



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

Family Assistance Letter #126
OFFICE OF FAMILY ASSISTANCE

May 20, 2013

TO: Directors, County Departments of Job and Family Services

FROM: Kara B. Wentz, Deputy Director
Office of Family Assistance

SUBJECT: 2013 Prevention Retention and Contingency Plan Renewal

Chapter 5108 of the Revised Code requires each county agency to renew its Prevention Retention and Contingency (PRC) plan every two years. The deadline for the next biennial renewal of PRC plans is **October 1, 2013**. All plans must be submitted to the Ohio Department of Job and Family Services (ODJFS) on or before this renewal date.

Renewal Requirements

For the biennial renewal, the county agency must complete all of the following steps:

1. Review eligibility criteria, services and benefits in the current PRC plan to determine if changes are necessary.
2. Public Comment: the county agency must either:
 - o Provide the public and local government entities at least thirty days to submit comments on the PRC plan; or
 - o Have the County Family Services Planning Committee review it.
3. Complete any revisions based upon comments from the County Family Services Planning committee or through the thirty day comment period.
4. The county agency Director must sign and date the PRC plan. The effective date of the biennial renewal shall not be earlier than the date of the county agency Director's signature.
5. The Board of County Commissioners must certify that the county agency has complied with Chapter 5108 of the Revised Code in adopting the PRC plan.
6. The county agency must send a complete copy of the PRC plan, including the amended changes electronically to the ODJFS at Program-Policy@jfs.ohio.gov no later than ten calendar days after the plan's effective date. In the subject line of the e-mail, please indicate:
 - o The county name
 - o Effective date of the plan, and
 - o That this is a biennial.

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Columbus, Ohio 43215
jfs.ohio.gov

7. The county agency must fax or email a copy of the county agency Director's signature page and the County Commissioners' Certification to the Cash Assistance Policy Section at (614) 466-1767 or Program-Policy@jfs.ohio.gov.

To assist the county agency in the completion of the biennial renewal, we have attached a checklist that can be used to ensure that all the requirements for submission of the plan for renewal have been completed.

Submission of the Final Plan

Once the plan is received the Cash Assistance Policy Section will confirm receipt of the PRC plan via e-mail. Each plan will be reviewed for compliance with federal Temporary Assistance for Needy Families (TANF) and state PRC requirements. If there are questions regarding the plan or there is still a document needed, the county agency will be contacted by email indicating what is missing. When the information has been received or clarification/supporting documentation has been provided by the county agency, the PRC plan will then be posted to the ODJFS website at <http://jfs.ohio.gov/owf/prc/>.

Recommendations

The county agency PRC plan creates the authority for county agencies to deliver benefits and services using TANF funds. Unclear service delivery could result in audit exceptions on PRC expenditures. As the renewal process begins, the county agency should ensure its plan includes the following:

- Eligibility requirements for each benefit/service;
- A full description of each benefit/service being provided;
- The TANF purpose for each benefit/service; and
- A brief statement for each benefit/service providing a rationale for the stated TANF purpose.

PRC Reference Guide

The PRC Reference Guide is a how-to policy guide for developing, implementing and monitoring a PRC program for all county agencies and any agencies with whom a county agency has PRC contractual agreements. A comprehensive review of the PRC Reference Guide has been conducted. Revisions have been made throughout the PRC Reference Guide to streamline and simplify the format, remove redundant language and to provide clarifying language.

We recommend that the county agency consult the PRC Reference Guide for questions about the appropriate PRC benefits and services or federal and state requirements. The PRC Reference Guide is attached and can also be found at <http://www.jfs.ohio.gov/owf/prc/PRCReferenceGuide.stm>.

PRC questions may be directed to the TANF_FSTA e-mail box or by calling 1-866-886-3537 (Option 6).

Attachment

c:	Michael B. Colbert, Director	Joel Potts, ODJFSDA
	Michael McCreight, Assistant Director	Larry Long, CCAO
	ODJFS Deputy Directors	Kim Bridges, OCDA
	Family Assistance Staff	Crystal Allen, PCSAO