

PREVENTION, RETENTION, AND CONTINGENCY PROGRAM APPLICATION

Name of Applicant _____ Current Address _____ Phone Number _____

Case Number _____

This payment will allow me to keep my job, go to work, or to participate in a mandatory work activity.

_____ Yes _____ No

Someone in the household lost employment or had their hours cut within the last 30 days.

_____ Yes _____ No

The need was caused by fire, flood, or natural disaster _____ Yes _____ No

1. Have you applied for PRC with in the last 60 days? _____ Yes _____ No

2. If yes, for what service? _____ When? _____

3. Are you currently sanctioned from any program? Yes _____ No _____

4. What PRC services are you applying for?

_____ Car Repair _____ Rent/deposit _____ Utilities

_____ Uniforms or employment related items _____ Appliances

_____ Other items-please specify _____

5. If you are applying for vehicle repair list all vehicles registered in the household. _____

6. Complete the chart below for anyone living in your household, including yourself. You are required to verify income for all members of your household.

Name	Relationship to Applicant	SSN of Adults	Age	Source and type of income Name of employer	Monthly Income

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7. Name and provide verification for anyone who is pregnant in the household. _____

8. Name of anyone in your household eligible for and not receiving child support. _____

9. List anyone in your household who has been court ordered to pay child support. _____

By signing this application, I give the Scioto County Department of job and Family Services permission to verify and obtain any information necessary to determine my eligibility.

Signature of applicant

Date

Needed Verifications

Uniforms and other employment related items --- Verification of last 30 day's income or employer's statement, 1 estimate for cost of required items.

Utilities/Rent—Verification of income for last 60 days, original utility bill or landlord's statement, eviction notice.

Appliance/Home repair—Verification of income for 30 days or employer's statement, two estimates for purchases if item is not repairable. Used items must come with a 30 day warranty.

Vehicle repair—Verification of income for 30 day's or employer's statement, driver's license, vehicle title, proof of insurance, two estimates from approved vendors.

PRC Provider Agreement

As of July 1, 2008, _____ is entering into an agreement with the Scioto County Department of Job and Family Services (SCDJFS) to provide car repair services to eligible applicants for the Scioto County Prevention, Retention, and Contingency Program. This agreement shall be in effect for one year from the date specified above.

_____ agrees to the following terms of the agreement.

- 1. Estimate:** Provide a free estimate of the necessary repairs needed to insure the vehicle is in a safe, operational condition at the request of the owner. (See attached list of covered repairs.)
- 2. Guarantee:** Guarantee any repairs for 30 days. Guarantee must include parts and labor.
- 3. Invoice:** Submit detailed monthly invoices to the SCDJFS, identifying the client, work completed and the cost. A receipt signed by the owner of the vehicle must accompany the invoice.
- 4. Payment.** SCDJFS will make payment or provide a written denial within 30 days of receipt of the invoice. The provider shall release the vehicle to the owner upon completion of the work and is in receipt of an authorization for payment from SCDJFS.
- 5. Termination:**
 - (1) This agreement may be terminated upon thirty day written notice by either party.
 - (2) This agreement may be terminated immediately in the event there is a loss of funding, upon discovery of noncompliance with any federal or state law, rules, regulations or violation of any provisions of this agreement.
- 6. Allowable Cost:** SCDFJS will only remit for cost prior authorized by the agency.
- 7. Independent Contractor:** Providers and employees of the Provider will act in performance of this agreement in an independent capacity, and not as officers or employees or agents of the State of Ohio or the SCDJFS.
- 8. Duplicate Billing:** Provider warrants that claims made to SCDJFS for payment for services shall, be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same project.
- 9. Financial Records:** The Provider shall maintain independent books, records, payroll, other supporting documents, income verifications, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended

in the performance of this agreement. Such records shall be subject to all reasonable time for inspection, review, or audit by duly authorized federal, state, SCDJFS personnel. Such records shall also be subjected to individual or entity selected for the audit required by Article 10 of this agreement.

10. Responsibility for Audit Exceptions: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit related to the provisions of this agreement.

11. Liability Requirements (other than audit): Provider agrees, to the extent permissible by law, to hold the SCDJFS harmless from liability, suits, losses, judgments, damages or other demands brought as a result of its actions or omissions in performance of this agreement.

12. Breach and Default: Upon breach or default of any of the provisions, obligations, or duties embodied in this agreement, the parties may exercise any administrative, contractual, equitable, or legal remedies available, without limitations. The waiver of any occurrence of breach or default is not a waiver of such occurrence, and the parties retain the right to exercise all remedies mentioned herein.

