

FAQ's PRC Reporting Tool

1. What is the intent of the PRC Program?

A - The PRC program provides for nonrecurring, short-term, crisis-oriented benefits and ongoing services that are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) program.

2. How is the data collected in the PRC Reporting Tool going to be used?

A –Pursuant to Section 5101.80(c)(10) of the Ohio Revised Code, ODJFS is required to evaluate the PRC program. This data will provide a streamlined approach to accomplishing this annual evaluation. The data will also be used to provide technical assistance to counties, as needed, to ensure program compliance.

3. What is the difference between a PRC ‘hard service’ and ‘soft service’?

The following definitions are available in chapter 5 of the PRC Reference Guide at:

<http://jfs.ohio.gov/OWF/prc/PRCReferenceGuide2.stm>

A - “Hard” services are benefits having cash value (e.g., rent) that are provided to clients either as PRC services or OWF support services.

“Soft” services are services without cash value to the recipient (e.g., job training and education, after-school programs, etc.) that are provided to clients either as PRC services or OWF support services.

4. What type of PRC services need to be entered into the PRC Reporting Tool?

A – All PRC hard services are required to be entered into the PRC Reporting tool or into the provided Excel spreadsheet. At this time, counties are not required to track soft services in the PRC Reporting Tool or on the spreadsheet; however, counties are highly encouraged to track any soft service that can be tied to an individual. Additionally, all expenditures must be entered into the County Finance Information System (CFIS) as described in the joint letter, “Changes in Random Moment Sample Codes for TANF Activities,” that was sent on 9/4/15. If you have questions regarding CFIS please contact: Sabrina Jamison, Office of Fiscal and Monitoring Services at Sabrina.Jamison@jfs.ohio.gov

5. Do we need to go back and add services retroactively for soft services in the PRC Reporting Tool?

A – No, soft services are not required to be tracked. At this time, counties are not required to track soft services in the PRC Reporting Tool or on the spreadsheet; however, counties are highly encouraged to track any soft service that can be tied to an individual.

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6. Do PRC hard services still need to be entered into CRIS-E?

A – No, as of November 1, 2015 all PRC hard services should be entered into the PRC Tracking Tool or the provided Excel spreadsheet instead of entering them into CRIS-E.

7. Are counties required to use the PRC Reporting Tool?

A – Yes, counties are required to use the PRC Reporting Tool unless the county chooses to use the provided Excel spreadsheet to track hard services. Counties opting to utilize the spreadsheet must encrypt the file prior to submitting it via email.

8. Can vendors have access to the PRC Reporting Tool?

A - No, vendors cannot use the PRC Reporting Tool and instead should utilize the provided spreadsheet to track PRC benefits, but only one spreadsheet should be provided to JFS when data is being reported.

9. Do PRC denials need to be entered into the PRC Reporting Tool?

A – Yes, PRC denials need to be entered into the PRC tracking tool. At this time, all denials require that the county agency enter a dollar amount for hard services requested. The system requires a dollar amount in order to track the information, likewise where an amount is unknown counties should enter \$1.

10. Can the PRC Reporting Tool be used to search previous PRC approvals and denials?

A – Yes, the PRC Reporting tool can be used to search previous PRC services received by individuals. For instructions on how to search, please see the PRC User Guide attached to Family Assistance Letter #149 – PRC Reporting Tool: <http://jfs.ohio.gov/ofam/letters.stm>. Reminder: County agencies have the option to utilize a spreadsheet; therefore, all records associated with the spreadsheet will not be available in the PRC Tool until it is uploaded into the system.

11. Can PRC hard services that have been entered into the PRC Tool be edited at a later date?

A – Information in the PRC Reporting Tool can be updated within 30 days from the 'Date of Benefit Issuance.' However, counties will not be able to alter or delete information entered by another county.

12. If an applicant has received PRC benefits in a different county, how does the new caseworker get access to the individual in the PRC Reporting Tool?

A – The new caseworker must contact the county agency of the previous residential county to have the case released. Please see attachment A which outlines how to transfer a case.

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13. Can gift cards be tracked?

A – Yes, a sub-category has been added to each type of service in order to assist counties in identifying hard services provided via gift cards. However, JFS strongly encourages counties to not use gift cards. Please see Family Assistance Letter #103 – Purchase of Gift Cards for guidance on issuing benefits via gift cards: <http://jfs.ohio.gov/ofam/pdf/FAL-103-GiftCards.pdf>.

14. How is a PRC hard service that is received by a household of more than one individual entered into the PRC Reporting Tool?

A - For households in receipt of a PRC hard service, the total dollar amount should be split evenly among the assistance group as defined by the county agency. For example, if a household with two adults receives \$500 in PRC benefits, each adult should be entered into the PRC Tracking Tool for \$250 benefit value.

15. When should PRC hard services be entered into the PRC Reporting Tool?

A – PRC hard services should be entered as they are approved or denied.

16. Is there still a Web Reporting Tool (WRT)?

A – No, the WRT was shut down and replaced with the PRC Reporting Tool.

17. Who do I contact if I completed and submitted the spreadsheet and JFS 07078 for access to the PRC Reporting Tool and have not yet been granted access?

A – Please email Kim Burton-Smiles at Kim.Burton-Smiles@jfs.ohio.gov.

18. How do we capture PRC services that don't require an application?

A – If there is no application, and the benefit cannot be tied to an individual the service should be entered into CFIS as an expenditure.

19. If we decided to not use the PRC Tracking Tool when do we need to report our PRC data?

Quarter	Timeframe	Deadline
1	January 1 – March 31	April 18
2	April 1 – June 30	July 18
3	July 1 – September 30	October 18
4	October 1 – December 31	January 18