



Department of
Job and Family Services

John R. Kasich, Governor

Cynthia C. Dungey, Director

Family Assistance Letter # 149
OFFICE OF FAMILY ASSISTANCE
September 30, 2015

TO: Directors, County Departments of Job and Family Services

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

SUBJECT: Prevention, Retention and Contingency Reporting Tool

Pursuant to section 5101.80 of the Revised Code the Ohio Department of Job and Family Services (ODJFS) is required to track and evaluate the Prevention, Retention and Contingency (PRC) program's process, practice, impact and outcomes.

As one of the steps to accomplish this evaluation and tracking, ODJFS is replacing the current Web Reporting Tool with a new web-based system, known as the PRC Reporting Tool. The operation of the new tool is similar to the Summer Youth Employment Program Tool that has been in use since 2014. The tool will be accessible through the internet at <https://prc.jfs.ohio.gov>. County agencies that have developed their own PRC reporting tool may continue to use those systems as long as it can provide the following information on a quarterly basis:

County Information:

1. county of residence
2. name of CDJFS providing service
3. caseworker ID

Recipient Information:

4. name
5. social security number
6. age
7. residential address
8. household income/federal poverty level
9. date of application
10. date the benefit was issued
11. date the benefit was denied
12. category of benefit (employment, housing, utility, transportation, disaster assistance, other)
13. value of benefit issued

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

14. TANF purpose

USER ACCESS

The individual county workers who will need access to the Tool must be determined within the next ten (10) business days, October 15, 2015. Attachment A is a spreadsheet that county agencies must fill out identifying the county workers who will require access. The spreadsheet should be returned in MS Excel format (please do not save in PDF format). The county workers' user ID and password will be the same as their Novell ID and password. Additionally, a signed JFS 7078 (Attachment B) must be completed for each individual worker needing access, and must be returned with the completed spreadsheet. County agencies shall email the completed spreadsheet and JFS 7078s to Kim.Jones@jfs.ohio.gov

Once the designated county staff has been entered into the system, any changes in designation must be done via a completed JFS7078 sent to the OIS Help Desk. The OIS Help Desk may be contacted at OIS_SERVICE_DESK@jfs.ohio.gov or call 1-800-686-1580 (select option #2). Staff needing to reset their password should contact the OIS Help desk at OIS_SERVICE_DESK@jfs.ohio.gov or call 1-800-686-1580 (select option #1).

TRAINING and INSTRUCTIONS

A user guide for the PRC Reporting Tool is attached (Attachment C). A web-based training module is also accessible at: <http://innerweb.odjfs.state.oh.us/Initiatives/CRIS-E/training/CRIS-ETrainingResources.stm>

SYSTEM USE/REPORTING

County agencies that elect to utilize their own systems must notify Kim Jones of this decision by Thursday, October 15th by email at Kim.Jones@jfs.ohio.gov and ensure that they will send quarterly reports as follows:

Quarter	Timeframe	Deadline
1	October 1 – December 31	January 15
2	January 1 – March 31	April 15
3	April 1 – June 30	July 15
4	July 1 – September 30	October 15

Note: The first reporting period will run from November 1 – December 31, 2015.

These reports should be sent electronically in excel, see attachment D, to Kim Burton-Smiles at Kim.Burton-Smiles@jfs.ohio.gov by the reporting deadline outline above.

For further information about the PRC Reporting Tool, please feel free to contact County Technical Assistance by email at TANF-FSTA@jfs.ohio.gov.

c: Cynthia Dungey, Director
Michael McCreight, Assistant Director
ODJFS Deputy Directors
Family Assistance Staff

Joel Potts, OJFSDA
Larry Long, CCAO
Kim Bridges, OCDA
Angela Sausser, PCSAO

Attachments