, reminding of medications or to be there for social activities to the lonely. They also provide RESPITE service to relieve caregivers so that they can take care of personal appointments or just to take a break.

Appropriate Referrals to Senior Companion Program:

Citizens who wish to become a volunteer and meet the below guidelines or someone who needs assistance as briefly described above.

Eligibility Requirements:

Citizens must be 55 years of age or older, meet the current income guideline of 200% of the federal poverty index (please call for income levels), must submit to a National Sex Offender Checklist, along with a BCI/FBI background check that the program will perform for you. There is an annual physical along with orientation and training to follow after the above have been completed and reviewed. Volunteers are reimbursed for all training time, and the program covers the cost of the background checks.

Benefits:

Volunteers receive a stipend (\$2.65 per hour), which cannot be counted as income and does not affect any social benefits you may be receiving. You will also be reimbursed for round trip mileage to and from client's home. While serving, you will have 11 paid holidays per year, earn sick and vacation time, have 3 personal days per year along with paid funeral leave. There are monthly training meetings where you will be able to interact with other volunteers in your area. There is an annual recognition celebrating volunteer service.

The Senior Companion Program is a Senior Corps program of the Corporation for National Community Service based in Washington, D.C. Visit the COAD website at www.coadinc.org.

Client services are free of charge.

**COAD Coordinator for Senior
Companions**

Kirk Guisti Ext. 141

Cell (330) 987-7232

EMERGENCY HOMELESS PROGRAM

The Community Service Aides in this program focus on the customers' immediate needs - actual or impending homelessness. The first month's rent or eviction is paid, and then attention is turned to other ways to solve the deeper problems. This is accomplished by networking with other programs and agencies, such as the CAC's job training program.

A good working relationship has been established with several area landlords, who are willing to work with CAC customers to assure shelter is provided. The Community Service Aide follows through with the customers, to assure continuity of all services, and assists in any way possible with the entire family. These services can include a wide; such as, utility assistance, health checks, job search, and much more.

Appropriate Referrals to EHP:

Any low-income resident of Jefferson County who is homeless, or about to be evicted.

Eligibility Requirements:

Proof of income.

Funding for the Emergency Homeless Program is through Ohio Development Services Agency, Emergency Food and Shelter Program and United Way of Jefferson County.

<p>Community Services Aides Mary Magyer Ext. 191 Tabitha Brown Ext. 131</p>
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EMERGENCY MEDICAL ASSISTANCE

As part of the Community Services Block Grant programming, Community Service Aides take applications for medical prescriptions for life-saving medicine.

Life-saving prescriptions include those needed by diabetics, such as insulin, heart and blood pressure medication, and drugs used by asthmatics or those with other breathing disorders. Antibiotic prescriptions for very young children are occasionally purchased.

Appropriate Referrals to Emergency and Medicine: Low income residents especially children of Jefferson County who are temporarily without life-saving medications, and have not received this assistance from the CAC within the previous 90 days.

Eligibility Requirements: Proof of income, Jefferson County residence.

Funding for the program is through the Community Service Block Grant, the Ohio Development Services Agency.

Community Services Aides	
Mary Magyer	Ext. 191
Tabitha Brown	Ext. 131

Reemployment Services and Eligibility Assessment (RESEA)

RESEA is a federal program that provides intensive reemployment assistance to individuals who are receiving unemployment benefits and are determined likely to exhaust their benefits before becoming reemployed. Each year, the Office of Workforce Development (OWD) must apply and be awarded funding from the U.S. Department of Labor for the RESEA program.

Customer Service Representative

Katrina King	Ext. 170
Amanda Duvall	Ext. 102

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

The Home Energy Assistance Program (HEAP) is designed to help eligible low-income Ohioans meet the high costs of home heating. HEAP pays a one-time payment for most PUCO-regulated utility customers reflecting their usage for the current winter heating season. Vouchers are issued to non-regulated utility customers, mastered-metered and other applicants who do not have a utility bill in their name. Households with elderly or disabled members may qualify for a larger amount of assistance, paid for with a combination of federal and state funds.

