

# PREVENTION, RETENTION & CONTINGENCY PLAN



**REVISED EFFECTIVE DATE**  
**May 1, 2016**

# **HURON COUNTY PREVENTION, RETENTION, CONTINGENCY PLAN**

## **TABLE OF CONTENTS**

**General Guidelines**

**Retention and Contingency**

**Non-Custodial Parents Court and Administrative Ordered to Pay Child Support**

**Family Preservation & Reunification Services**

**Kinship Care Services**

**Employment and Training**

**Short Term Re-Employment Assistance Plan**

**Employment and Career Advancement**

**Ex-Offender Re-Entry Employment Program**

**TANF Summer Youth Employment Program**

**Application**

**Checklist**

**Income/Expenses Worksheet**

**Questionnaire**

# **PRC ELIGIBILITY REQUIREMENTS**

## **General Guidelines**

Eligibility for Prevention, Retention and Contingency (PRC) Services is contingent upon the PRC assistance group's demonstration and verification of need for a specific financial need or service and the HCDJFS' determination that PRC services will satisfy that need.

Huron County Department of Job and Family Services shall inform applicants about other programs that are available in the agency. TANF funds must be used "in a manner reasonably calculated to accomplish" any of the four purposes of the TANF program.

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by providing job preparation, work and marriage;
3. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;
4. To encourage the formation and maintenance of two-parent families.

Applications shall require face to face interview, unless otherwise specified by HCDJFS. All applications for PRC must be approved or denied within ten days from the date the application was received into the agency. However, HCDJFS may extend the ten-day period for consideration of a PRC application for reasons determined in its' sole judgment, to constitute good cause for delay in the provision of needed information/verification. Good cause must be documented in the case record when the application remains pending beyond ten days. Every effort will be made to approve or deny applications as soon as all necessary eligibility information is received by the agency. The approval or denial of the application will be done in a fair and equitable manner.

### **Eligibility Requirements**

The following section explains the requirements and procedures used to determine eligibility. If a service or benefit has a different eligibility requirement it will be specified within the program explanation. Receipt of assistance from programs such as Ohio Works First, Medicaid and Food Assistance does not preclude eligibility for PRC services. When other federal, state or community programs are available to meet the AG's needs, those program must be explored and utilized prior to issuance of PRC. If the program cap is not sufficient to meet the AGs existing need, the AG must verify other community resources that will pay the difference. The amount must be paid prior to the approval of the application.

### **Privacy Laws**

Each person applying for PRC must provide the CDJFS with a social security number, or apply for a social security number. Providing a number is a condition of receipt of assistance.

The collection of this information, including the social security number of each household member, is authorized under Section 1137(a) of the Social Security Act.

The social security number will be used when contacting appropriate persons or agencies to determine eligibility and verify information that has been provided for the PRC program; for example, income, financial resources, disability benefits or other similar benefits and program. Such information may affect household eligibility.

The social security number may be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

### **Citizenship**

In order to receive PRC benefits and services, a member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5101:1-2-30 of the Ohio Administrative Code.

### **Voter Registration**

The CDJFS must make a voter registration application available to persons applying for or participating in the PRC program.

### **AG Composition**

PRC benefits and services are available to Huron County residents. An eligible assistance group must consist of:

- A minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met);
- A pregnant individual with no other children; or
- A parent with shared custody who lives in the county and sometimes lives in the same household with the minor child is considered one assistance group.
- A non-custodial parent who lives in the county or whose borders are contiguous with Huron County, but does not live in the same household as the minor child is considered an assistance group.
- An assistance group may consist of a minor child residing with a parent, specified relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.

A minor child means either an individual who has not attained the age of 18, or an individual who has not attained age 19 and is still a full time student in a secondary school or the equivalent level of vocational or technical training.

Applicants who are ineligible for PRC are:

- Fleeing felons and probation and parole violators;
- Individuals ineligible for TANF programs due to deliberate non-compliance with the terms of their assistance;
- Applicants or AG members who are on strike;

- Individuals with outstanding OWF or PRC fraud (Intentional Program Violations – IPV) balances;
- Applicants who are not cooperating with Children Services;
- Any applicant who has caused their own crisis by quitting employment without just cause (as defined by Food Assistance Guidelines).

### **Community Resources**

The availability of resources within the local community shall be explored first. Three community resources should be contacted prior to application for PRC to assist with meeting the emergent need.