13. Confidentiality: The Provider agrees that they shall not use any information, systems or records made available to either party for any purpose other than to fulfill the obligations specified herein. The Provider shall be bound by the confidentiality regulations of the SCDJFS and all applicable state and federal confidentiality laws.

14. Civil Rights: SCDJFS and provider agree that in the performance of this agreement or in the hiring of any employees for the performance under this agreement, there shall be no discrimination against any client or any employee because of race, sex, religion, national origin, or any other factor as specified in Title VI of the civil Rights Act of 1964 and subsequent amendments. It is further agreed that the Provider will comply will all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any Provider found to be out of compliance with this Article may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

15. Indemnity and Insurance:

(A) Indemnity: Provider agrees that it will, at all times during the existence of the agreement, indemnify and save harmless the SCDJFS, the Ohio Department of Job and Family Services, and the Scioto County Board of County Commissioners against any and all liability, loss, damage, and/or related expenses incurred through the provision of this agreement.

(B) Insurance: Provider agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which involve injury or death.

16. Accessibility to the Public: SCDJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquirers.

17. Accessibility to the Handicapped: The provider agrees as a condition of the agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any Provider found to be out of compliance with this Article may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

19. Amendment of Agreement: This agreement may be modified or amended provided that any such modification or amendment is in writing and is signed by the principles of both parties. It is agreed, however, that any amendments to laws, rules, or regulations cited herein will result in the correlative modification of the agreement without the necessity for executing written amendment.

20. Child Support Enforcement: Provider agrees to cooperate with SCDJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Provider meet child support obligations established under state law. Further, by executing this agreement, the Provider certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 3113.217 of the Ohio Revised Code.

21. Partial Invalidity: A judicial or administrative finding, order or decision that any part of this agreement is illegal or invalid shall not invalidate the remainder of this agreement.

22. Compliance with Federal and State Laws, Rules and Regulations: The Provider and the SCDJFS agree to comply with all federal and state laws, rules, regulations, and auditing standards which are applicable to the performance of this agreement.

23. Resolution of Disputes: The provider and SCDJFS agree that their respective heads shall resolve any disputes between themselves concerning responsibilities under of performance of any of the terms of this agreement.

Authorized Provider Representative

Date

Address

Phone number

PRC Rental Deposit Agreement

The Scioto County Department of Job and Family Services agrees to pay to _____
_____ the amount of \$ _____ for deposit on property
located at _____. The deposit is being paid of behalf of
_____.

The landlord agrees to return the deposit to the Scioto County Department of Job and Family
Services in the event that _____ vacates the property. Documentation
must be provided by the landlord detailing and costs of repairs withheld form the deposit.

_____ Date _____
Agency Representative

_____ Date _____
Landlord

_____ Date _____
Client

PRC VEHICLE AND/OR MAINTENANCE

Eligibility for vehicle and /or maintenance through the SCDJFS shall meet all criteria established and, additionally, not exceed those stipulations as provided within the SCDJFS PRC Plan. **Maximum cost of vehicle repair is limited to \$500.00.**

To be eligible for PRC vehicle repair assistance:

- The applicant must provide evidence of liability insurance
- The applicant must provide evidence of ownership and evidence that the car is licensed in Ohio.
- **Total cost of repair cannot exceed \$500.00 and not be excess of value of vehicle.**
- Applicant must be employed or about to obtain gainful employment of at least 25 hours per week, participating in WEP or receiving unemployment.
- Applicants must obtain two estimates for repairs.
- Repairs must be made by a qualified service center that has signed a provider agreement with the SCDJFS

Items covered in vehicle maintenance repair:

- Battery–The battery shall be replaced if it is determined that the battery is no longer functional.
- Tire/s- A tire may be replaced if it is determined the tire/s poses a serious risk to the driver.
- Broken belts-Fan, alternator, etc.
- Items that are essential to the safe operation of a vehicle or required by law.
- Headlights, brakes, windshield wiper arms
- Transmission, fuel pump
- Muffler and tail pipe
- Engine or drive train repair
- Electric or electronic controls needed for essential operation of the vehicle
- Essential items as they relate to safety issues

Items not covered in vehicle repair:

- Elective or non-essential items such as: radios, speakers, upholstery, paint, body and /or rust repair, etc.
- Routine maintenance items such as air filters, motor oil, transmission fluid, coolant (replacement of items are acceptable if a result of transmission repair/replacement, or major engine repair).
- Gasoline
- Air conditioning system.

Repairs shall only be made for “same value replacement” and such repairs shall not serve as an enhancement to the vehicle’s original equipment.