

November 24, 1999

OWF/PRC Guidance Letter No. 10

TO: Directors, County Departments of Human Services
Directors, County Public Children Services Agencies
Directors, Child Support Enforcement Agencies

FROM: Jacqueline Romer-Sensky, Director



**SUBJECT: PREVENTION, RETENTION, AND CONTINGENCY (PRC) PROGRAM
DEVELOPMENT FUND CLARIFICATION**

This clarification is being used to give guidance on access and usage of the above PRC funding. This criteria has been established to assist county agencies in planning and financial decisions for expenditure of these funds as follows:

County departments of human services (CDHS) must submit all proposals for access to the first quarter's funding by close of business, December 1, 1999. If the Ohio Department of Human Services (ODHS) does not receive a proposal(s) by this date, your county will lose access to the first quarter's funding.

CDHS are to submit estimates of expenditures for PRC Development Fund Projects (PRCDF) as actual costs figures may not be available due to procurement and/or contracting of services.

Letters of Intent will not serve as a PRCDF Project. The CDHS must submit an actual proposal(s).

The last PRCDF proposals will be accepted as of December 1, 2000. This assures that all funding has been committed and projects can be funded through the end of SFY 2001.

Actual expenditures for the various PRCDF Projects will be reviewed on a case by case basis. This review will occur within the first six months of the project funding.

OWF/PRC Guidance Letter No. 10
Page 2

Identify the proposals to be funded within the available reserve amount. Separately identify those proposals above the current reserve amount in priority order for funding. Counties submitting projects in excess of the reserve shall receive up to the amount designated for each county. The excess may be funded from surplus funds. This surplus will be determined on a quarterly basis.

ODHS will do an assessment of the PRCDF Project process in conjunction with input from the Ohio Human Services Director's Association (OHSDA). This assessment will be done prior to July 1, 2000. This gives us an opportunity to assess the guidance and criteria previously established by ODHS.

Questions regarding this guidance are to be directed to your Regional Account Manager.

c: County Commissioners Association
OHSDA
PCSAO
Cheri Walter
Wayne Sholes
Deputy Directors
Account Managers
Technical Assistance Managers