### **Economic Need**

Assistance group income must be equal to or less than 200% of Federal Poverty Level as the basis for eligibility.

### **Countable Income**

The total gross income, both earned and unearned, of all members of a PRC AG are counted when determining PRC eligibility. All income that is federally excluded in the determination of eligibility for federal needs – based program is excluded for PRC.

### **Verification of Income**

Verification of income received in the past 30-day budget period and reasonably anticipated to continue is considered when determining financial need.

### **Notice and State Hearing Requirement**

When a PRC application is approved, the HCDJFS or contract agency will mail or otherwise deliver a **JFS 04074, Notice of Approval of Your Application for Assistance** to the applicant. When a PRC application is denied, the HCDJFS or contract agency will mail or otherwise deliver a **JFS 07334, Notice of Denial of Your Application for Assistance** to the applicant.

At the time of application, individuals are to be afforded an explanation of their right to request a state hearing. This will be done by providing a copy of the **JFS 04059, Explanation of State Hearing Procedures**.

Once eligibility for PRC is established, HCDJFS will generate payment for the assistance, goods, and/or services. Vouchers shall be made to an individual or vendors according to the established procedures of Huron County Department of Job & Family Services. HCDJFS ensures that its policies meet all auditing requirements.

Huron County Department of Job and Family Services has the right to collect all overpayments of PRC funds that were received fraudulently or in error. All PRC overpayments shall be subject to the same rules and regulations as TANF overpayments as outlined in the Ohio Administrative Code Section 5101:1-3-75 & 5101:1-23-70.

PRC information shall be entered into the CRIS-E system for statewide tracking of hard services, WRT for tracking of soft services and the agency tracking system for auditing purposes to ensure that no duplication of benefits are issued.

**Contractual Services**

Services that are provided with local TANF/PRC allocations or State designated TANF pass through programs are administered by entering into agreements with other public, non-profit, and private for profit vendors. Eligibility for contractual PRC services may have different requirements from the agency PRC services which will be specified in the contract or noted in the plan.

## Prevention Retention & Contingency – Purpose # 1 & 2

Services	Needed Verifications and Eligibility	CAP	Economic Need Standard	Targeted Group	Assistance Group
<p>*Rent/mortgage</p> <p>*Utilities (Current)</p> <ul style="list-style-type: none"> <li>▪ Gas</li> <li>▪ Water</li> <li>▪ Electric</li> <li>▪ Fuel/Propane (minimum fill)</li> </ul> <p>*Home Repairs</p> <p>*Emergency Shelter</p> <p>*Education Fees (K-12 not homeschooled)</p> <p>*Job Related Expenses</p> <p>*Transportation Services for Job Seeker(s) and/or higher education</p> <p>Retention services are provided to help retain employment and to achieve or continue self-sufficiency.</p> <p>Contingency services are provided to meet a presenting or contingent need which, if not satisfied, threatens the safety, health, or well-being of one or more AG members. For contingency services the applicant must demonstrate a verifiable personal or economic crisis which resulted in the need for services.</p> <p>The PRC program is developed to assist people in becoming self-sufficient and responsible; therefore applicants applying for contingency services must demonstrate income or resources to support the AG once the crisis is over.</p>	<p>*Must provide SS# or apply for a SS#</p> <p>*Past 30 day income from the date of application</p> <p>*Verification of earned and unearned income</p> <p>*No resource limit</p> <p>*Must be a resident of Huron County</p> <p>*In legal guardian situation verification of custody</p> <p>*Checklist and budget sheet required</p> <p>*3 quotes needed for automobile repairs not to exceed Kelly blue book value, trade in value good condition</p> <p>*Payment of a particular service will not be duplicated in a 12 month period</p> <p>If 18<sup>th</sup> month reoccurrence of personal or economic crisis, applicant must provide Budgeting Class verification</p>	<p>*\$1,000.00</p> <p>*Over a consecutive 12 month period</p>	<p>*200% FPL</p>	<p>* Where minor children are residing with parents or legal guardian and are in need of assistance of maintaining or obtaining self-sufficiency.</p> <p>*Underemployed</p> <p>*Unemployed.</p> <p>*Displaced worker</p> <p>*Individuals between jobs</p> <p>*Individuals recently employed and awaiting wages</p>	<p>*The custodial parent(s) or specified relative and the minor child(ren) shall be treated as one assistance group.</p> <p>All income and needed verifications will be required for all individuals in the assistance group</p>

