

PRC Plan Biennial Renewal Checklist

Date Due	Date Completed	Task
		Review eligibility criteria, services and benefits in current PRC plan to determine if changes are necessary.
		Provide for 30-day comment period or submit to County Family Services Planning Committee.
		Complete any revisions based upon comments from the County Family Services Planning Committee or through 30-day comment period.
		Secure county agency Director signature.
		Secure County Commissioner certification that the PRC plan has complied with Chapter 5108 Revised Code.
		Submit the complete PRC plan electronically no later than 10 calendar days from the effective date but no later than the deadline date of each biennial period (October 1, 2013) to Program-Policy@jfs.ohio.gov
		Fax or email the county agency Director's signature page and County Commissioners' certification to (614) 466-1767 or Program-Policy@jfs.ohio.gov