



Department of  
Job and Family Services

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

**Family Assistance Letter #104**

May 9, 2011

TO: Directors, County Departments of Job and Family Services

FROM: Trudie J. Bormann, Deputy  
Family Assistance, Office of Families and Children

**SUBJECT: 2011 PRC Plan Renewal**

Chapter 5108 of the Revised Code requires each County Department of Job and Family Services (CDJFS) to renew its PRC (Prevention, Retention and Contingency) plan every two years. The deadline for the next biennial renewal of PRC plans is October 1, 2011. All plans must be submitted to the Ohio Department of Job and Family Services on or before this renewal date.

**Renewal Requirements**

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

1. Either provide the public and local government entities at least 30 days to submit comments on the PRC plan or have the County Family Services Planning Committee review the plan.
2. Make changes to the current PRC plan or submit the existing PRC plan without change.
3. Ensure that the PRC plan is signed and dated by the CDJFS Director. The effective date of the biennial renewal cannot be earlier than the date of the Director's signature.
4. Ensure that the Board of County Commissioners certifies that the CDJFS has complied with Chapter 5108 of the Revised Code in adopting the PRC plan.

To assist the CDJFS 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**

When the CDJFS completes all of the required steps, it must then be submitted within 10 calendar days from the plan's effective date and no later than October 1, 2011. In the subject line of the e-mail, please indicate the county name, effective date of the

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plan, and that the plan is a biennial renewal (i.e., Adams 10/01/11 renewal). If there are no changes to the current PRC plan, please note this in the e-mail or in a cover letter submitted with the plan.

A copy of the CDJFS Director's signature page, unless transmitted electronically, and the County Commissioners' Certification, can be faxed to Kara Bertke-Wente at (614) 466-1767.

We will confirm receipt of the PRC plan via e-mail. Each plan will be reviewed for compliance with federal TANF and state PRC requirements. If there are questions regarding the plan or there is still a document needed, we will contact the CDJFS indicating what is missing. When the information has been received or clarification/supporting documentation has been provided by the CDJFS, the PRC plan will then be posted to the Ohio Department of Job and Family Services website at <http://jfs.ohio.gov/owf/prc/>. We will send an e-mail to the CDJFS when its plan has been posted.

### **Recommendations**

The CDJFS 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 CDJFS 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.

We recommend that the CDJFS consult the PRC Reference Guide for questions about the appropriate PRC benefits and services or federal and state requirements. The Reference Guide can be found at <http://www.jfs.ohio.gov/owf/prc/PRCReferenceGuide.stm>. For county agencies assessing if a PRC suspension is necessary, it may be helpful to review Family Assistance Letter #89 "Prevention, Retention and Contingency – CDJFS Suspension." PRC questions may also be directed to the TANF\_FSTA e-mail box or by calling 1-866-886-3537 (Option 6).

### Attachment

c: Michael B. Colbert, Director  
Michael McCreight, Assistant Director  
ODJFS Deputy Directors  
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