## Non-Custodial Parents Court and Administrative Ordered to Pay Child Support Purpose # 1

Services	Needed Verifications & Eligibility	CAP	Economic Need Standard	Targeted Group	Assistance Group
<ul style="list-style-type: none"> <li>*Comprehensive assessment of the strengths and barriers to obtaining/ retaining employment</li> <li>*Job readiness skills</li> <li>*Comprehensive case consulting services</li> <li>*Assistance in securing employment</li> <li>*Job coaching services</li> <li>*Employment retention bonus</li> <li>*Assistance in accessing support services</li> <li>* Short term transportation/gas vouchers (not to exceed 6 months)</li> <li>*Automobile repairs – 3 quotes needed not to exceed Kelly blue book value, trade in value good condition</li> <li>*Financial management services</li> <li>*Mediation services</li> <li>*Basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>*Must provide SS# or apply for a SS#</li> <li>*Past 30 day income from date of NCP application</li> <li>*Verification of earned and unearned income</li> <li>*No resource limit</li> <li>*Budget sheet required</li> </ul> <p>Retention Bonus- hired worker has successfully completed the probationary period of 90 days or the employer probationary period which ever is greater. The employer is eligible to submit a request and obtain one time \$500.00 per eligible employee to off set some of the training and wage expense. In addition the employee is also eligible for a one time \$500.00 payment. Employee must be full time (At least 40 hrs a week) and must earn at least \$8.00 per hour at the end of the probation period.</p>	<p>\$1,000.00</p> <ul style="list-style-type: none"> <li>*After funding is depleted eligible customers will be denied due to lack of funding</li> <li>*Over a consecutive 12 month period</li> </ul>	<p>*200% FPL</p>	<p>*Non-custodial parent court or administrative ordered to pay child support</p>	<ul style="list-style-type: none"> <li>* Non-custodial parent ordered to pay child support and the minor children of that order does not reside in the same household.</li> <li>*Minor child must be a resident of Huron County or there must be a Huron County court order</li> <li>* Non-Custodial parent can be a resident of Huron County or whose borders are contiguous with Huron County (Ashland, Crawford, Seneca Richland, Erie, Sandusky or Lorain).</li> <li>*To receive a retention bonus the applicant must be designated as a seek worker by Child Support prior to applying for PRC</li> </ul>

## Family Preservation & Reunification TANF Purpose # 1 & 4

Services	Needed Verifications & Eligibility	CAP	Economic Need Standard	Targeted Group	Assistance Group
<ul style="list-style-type: none"> <li>*Case Management</li> <li>* Respite Care or child care</li> <li>* Mentoring Programs</li> <li>* Prevention &amp; Reunifications Serv.</li> <li>* Homemaker Services</li> <li>* Domestic Violence</li> <li>* Home Health Aide Services</li> <li>* Family Stability Services</li> <li>* Emergency Housing – (short term not to exceed four months per incidence)</li> <li>*Counseling &amp; Therapeutic Counseling Services (excluding medical expenditures)</li> <li>*Post-Finalization Adoption Services</li> <li>*Unmarried Parent Services</li> <li>*Transportation</li> <li>*In-home Services</li> <li>*Emergency Caretakers</li> <li>*Parent/Child Education Services</li> <li>*Diagnostic/Assessment Services (excluding medical expenditures)</li> <li>*Day Treatment(excluding medical expenditures)</li> <li>*Basic Needs</li> <li>*Rent</li> <li>*Utilities</li> </ul> <p><b>Excluding any Medicaid covered services</b></p>	<ul style="list-style-type: none"> <li>*Must provide SS# or/apply for a SS#</li> <li>*Past 30 day Income from date of application.</li> <li>*Verification of earned and unearned income self-declaration</li> <li>*No resource limit</li> <li>*Must be a resident of Huron County, self-declaration</li> </ul>	<ul style="list-style-type: none"> <li>*\$1,500.00</li> <li>*Annually</li> <li>Per 12 mths consecutive period of eligibility per assistance group</li> </ul>	<ul style="list-style-type: none"> <li>*200% FPL</li> </ul>	<ul style="list-style-type: none"> <li>* Where minor children are residing w /parents or legal guardian and are (at-risk)</li> <li>* Families that are currently working with Children Services to increase the ability of children to be cared for in their own homes</li> </ul>	<p>The custodial parent(s) or specified relative and the minor child(ren) shall be treated as one assistance group for the purpose of determining eligibility for Family Preservation &amp; Reunification Services</p>

