

## PRC Plan Biennial Renewal Checklist

Task	Date Due	Date completed
Review eligibility criteria, services and benefits in current PRC plan to determine if changes are necessary. Also, check to ensure that all benefits/services being provided are included in the plan.		
Provide for 30-day public 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 CDJFS Director signature. (NOTE: The effective date of the PRC Biennial Renewal cannot be prior to the date that the Director signed the plan).		
Secure the County Commissioner certification that the PRC plan complies with Chapter 5108 of the Ohio Revised Code.		
Submit the complete PRC plan electronically to <a href="mailto:Program-policy@jfs.ohio.gov">Program-policy@jfs.ohio.gov</a> no later than 10 calendar days after the plan's effective date and no later than October 1, 2011.		
Fax CDJFS Director's signature page and County Commissioner certification to (614) 466-1767. If the CDJFS has scanning capabilities, the signature page and County Commissioner certification can be sent electronically to <a href="mailto:Program-policy@jfs.ohio.gov">Program-policy@jfs.ohio.gov</a> .		