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## OFFICE OF FAMILY STABILITY LETTER #34

August 1, 2005

TO: Directors, County Departments of Job and Family Services

FROM: Jeanne Carroll, Deputy Director  
Office of Family Stability

### **SUBJECT: PRC Plan Biennial Renewal**

Chapter 5108 of the Revised Code requires each County Department of Job and Family Services (CDJFS) to renew their PRC plan every two years. The next renewal of PRC plans is October 1, 2005; all plans must be submitted to ODJFS on or before this renewal date.

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

- Either provides the public and local government entities at least thirty (30) days to submit comments on the PRC plan or has the County Family Services Planning Committee review the plan.
- As a result of the review, the CDJFS may make changes to the PRC plan or submit the existing PRC plan without change.
- 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 CDJFS Director's Signature.
- The Board of County Commissioners certifies that the CDJFS has complied with Chapter 5108 of the Revised Code in adopting the PRC plan.
- A complete copy of the PRC plan should be sent electronically to ODJFS at [Program-policy@odjfs.state.oh.us](mailto:Program-policy@odjfs.state.oh.us) no later than ten (10) calendar days after the plan's effective date and no later than October 1, 2005. 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 (Adams100105renewal). 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 is faxed to the Cash Assistance Policy Section at (614) 466-1767 to the attention of Karen Ernes. These documents can also be scanned and submitted electronically via the Program Policy GroupWise e-mailbox.

Upon receipt, ODJFS will confirm receipt of the PRC plan via e-mail. The plans will be reviewed for compliance with the federal and state requirements. If there are questions regarding the plan or there is still a document needed (e.g., Director's signature, County Commissioners Certification), ODJFS staff 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 be posted to the ODJFS PRC Plan Website (<http://jfs.ohio.gov/owf/prc/>) and an e-mail will be sent to the CDJFS to notify of the posting.

The CDJFS PRC plan creates the authority for counties to deliver benefits and services. Counties should review their plans to ensure that eligibility requirements are addressed, services that will be provided are fully described and to show how services being provided meet one of the TANF purposes. Unclear service delivery could result in audit exceptions on PRC expenditures.

To assist the CDJFS in the completion of the biennial renewal, a checklist is attached that can be used to ensure that you have completed all of the requirements for submission of the plan for renewal.

Thank you for your assistance in this matter.

Attachment

JC:dr

c: Barbara Riley, Director  
Fred Williams, Assistant Director  
China Widener, Assistant Director  
ODJFS Deputy Directors  
Family Stability Staff  
Loretta Adams, OJFSDA  
Crystal Allen, PCSAO  
Kim Newsome, OCDA  
Larry Long, CCAO