### Kinship Care Services TANF Purpose #1

Services	Needed Verifications & Eligibility	CAP	Economic Need Standard	Targeted Group	Assistance Group
<ul style="list-style-type: none"> <li>*Case Management</li> <li>* Respite Care or child care</li> <li>* Mentoring Programs</li> <li>*Legal Services</li> <li>* Homemaker Services</li> <li>* Home Health Aide Services</li> <li>* Family Stability Services</li> <li>* Emergency Housing – (short term not to exceed four months per incidence)</li> <li>*Counseling &amp; Therapeutic Counseling Services (excluding medical expenditures)</li> <li>*Post-Finalization Adoption Services</li> <li>* Unmarried Parent Services</li> <li>* Transportation</li> <li>* In-home Services</li> <li>* Emergency Caretakers</li> <li>* Parent/Child Education Services</li> <li>* Diagnostic/Assessment Services (excluding medical expenditures)</li> <li>*Basic Needs</li> <li>*Rent</li> <li>*Utilities</li> </ul> <p><b>Excluding any Medicaid covered services</b></p>	<ul style="list-style-type: none"> <li>* Must provide SS# or/apply for a SS#</li> <li>*Past 30 day Income from date of application.</li> <li>*Verification of earned and unearned income self-declaration</li> <li>*No resource limit</li> <li>*Must be a resident of Huron County, self-declaration</li> </ul>	<ul style="list-style-type: none"> <li>*\$500.00</li> <li>* Annually Per 12 mths consecutive period of eligibility per assistance group</li> </ul>	<ul style="list-style-type: none"> <li>*200% FPL</li> </ul>	<ul style="list-style-type: none"> <li>* Specified relatives caring for minor children</li> </ul>	<p>The specified relative and the minor child(ren) shall be treated as one assistance group for the purpose of determining eligibility for Kinship Care Services</p>

## Short Term Re- Employment Assistance Plan Purpose #1 & # 2

Services	Needed Verification and Eligibility	CAP	Economic Need Standard	Targeted Group	Assistance Group
<p>*Rent/mortgage</p> <p>*Utilities (Current)</p> <ul style="list-style-type: none"> <li>▪ Gas</li> <li>▪ Water</li> <li>▪ Electric</li> <li>▪ Fuel/Propane (minimum fill)</li> </ul> <p>*Intensive case management</p> <p>*Employment coaching</p> <p>*Short term transportation</p>	<p>* Must provide SS# or/apply for a SS#</p> <p>*Past 30 day Income from date of application.</p> <p>*Verification of earned and unearned income</p> <p>*Must be a resident of Huron County</p> <p>Assessment with HCDJFS Employment Services Counselor Caseworker</p>	<p>*\$1,000 and/or 60 days</p> <p>*After funding is depleted eligible customers will be denied due to lack of funding.</p>	<p>*200% FPL</p>	<p>*Job seekers and temporarily unemployed workers who anticipate finding a job or returning to work within 60 days.</p>	<p>*The custodial parent(s) or specified relative and the minor child(ren) shall be treated as one assistance group.</p>

## Employment and Career Advancement Purpose # 2

Services	Needed Verification and Eligibility	CAP	Economic Need Standard	Targeted Group	Assistance Group
<p>*Short-Term; leading to gaining, keeping and advancing in employment</p> <p>*Testing needed to further education for work purpose, including but not limited to Work-Keys and GED Testing.</p> <p>*Pre-Employment Training</p>	<p>*Must provide SS# or apply for a SS#</p> <p>*Past 30 day income from date of application</p> <p>*Verification of earned and unearned income</p> <p>*No resource limit</p> <p>*Must be a resident of Huron County</p> <p>*Checklist and budget sheet required</p> <p>*Services will not be duplicated in a 12 month period</p> <p>*Birth Certificate</p> <p>*Unemployment Verification</p>	<p>12 months consecutive period of eligibility per assistance group</p> <p>*Once funding is depleted applications will be denied due to lack of funds.</p>	<p>*200% FPL</p>	<p>*Where minor children are residing with parents or legal guardian and are in need of maintaining or obtaining self-sufficiency</p> <p>* Underemployed</p> <p>* Unemployed</p> <p>*Must actively be participating in WIA</p>	<p>*The custodial parents or specified relative and the minor children shall be treated as one assistance group.</p>

