



30 East Broad Street Columbus, Ohio 43215-3414
jfs.ohio.gov

OFFICE OF FAMILY STABILITY LETTER # 65

August 2, 2007

TO: Directors, County Departments of Job and Family Services

FROM: Jeanne Carroll, Deputy Director
Office of Family Stability

SUBJECT: PRC Plan Renewal

Chapter 5108 of the Revised Code requires each County Department of Job and Family Services (CDJFS) to renew its PRC plan every two years. The next biennial renewal of PRC plans is October 1, 2007; all plans must be submitted to ODJFS on or before this renewal date.

Renewal Requirements

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

- 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.
- Make changes to the current PRC plan or submit the existing PRC plan without change.
- 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.
- 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 are attaching a checklist that can be used to ensure that all of 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 electronically to the Office of Family Stability at: Program_policy@odjfs.state.oh.us within 10 calendar days from the plan's effective date and no later than October 1, 2007.

In the subject line of the e-mail, please indicate the county name, effective date of plan, and that the plan is a biennial renewal (i.e., Adams 100107 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 Karen Ernes at (614) 466-1767. These documents can also be scanned and submitted electronically at the e-mail address in the prior paragraph.

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 (e.g., Director's signature, County Commissioners Certification), we will contact the CDJFS indicating what is still needed. 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 ODJFS 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 counties 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 ODJFS PRC Reference Guide for questions about appropriate PRC benefits/services or federal and state requirements. The ODJFS PRC Reference Guide can be found at <http://www.jfs.ohio.gov/owf/prc/PRCReferenceGuide.stm>. PRC questions may also be directed to the TANF_FSTA e-mail box.

We will be providing updates at the statewide video conferences in August and September and addressing questions that may arise about the biennial renewal.

Thank you for your assistance in this matter.

Attachment

JC:dr

c: Helen E. Jones-Kelley, ODJFS Director
Fred Williams, Assistant Director
Mary Ann Drewry, Assistant Director
Loretta Adams, OJFSDA
Crystal Allen, PCSAO

Terry Thomas, Assistant Director
ODJFS Deputy Directors
Kim Newsome, OCDA
Larry Long, CCAO