



Ohio Department of Job  
& Family Services

# PRC Reference Guide

Office of Family Stability

April 2006

# PREFACE

The PRC Reference Guide is intended to be a tool for counties to refer to when developing their PRC programs. It is a culmination of efforts stemming from a request by the Ohio Job and Family Services Directors Association (OJFSDA) to condense 39 OWF/PRC Guidance Letters, written over 7 years, into one source of information for counties and other interested persons about PRC. The final product represents a 63% reduction in the amount of pages of all formerly issued guidance documents. The intent is to create a concise, accessible and understandable tool to help counties with their work.

This guide provides local county departments of job and family services and community stakeholders with policy guidance regarding the requirements and opportunities of the PRC program. The program was created by the Ohio General Assembly, but is governed by federal law and regulation as well as state law because one of the main sources of funding is Temporary Assistance for Needy Families (TANF), a federal block grant issued to states to tailor their welfare programs to meet individual states' needs. As a result, this guide sets forth the requirements of the federal law and regulations governing TANF that relate to the PRC program, and state law on PRC and policies developed over time. In addition to federal and state requirements, this guide offers many suggestions regarding how to assess the needs of the community, determine the goals of the PRC program, and identify specific benefits and services that the community can provide.

Federal and state grant management and procurement requirements apply to the PRC program, but are not included in this guide. Requirements are set forth in the Administrative Procedure Manual (APM) which can be found on the ODJFS website. We have decided not to exclude any possible opportunities that a county may have to serve a community need, even if the procurement or accounting issues are a key factor in whether a county pursues such a program. We decided to be inclusive, rather than exclusive, to allow counties the flexibility to decide whether they wished to pursue a particular program. Counties are encouraged to work with the ODJFS Office of Fiscal Services to determine how to account for the program and how to apply federal procurement requirements.

The Guide includes five chapters and an appendix. Chapter one gives a general overview of the PRC program. Chapter two outlines a community plan framework and the statutory authority for the CDJFS PRC plan. Chapter three details the application, eligibility criteria and options for the program. Chapter four outlines considerations for providing benefits and services to targeted community populations. Chapter five provides data reporting requirements when issuing PRC support services. Within the appendices are housed applicable state program references, flow charts, models, examples and a program checklist.

This guide is not a comprehensive review of the TANF program. Also, we did not anticipate every question regarding allowable PRC spending. If you have any questions regarding the PRC program, contact the ODJFS Office of Family Stability Program Policy Services Unit TANF-FSTA mailbox.

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