## Ex-Offender Re-Entry Employment Program # 2

Services	Needed Verification and Eligibility	CAP	Economic Need Standard	Targeted Group	Assistance Group
<ul style="list-style-type: none"> <li>*Interview</li> <li>*Orientation</li> <li>*Targeting Success</li> <li>*Job Search</li> <li>*Career Development</li> <li>*Budgeting Classes</li> <li>*Employment Presentation</li> <li>*One on One Evaluations</li> <li>*Job Readiness</li> </ul>	<ul style="list-style-type: none"> <li>*Must provide SS# or apply for a SS#</li> <li>*Past 30 day income from date of application</li> <li>*Verification of earned and unearned income</li> <li>*No resource limit</li> <li>*Must be a resident of Huron County</li> <li>*Checklist and budget sheet required</li> <li>*Services will not be duplicated in a 12 month period</li> </ul>	<p>\$1,000.00</p> <p>12 months consecutive period of eligibility per assistance group</p> <p>Retention Bonus- hired worker has successfully completed the probationary period of 90 days or the employer probationary period which ever is greater. The employer is eligible to submit a request and obtain one time \$500.00 per eligible employee to off set some of the training and wage expense. In addition the employee is also eligible for a one time \$500.00 payment. Employee must be full time (At least 40 hrs a week) and must earn at least \$8.00 per hour at the end of the probation period.</p>	<p>*200% FPL</p>	<p>*Where minor children are residing with parents or legal guardian and are in need of maintaining or obtaining self-sufficiency</p> <p>Ex-Offender Seeking Employment</p>	<p>*The custodial parents or specified relative and the minor children shall be treated as one assistance group.</p>

## TANF Summer Youth Employment Program Purpose #1 & # 2

Services	Needed Verification and Eligibility	CAP	Economic Need Standard	Targeted Group	Assistance Group
<p>*Subsidized employment to cover wages and fringe benefits to employers. (excluding health benefits)</p> <p>*Case management</p> <p>*Job Coaches and Mentors</p> <p>*Transportation costs to and from the work site</p> <p>*Services offered by employer such as work related items, uniforms, tools, license or certification</p>	<p>*Must provide SS# or apply for a SS#</p> <p>*Past 30 days of income from date of application including verification of earned and unearned income</p> <p>*No resource limit</p> <p>*Must be a resident of Huron County</p> <p>*Income &amp; Expenses Worksheet</p> <p>*Employment Questionnaire</p> <p>*Must be registered on OhioMeansJobs website</p> <p>*Services will not be duplicated in a 12 month period</p>	<p>Time limited 5/1/16 to 8/31/16</p> <p>*Once funding is depleted applications will be denied due to lack of funds.</p>	<p>*200% FPL (does not apply to foster children)</p>	<p>*Youth ages 14-17, as long as the youth is a minor child in a family and is in school (youth may be 18 if they are a full-time student in a secondary school).</p> <p>*Youth ages 18-24, as long as they are in a family that also has a minor child</p> <p>or</p> <p>*Youth ages 18-24 that have a minor child.</p> <p>*Youth in temporary or permanent custody of Huron County JFS between the ages of 14-17 or the age of 18 if they are enrolled as a full time student in a secondary school.</p>	<p>*The custodial parents or specified relative and the minor children shall be treated as one assistance group.</p>

\*Individuals who have been non-compliant with Ohio Works First and/or Child Support Enforcement may be evaluated for eligibility for participation in TANF Summer Youth Employment



# DEPARTMENT OF JOB AND FAMILY SERVICES

185 Shady Lane Drive, Norwalk OH 44857 • www.huroncountydjfs.org  
419-668-8126 or 1-800-668-5175 • Fax: 419-668-4738

## Prevention, Retention and Contingency (PRC)

Case Number						
Applicant Name			Social Security Number		Telephone Number	
Present Address			City	State	Zip	County

**Request:** List the item and/or services requested and the amount needed for each.

Item or Service	Amount Needed	Verification

**Community Resources:** List the community Resources explored to meet this need.

Agency	Amount	Benefit or Service

Do you have a child support order from Huron County, Ohio courts or through the Huron County CSEA?