A special component of HEAP, the Winter Crisis Program (WCP) is administered by Community Action Agencies (CAAs) throughout Ohio. The WCP provides assistance once per heating season to eligible households that are disconnected, threatened with disconnection, or have less than a ten-day supply of bulk fuel.

A CAC Outreach Worker will be in 5 satellite locations for the 2021-2022 Winter Crisis Season: Smithfield, Stratton, Toronto & Amsterdam & Dillonvale area to take HEAP applications during the winter season.

The HEAP Summer Cooling Program helps all eligible households with their electric bills and provides air conditioners to anyone who has a severe breathing condition.

Appropriate Referrals to HEAP:

Low income, elderly or persons with disabilities, who receive a disconnect notice from their heating utility.

Eligibility Requirements:

Proof of income; Social Security Cards, disconnect notice.

The Home Energy Assistance Program (HEAP) is a federally-funded program administered by the Ohio Development Services Agency, Office of Community Assistance (OCA).

**Program Director
Robyn Gillette
EXT. 165**

LIHWAP
(Low – Income Home Water Assistance Program)

Low Income Household Water Assistance Program (LIHWAP) – is a federally funded program designed to help income-eligible Ohioans with their water and wastewater bills. The program runs from October 25, 2021, to September 30, 2022. Eligible clients are those at or below 175% of the Federal Poverty Guidelines (FPG), who have been disconnected (or have a disconnection notice), or either need to establish new service, or pay to transfer service. Clients with a current medical certificate on file with their utility are ineligible to receive LIHWAP assistance until the medical certificate protection expires.

Eligibility Requirements:

- Household Program Eligibility: • At or below 175% FPG for the previous 30 days or 12 months
- Household Poverty Level for benefit amount determination: • Lowest poverty level for either 30-day or 12-month period

Program Director
Robyn Gillette
EXT.165

HOME WEATHERIZATION ASSISTANCE PROGRAM (HWAP)

The busy crew that operates this program works year round to make the homes of income-eligible participants more energy efficient. Towards that end, they insulate attics, blow cellulose into side walls, caulk windows and doors, and take any other practical measures to minimize or stop cold air infiltration. Furnaces may be checked and repaired or replaced under this program, as well.

Eligibility is determined by ranking on a point system, and can be awarded to either home owners or tenants. Priority is extended to low-income, elderly, and citizens with disabilities.

Appropriate Referrals to HWAP:

Low income, elderly, those with disabilities, who need their homes weatherized.

Eligibility Requirements:

Proof of income, can be home renter or owner.

HWAP is funded by the Ohio Development Services Agency through COAD. Additional funds are provided through Columbia Gas Warm Choice Program and American Electric Power (AEP) and the Targeted Energy Efficiency Program (TEE).

Program Coordinator
Tod Miller
EXT.167
Office Manager
Trudy Lash
Ext. 140

EMPLOYMENT PROGRAMS

With Federal and State emphasis on work and away from public assistance, the need for work experience and job training has become even more acute. The CAC has partnered with the Jefferson County Department of Jobs and Family Services to offer several important programs to assist those persons attempting to re-enter the workforce.

WORKFORCE INNOVATION and OPPORTUNITY ACT (WIOA) Employment and Job Training Department

ADULT AND DISLOCATED WORKER PROGRAMS

The primary goal of the Workforce Innovation and Opportunity Act, hereafter WIOA, is a program that assists the customer to secure permanent, unsubsidized employment, which will lead to individual self-sufficiency. A customer may progress through Career or Training services to achieve this goal. Training services are for those with no marketable job skills and must be in a growth or demand occupation that can lead to a self-sufficient wage.

WIOA consists of three main programs: Adult, Dislocated Worker and Youth Programs.

WIOA consists of Career and Training Services.

Career Services include self-assisted services available to the universal customer. Individualized Career Services include staff-assisted, non-training services deemed necessary for an Adult, Dislocated Worker or a Youth to obtain or retain employment. These career services include job search, access to labor market information, assessment of skill levels, aptitudes, abilities and supportive service needs, career counseling, placement assistance, and the provision of referrals. Career Services are provided through OhioMeansJobs Jefferson County, located at the CAC.

