

Bob Taft
Governor



Tom Hayes
Director

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OWF/PRC GUIDANCE LETTER NO. 52

To: Directors, County Departments of Job and Family Services
Directors, County Public Children Services Agencies
Directors, Child Support Enforcement Agencies

From Tom Hayes, Director

Date: April 1, 2003

Subject: **County Maintenance of PRC Plans**

This Guidance is to remind counties of their statutory responsibility regarding the PRC program. In these challenging fiscal times, counties must continue to maintain a PRC program as required by ORC Chapter 5108 and may not suspend their PRC program due to budgetary constraints. ORC 5108.03 requires that “under the prevention, retention and contingency program, a county department of job and family services shall provide benefits and services that individuals need to overcome immediate barriers to achieving or maintaining self-sufficiency and personal responsibility.” This suggests that counties must provide a level of services that makes the PRC program a viable one for low income families and achieves the goals of ORC 5108.03. Moreover, ORC 329.06 requires the family services planning committee to review and analyze, at least annually, the implementation of the PRC program by the county department of job and family services. In addition, county PRC plans:

- Must contain a county adopted written statement of the policies governing the county’s PRC program;
- Must describe the county’s PRC benefits and services with sufficient detail to clearly explain the county’s PRC program to applicants and interested parties;
- Must contain a written statement of county administrative requirements and policies, including the criteria (e.g., the assistance group composition, the economic need standards to be applied, and any restrictions on the amount, duration or frequency of service or benefit) used to determine an assistance group’s eligibility for each PRC service or benefit;

- Must specify the county's eligibility requirements for, as well as benefits and services to be provided to, types of groups, such as students in the same class, that share a common need for the benefits and services;
- Must specify the duration that the assistance group is to receive the benefits/services and how the eligibility information for each member of the group receiving the benefits/services will be maintained; and
- Must be filed with the Office of Family Stability, ODJFS, reflecting the current level of benefits and services. Revisions to a county's PRC plan must be filed timely to reflect the county's current policies.

Counties must submit their PRC Plan and revisions electronically to the GroupWise mailbox Program-Policy@odjfs.state.oh.us. The entire plan should be submitted along with a cover letter that highlights the changes. The hardcopy signature page of the revised plan must be retained on file at the CDJFS and faxed to the Office of Family Stability at (614) 466-1767. In the future, we will post completed plans to an internet site similar to what currently exists for OWF Hardship and Good Cause plans.

Counties may amend or revise their PRC plan statement of policies to modify and establish new policies at any time as long as program requirements remain consistent with federal TANF regulations, state law, the Title IV-A state plan, and amendments to the state plan.

In addition, counties need to assure that PRC services are being reported appropriately in order to accurately reflect the level of PRC services being provided. PRC "hard" services shall be reported in CRIS-E and PRC "soft" services shall be reported in the TANF Web Reporting Tool (WRT).

NOTE: In order for counties to have their PRC Plans considered for the purpose of a state hearing and administrative appeal decision, counties must present the PRC Plan (i.e., the Plan in effect at the time of eligibility determination) at the hearing.

For further information, refer to OWF/PRC Guidance Letter No. 13.

cc: County Commissioners Association
OJFSDA
PCSAO
ODJFS Assistant Directors
ODJFS Deputy Directors
ODJFS/OFS Bureau Chiefs