Yes  No

Please complete the information below for ANYONE living in your home. You are required to verify all income for ALL members of the household. **Please list all household members and include yourself.**

Name	SSN	Relationship	DOB	Source of Income	Amount of Income	Verifications

Total \_\_\_\_\_ (Compare to Federal Poverty Guidelines)

### Voter Registration Application Attached – Assistance Available

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

Yes, I want to register to vote.  No, I do not want to register to vote.

If you do not check either box, you will be considered to have decided not to register to vote at this time.

Signature of Applicant	Date
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Date Application Received: \_\_\_\_\_ 30-Day Budget Period: \_\_\_\_\_

PRC Approved for the following items/Services: Complete chart.

Item/Service	Approval Date	Amount	Vendor Name

PRC Denied - Date of Denial: \_\_\_\_\_ Date Denial Notice Sent: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Signature of Worker: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(if amount exceeds \$500)

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(if amount exceeds \$1,000)



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## Prevention, Retention and Contingency (PRC) Checklist

- Application**  
Application fully filled out: Applicant name, current address, social security number, county, telephone number, request, item or service and the amount needed, three outside community resources, ALL household members listed and application signed and dated.
- Income/Expenses Worksheet**  
List ALL forms of income and all household expenses to look at income vs. expenses.
- Questionnaire**  
Fully completed with all information
- Household Income**  
Income must be verified for the *entire household*. Proof of *all income for the past 30 days* prior to the application: pay stubs, child Support, Social Security, monetary gifts, etc. must be current and verified the source of income.
- Personal/Economic Crisis**  
Applicant must demonstrate a verifiable personal or economic crisis which resulted in the need for services.
- Social Security Numbers**  
Social Security numbers for every individual in the household must be documented.
- Verifications**  
Must provide the utility bill, rent verification, etc. that you are requesting assistance with.
- Residence**  
Verify residence with a current rent receipt, lease agreement or current utility bill.
- Estimates (car repairs)**  
Applicant must provide 3 itemized written estimates from reputable places of business when requesting PRC funding for car repairs. Also need proof of insurance, title, Ohio driver's license and "Blue Book" value must be verified.
- Interview with Caseworker**

**\*Other Verification Still Needed:**

### Date Information/Verifications Due By:

\*\*I acknowledge that the worker and I reviewed the above information and that I am responsible for the verifications needed in order to have my application processed. I further understand that the worker has up to ten (10) days to process my application. This checklist is not a guarantee of approval of services.

Applicant: \_\_\_\_\_

Worker: \_\_\_\_\_

Phone: 419 668-5126 Fax: 419 668-4738

Register on OhioMeansJobs: [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)

(Rev. 2/2016)



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## Prevention, Retention and Contingency (PRC) Income/Expenses Worksheet

<b>My Income</b>		<b>My Expenses</b>	
Wages		Rent/Mortgage	
OWF Assistance		Property Tax	
Food Stamp Assistance		Property Insurance	
Child Support		Life Insurance	
SSI/SS		Car Payment	
Other		Car Insurance	
		Other Loan Payments	
		Child Care Costs	
		Other	
		<b>Flexible Expenses</b>	
		Gas/Oil	
		Electric	
		Water	
		Trash	
		Phone	
		Cable	
		Food	
		Transportation/Car Expenses	
		Personal Expenses	
		Other	
<b>Total Income</b>		<b>Total Expenses</b>	
		<b>Difference</b>	



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## Prevention, Retention and Contingency (PRC)

Are there minor children in the home?  Yes  No

Is someone paying child support for a child in Huron County?  Yes  No

Is someone paying child support for a child in a contingent county?  Yes  No

Is someone in the home pregnant?  Yes  No

What help are you applying for? ie: rent, utilities (for utilities, you must have a shut off notice)

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Have you received PRC from Huron County or any other county in the last 12 months?  Yes  No

If yes, which county? \_\_\_\_\_

Have you checked with 3 outside resources prior to applying at our agency for PRC assistance?

Yes  No

What economic crisis occurred that made you seek assistance with your bills?

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If the agency were to assist during your economic crisis, do you have enough income to meet your expenses on an ongoing basis?  Yes  No

What kind and how much income do you receive?

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[Redacted]

[Redacted]

Date

Director, Huron County Job and Family

[Redacted]

[Redacted]

Date

[Redacted]

Huron County Commissioner

[Redacted]

Date

[Redacted]

Huron County Commissioner

[Redacted]

Date