Training Services are available in areas of both short- or long-term training. Training opportunities must be included on the State of Ohio approved vendors' list for the WIOA Program to provide funding for training up to two (2) academic years if necessary, dependent upon the individual's choice of training. With WIOA sponsorship for occupational skills training, WIOA funds may only be used when all other sources of non-repayable financial aid have been exhausted. WIOA will then defray all remaining training costs (tuition, books, equipment, etc.) and provide supportive services in the form of a transportation stipend, a child care subsidy, and/or lodging support as needed. Any and all WIOA-sponsored training must be approved by the State of Ohio and be included on the State Approved Vendor List. This list includes public and private institutions in Ohio and surrounding states. Individual program options range from Nurse Aid Training to Associate Degrees and some Bachelor Programs (Bachelor Degree Programs will only be covered for the final two (2) years. The individual must have a Junior Status from the training facility they are interested in attending.)

Upon completion of a prescribed training activity, it is hoped a WIOA participant will be able to secure permanent, full-time employment with benefits and a self-sufficient wage. To assist in securing said employment, the WIOA staff will utilize the resources of the Agency and the OhioMeansJobs Center, as well as One-Stop Partners. Upon assurance suitable employment is secured and/or assistance from the WIOA staff is no longer needed, a participant is exited from the program. Upon exit, federal guidelines dictate that the WIOA department engage in follow-up activities with a participant for a year after exiting the program.

Adult Eligibility: Income guidelines are followed if a prospect is working. Household income is compared to 200% of the Federal Poverty Guidelines. If a customer is not employed at the time of application, there are no income guidelines. However, each customer is treated on a case-by-case basis to ensure suitability with classroom training and professional prospects.

Dislocated Worker Eligibility: Documented loss of employment due to a business closure or lay-off. A customer may be currently unemployed and unlikely to return to his or her prior occupation due to economic conditions in that industry.

YOUTH PROGRAMS

The Youth Program prepares youth for post-secondary educational opportunities or employment. Programs will link academic and occupational learning. Programs include tutoring, study skills training, and instruction leading to completion of secondary school (including dropout prevention), alternative school services, mentoring by appropriate adults, paid and unpaid work experience (such as internships and job shadowing), occupational skills training, leadership development, financial leadership education, entrepreneurial skills training, transition to post-secondary education, appropriate supportive services, guidance and counseling, and follow-up services.

Youth Programming Eligibility: The Youth Program may serve residents between the ages of 16 to 24. A prospect must be low income and have a substantial barrier to employment – such as literacy skills deficiency, school dropout, criminal offender, pregnant or parenting, etc.

* Selective Service registration is required for ALL programming if applicable. *

** SERVICES MAY BE LIMITED BY WIOA FUNDING AVAILABILITY **

**Program Director
Hope McAfee Ext. 119
Assistant Director
Jana Kizito Ext. 133**

HOUSING PROGRAMS

SUPPORTIVE HOUSING PROGRAM

Supportive Housing services feature intensive case management by professional staff. They assist the homeless individuals and families with rental assistance; deposits for security and utilities; emergency supplies of food, clothing, furniture, appliances, and other housing start-up items. Other benefits include outpatient health services, limited transportation, and child care.

The case managers make up the SSAT (Self-Sufficiency Assurance Team.) The team receives referrals from many sources, most of whom have long been partners in the local Coalition for the Homeless.

Participants in the program are expected to maintain enrollment in all recommended supportive services and vocational/educational programs. Close monitoring by the case managers will assure compliance.

Appropriate Referrals to Supportive Housing:

Low income, homeless individuals or families, including those with disabilities

Eligibility Requirements:

Proof of income and homelessness; ability to live alone with supportive services.

Program Director
Jamie Blanchard Ext. 161

Case Manager
Mary Mayger Ext. 191

EPP

Electric Partnership Plan

The Electric Partnership Program (EPP) is designed to improve the electric efficiency of low-income households who participate in or are eligible for the Percentage of Income Payment Plan Plus (PIPP Plus). The program performs in-home audits and installs appropriate electric energy efficiency measures. EPP also provides customers with information on how they can reduce the amount of electricity they use and improve their home's efficiency

Energy Auditor
James Fuit Ext.189